



CITY COUNCIL PUBLIC HEARING

Wednesday, June 06, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **Open Public Hearing - 6:30 p.m.**
2. **Topic**
 - 2.A. FY 2018/19 State Revenue Sharing & Budget
[2018-2019 BUDGET - APPROVED.pdf](#)
3. **Close Public Hearing**

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

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



City of St. Helens, Oregon

Approved Budget

2018-19



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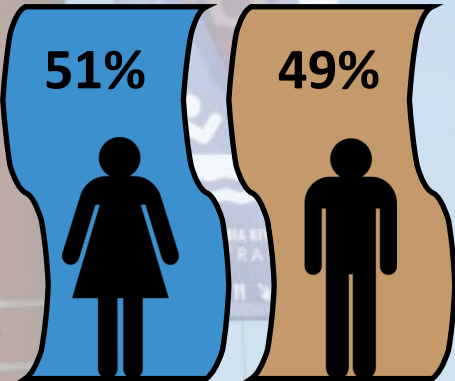
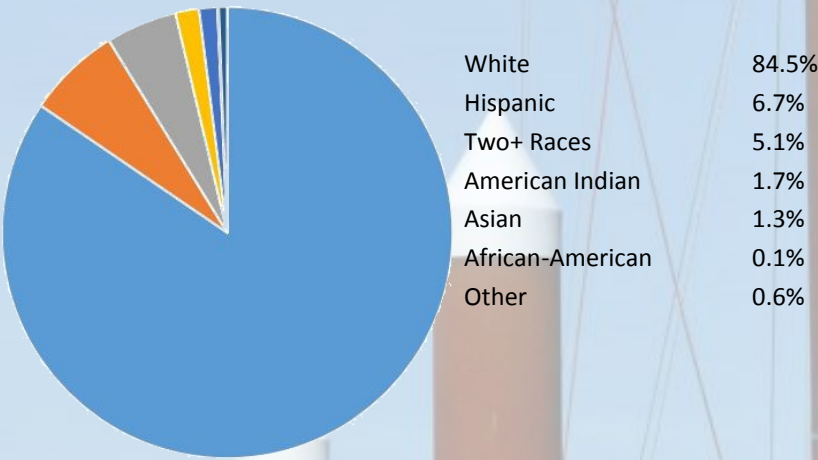
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St. Helens Demographics

The City of St. Helens is the 40th largest city in Oregon and is located within Columbia County. It is approximately 28 miles north west of Portland. The City of St. Helens is considered the entrance to Columbia County and is also home of the Spirit of Halloweentown, a month-long celebration of Halloween that takes place all around the City in October as well as multiple annual events throughout the year, including July 4th fireworks and December events like the annual tree lighting and Christmas ships passing on the Columbia River.

St. Helens Demographics



2018 Certified Population 13,240

Economic Indicators



Active Business Licenses	1,032
Unemployment Rate	5.00%
Largest Employer	Pacific Stainless
Principal Industry	Manufacturing
City Government Workers	79

Weather



Avg High Temp	78° F
Avg Low Temp	33° F
Sunny Days per year	141
Avg Annual Rainfall	49.8"



86.8%

High School Diploma or higher



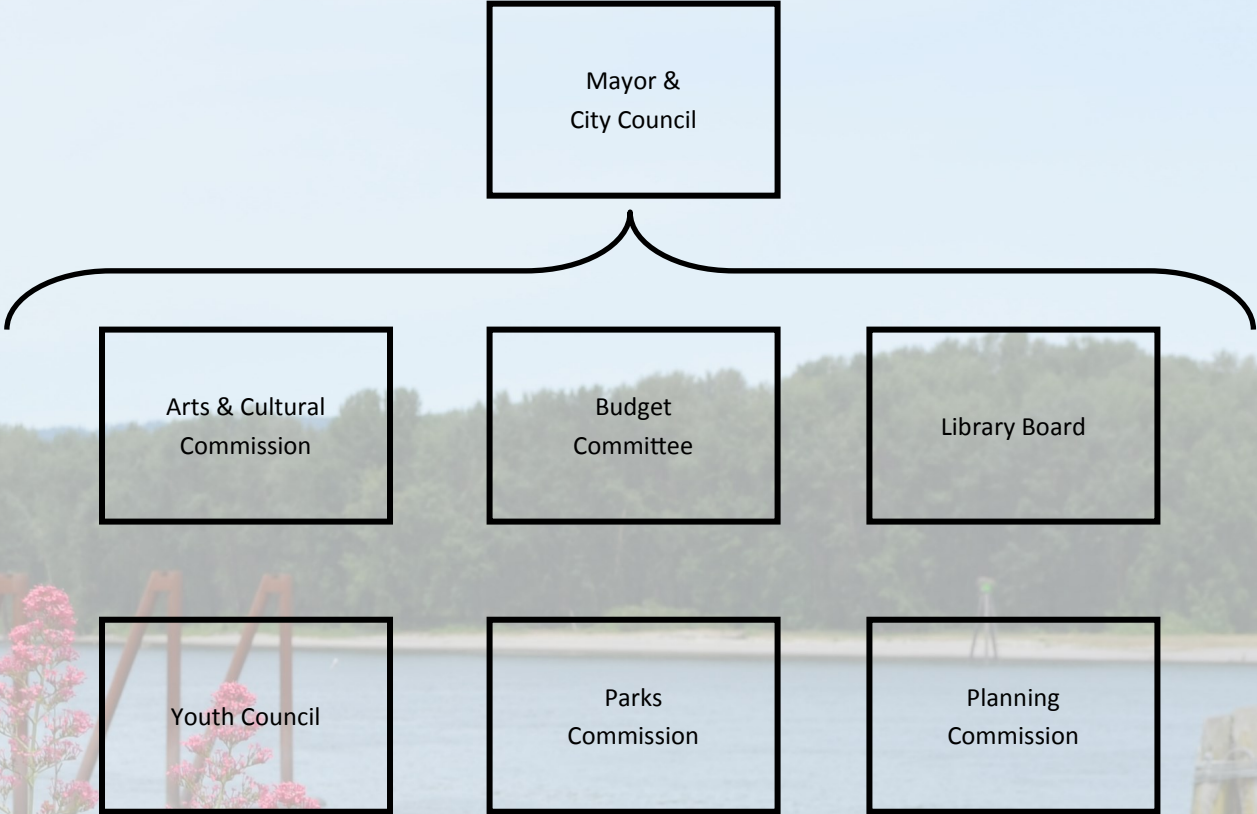
\$50,254

Median Family Income

St. Helens City Map



City Boards and Commissions



Join Us and Help Shape the Future

If you wish to apply for any of the City advisory boards, committees, or commissions, simply complete the application found online. You may apply at any time, as vacancies occur throughout the year. Members must commit to approximately 2-3 hours per month for meetings and activities. Selection is based on application questions, interview, and a willingness to serve. The Mayor and City Council appreciate your interest and your aspiration to service the City of St. Helens.

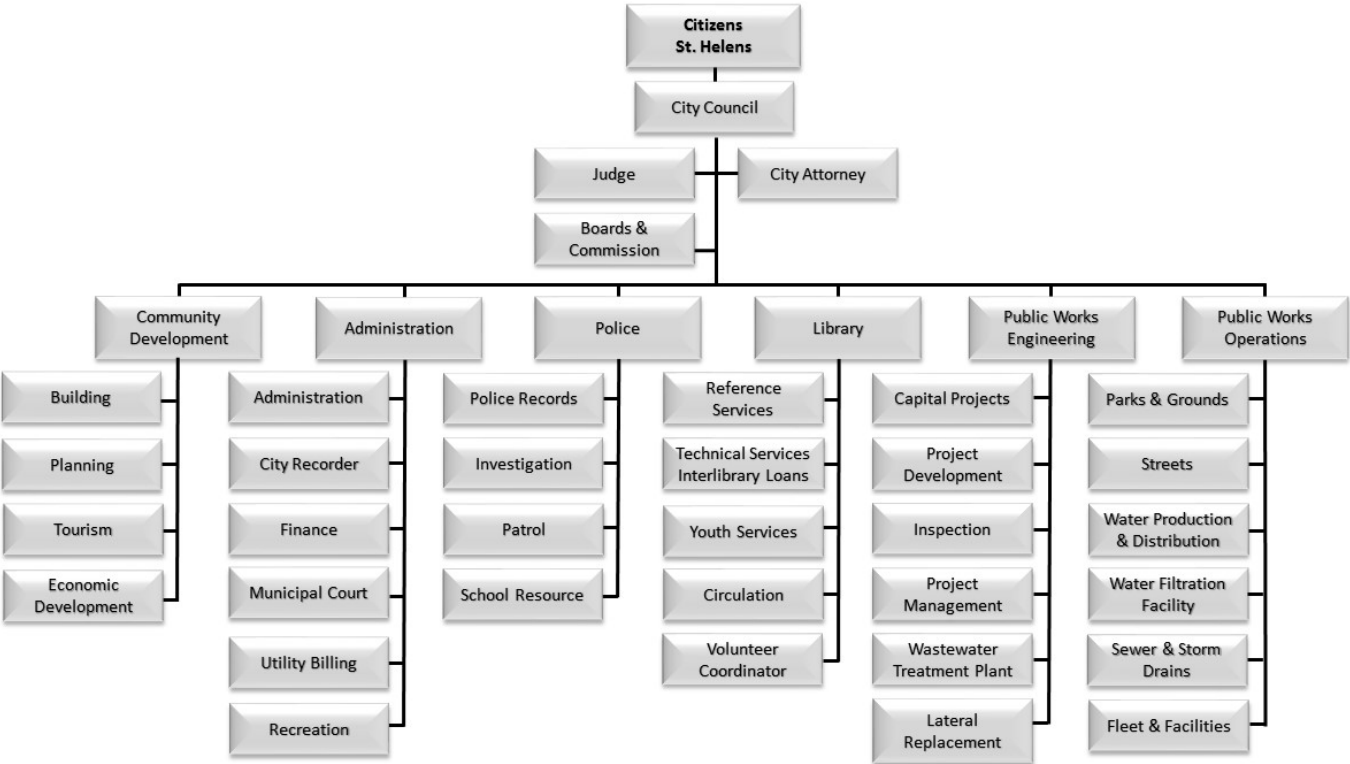
Budget Committee

<u>Budget Committee</u>		<u>Term Expires</u>
Mayor	Rick Scholl	12/31/2018
Councilor President	Douglas Morten	12/31/2018
Councilor	Keith Locke	12/31/2020
Councilor	Susan Conn	12/31/2018
Councilor	Ginny Carlson	12/31/2020
Citizen	Rachael Barry	12/31/2020
Citizen	Brian Vaerewyck	12/31/2020
Citizen	Leah Tillotson	12/31/2020
Citizen	Bill Eagle	12/31/2018
Citizen	Garrett Lines	12/31/2019

Administration Staff

City Administrator	John Walsh
Finance Director	Matthew Brown
City Recorder	Kathy Payne
Chief of Police	Terry Moss
Public Works Engineering Director	Sue Nelson
Public Works Operations Director	Neal Sheppeard
City Planner	Jacob Graichen
Library Director	Margaret Jeffries

Organizational Chart



St. Helens Fund Structure and Descriptions

The City of St. Helens operates with four fund types that are listed and described below. Each category has a specific purpose and funds associated under it as approved by GAAP (Generally Accepted Accounting Principals).

General Fund

The General Fund is the chief operating fund of the local government. This fund reports all of a government’s activities unless there is a compelling reason to report an activity in some other fund type.

FUNDS: - St. Helens General Fund (100)

Special Revenue Funds

Often certain revenue sources are set aside for a specific purpose. Governments are not required to have Special Revenue Funds but are permitted to use them if they wish.

FUNDS: - Visitor and Tourism (201) - Community Development (202)
- Community Enhancement (203) - Streets (205)
- Streets SDC (206)

Enterprise Funds

An Enterprise Fund may be used to report any activity for which a fee is charged to external users for goods and services. An Enterprise Fund should operate within itself (Revenues cover expenses) with no transfers from outside funds to fund operations.

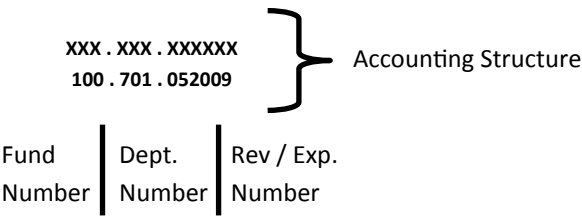
FUNDS: - Water (601) - Water SDC (602)
- Sewer (603) - Sewer SDC (604)
- Storm (605) - Storm SDC (606)
- Parks SDC (607)

Internal Service Funds

Governments are permitted to centralize certain services and allocate costs of those services within the government, hence the name “Internal Service Fund”. These funds’ services are “billed” to other Funds and Departments.

FUNDS: - Information Systems (701) - Equipment (702)
- PW Operations (703) - Facility Major Maintenance (704)

St. Helens Fund Structure Account Numbers



Basis of Budgeting

The City's accounts are organized on the basis of funds, each of which is considered a separate entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Governmental Funds (The General Fund and Special Revenue Funds) use the modified accrual basis of budgeting and accounting. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized when liabilities are incurred. Proprietary Funds (Enterprise Funds and Internal Service Funds) are budgeted on a modified accrual basis which does not include depreciation or compensated absences. Each fund's financial statements, which can be found in the City's Annual Financial Audit Report, are reported on a full accrual basis. In the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which they occur.



St. Helens Budget Calendar for FY 2018-19

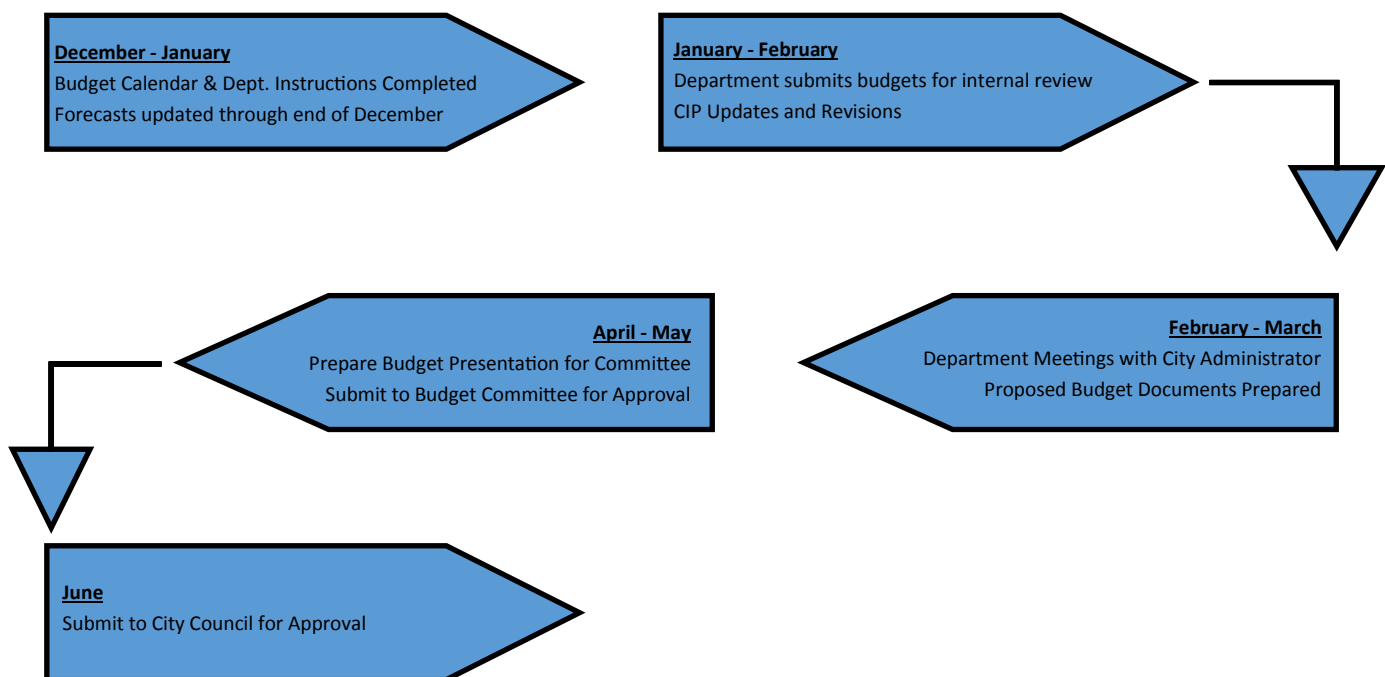
<u>DATE</u>	<u>DAY</u>	<u>DESCRIPTION</u>
03/15/18	Thurs	Informational Budget Committee Meeting
04/05/18	Thurs	Budget Committee Meeting
04/17/18	Tues	Budget Committee Meeting
05/03/18	Thurs	Budget Committee Meeting
06/06/18	Wed	City Council holds Public Budget Hearings: Adopting Budget; Making Appropriations; Levying Taxes
06/26/17	Mon	Tax Levy Certified to County Assessor

During the fiscal year, there are usually a few supplemental budgets mostly for receipt of unexpected funds. In June, there is usually a contingency transfer to adjust budget amounts for any unforeseen expenses/revenue items.

Supplemental budgets may go through a public process with public notices in local newspapers and council agendas. Expenditure of some unexpected funds do not require a formal supplemental process but require the council to appropriate expenditure of the funds prior to them being spent.

City of St. Helens Budget Process

The process followed by the City of St. Helens complies with Oregon Local Budget Law which was established by the State of Oregon under Oregon Revised Statutes. The process and calendar of events leading to the adoption of the budget are generally as follows:



BUDGET MESSAGE

To: The Budget Committee and the Citizens of St. Helens

It is my pleasure as Finance Director to present the 2018/2019 City of St. Helens Budget to the City of St. Helens Budget Committee and City Council for its review and consideration. This budget maintains the focus of maintaining fiscal responsibility while prudently proposing to add additional services in areas that are sustainable over the next several years. The budget goal is to target City resources towards meeting City Council goals and objectives along with other community aspirations.

Each year, the City Council adopts goals and objectives that aim to achieve various priorities and needs that have been identified as important to the community. The goals adopted remain the same as the previous year, which are:

- Goal 1 - Provide Effective Governance and Fiscal Management
- Goal 2 - Improve Service, Communication and Relationships
- Goal 3 - Foster a Safe and Healthy Community
- Goal 4 - Facilitate Economic Development
- Goal 5 - Provide Sound Stewardship of Community Assets

St. Helen’s population continues to grow and the those results often put more pressure on City services offered. The budgets for the last several years have been focused on being very conservative in the City’s spending and being very cognizant of adding additional personnel and services. While overall, at the time of this budget, the City is relatively healthy, increasing costs over the next five years, particularly cost increases in the City’s PERS retirement and healthcare expenses, will start to put pressure on the budgets in 2019/2020 along with 2021/2022 with PERS estimated rate increases along with yearly increases to health benefits.

Overall Budget

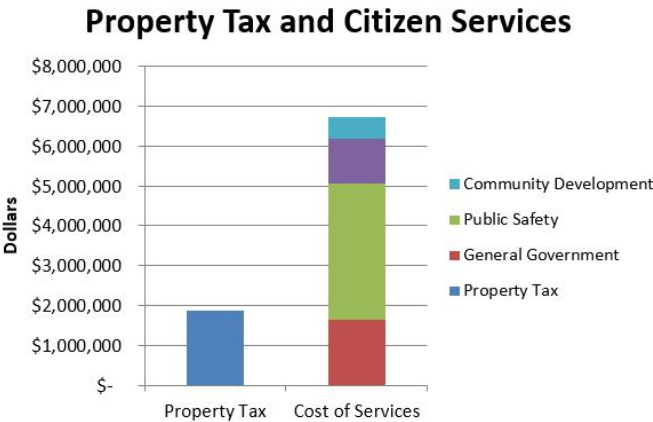
The City’s total budget is \$43 million, which includes cash balances and contingency amounts. Last year’s budget was \$36, which is a budgeted increase of an increase of \$7M. Some of this increase is due to one time funds from Grants and Outside Investment Revenue being brought back into the City for Capital Outlay Projects. The City’s total tax rate is \$1.9078 per \$1,000 of taxable assessed value.

Next year (2019/2020), the City (along with many other Cities, School Districts, and other jurisdictions) will be facing increases in PERS Retirement Rates along with healthcare cost increases. This increase in retirement is expected to be large and unfortunately unknown at this time. This expected increase next year will likely take a hit on Materials & Services budgets, meaning many departments will likely need to cut expenditures or prolong capital outlay projects if necessary to help pay for the expected retirement increases.

General Fund

In the 2018/2019 budget, the City is showing a creation of a Recreation Department within the General Fund. This Department is kept separate from the Parks Department that will continue to be separately managed by Public Works. The Recreation Department is a partnership with the St. Helens School District and is a trial to see if a recreation program and be successful and sustainable in the City of St. Helens. There are several partner organizations within the community that the City and School District will be working with throughout the year to help build a foundation for a sustainable program in the future.

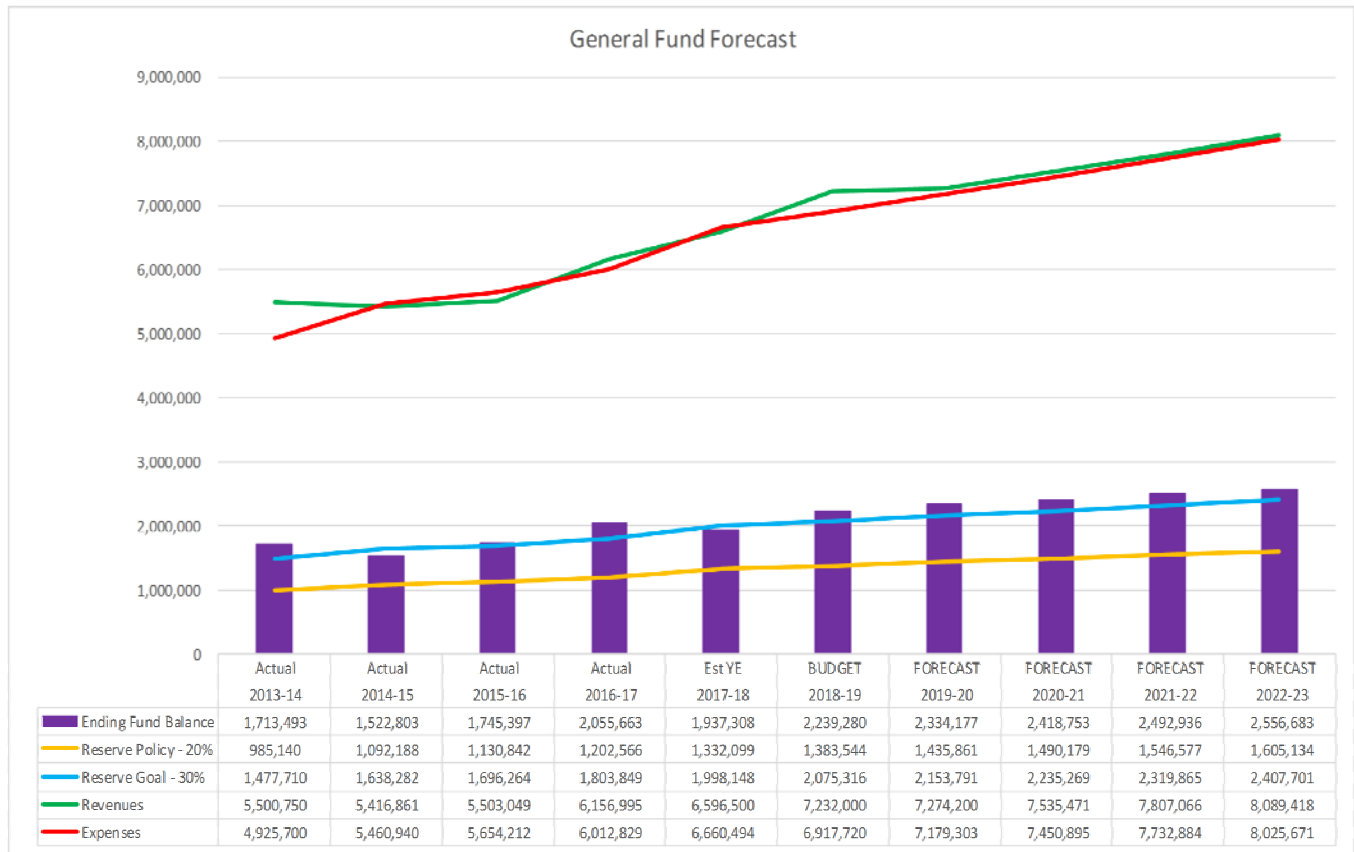
The General Fund will also contribute to City Hall minor improvements on the outside and inside with maintenance that has been deferred for many years. Main projects for 2018-2019 will include new window installments as well as a small remodel of the City Hall main front office to increase capacity for visitors and improve office efficiency.



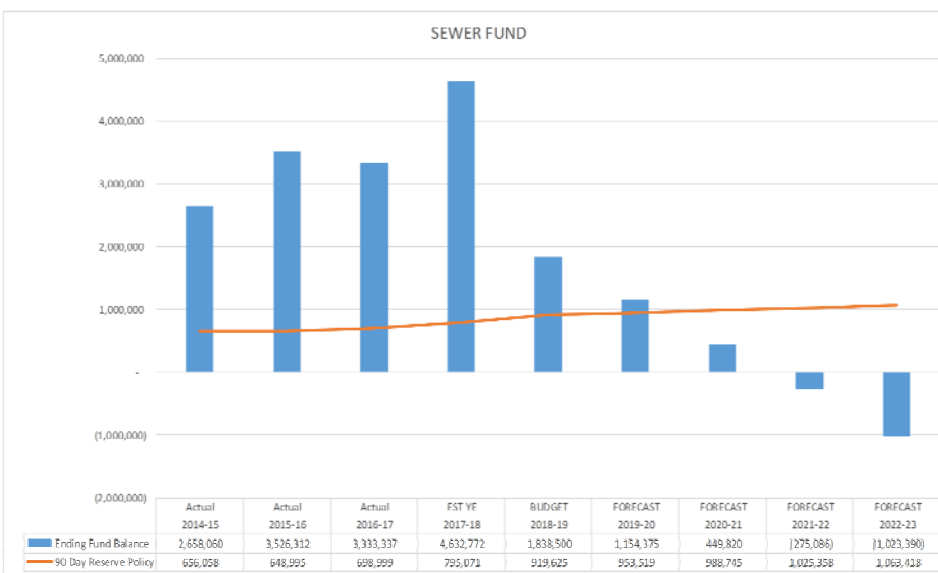
Property Taxes

The bar graph on the left outline the General Fund expenses and how they relate to the property tax revenue that the City receives. It is easy to see that property taxes do not come close to covering expenses in the General Fund.

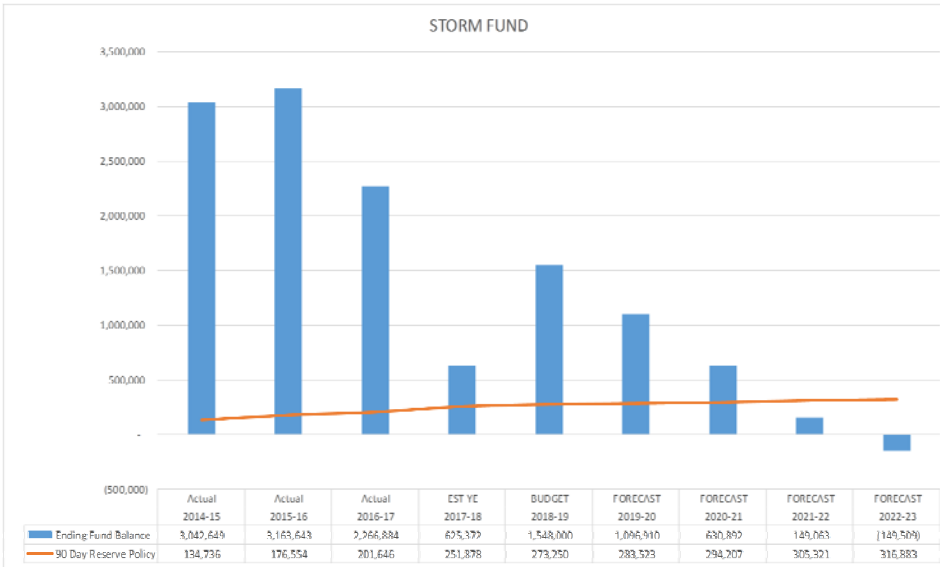
The difference is made up mainly from Charges for Services which are mainly made up of In Lieu of Franchise Fees (which are Franchise Fees paid by the Water/Sewer/Storm Funds to the General Fund) as well as General Fund Support Service Charges (which are fees charged to the Enterprise Funds for Administrative tasks the General Fund does, i.e. Utility Billing)

General Fund 5-Year Forecast

The City's General Fund appears healthy over the next 5 years. The City last year passed new Financial Policies (Found towards the end of the budget document) that outlined a Reserve Policy of a 20% Fund Balance, which is noted with the YELLOW line above. The PURPLE bars are the Ending Fund Balances. The BLUE line is the unofficial goal of the City Administrator and Finance Director to maintain reserves close to the 30% mark. Over the course of the next five years, the City is expecting to remain over the 30% reserve goal while maintain the current services offered in the 2018/2019 Budget. Main revenue items which include Property Tax and Charges for services are budgeted based on actuals from the previous 5 years as well as future anticipations of internal charges from the Enterprise Funds.

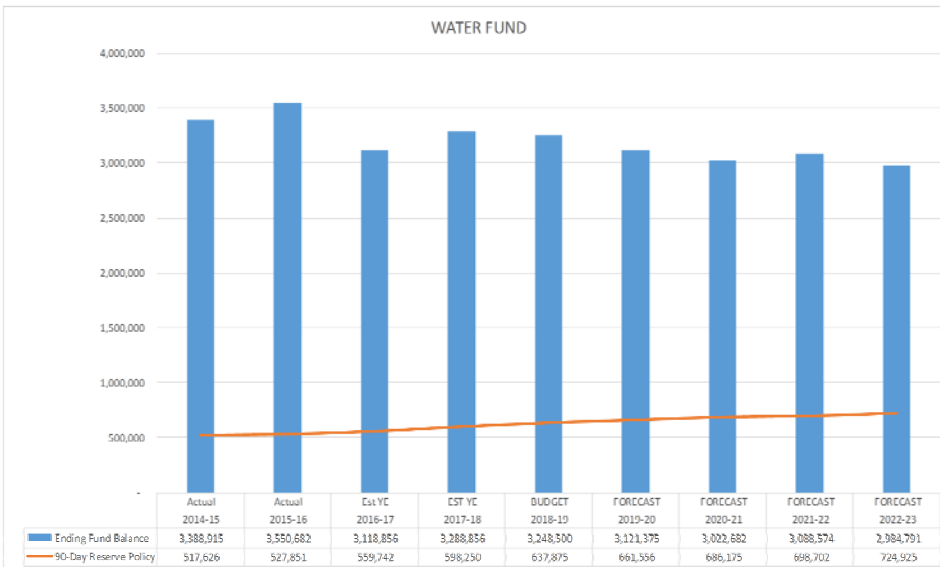
Sewer Fund

The Sewer Fund is not in very good shape looking into a five year forecast. This mainly is the result of Armstrong Industries leaving St. Helens which was an estimated loss of about \$516,000 per year along with a repayment of a \$1.7M loan from the Storm Fund budgeted in 2018-2019. Throughout the 2018-2019 year, staff and City Council will continue discussions on how to adapt our service and expenses to turn the ship around. Unfortunately, the loss of Boise several years ago along with the most recent loss of Armstrong means that our Lagoon that was build specifically for these big businesses, is left without a large tenant but still requires a large amount of expenses to operate effectively and efficiently.



Storm Fund

The Storm Fund shows a large increase in 2018-2019 due to a loan repayment from the Sewer Fund, which is why you see the loan “going out” in 2017-2018 and then being paid back in 2018-2019. Overall, similarly with the Sewer Fund, similar results are seen in the five year forecast and changes will need to be made to ensure that this fund remains above the 90-day reserve policy. City staff and Council will continue to work in 2018-2019 to find opportunities and options along with the Sewer Fund to mitigate and turn the five year forecast around.



Water Fund

The Water Fund is healthy in this year’s 5-year forecast. This forecast takes into consideration the loss of Armstrong Industries, which was a revenue source of about \$250,000 in yearly water revenue. The OR-ANGE line represents a new Financial Policy of a 90-day Reserve Policy for all Enterprise Funds, which include Water, Sewer, and Storm Funds.

Throughout the budget process and during budget committee meetings held, the City discussed potential future impacts of the City budget that include employee benefits, retirement, future CIP projects and planning projects dealing with the Waterfront Development. Many economic factors were discussed that include planning for a future recession and ensuring that we have enough reserves to help cover our requirements for at least 2 years of a potential recession, which is part of the 30% General Fund Reserve Goal.

In this upcoming budget year the City will build on some of the foundational work done in the current year in many aspects of growth within the City including Parks, Tourism, and other City departments. We continue to look at efficiencies throughout the entire City to make sure that funds are used in the most efficient way to deliver the best service the City can provide with the resources available. Planned for 2018/19 is for the City to start the process of building a 10 Year Strategic Goal document that includes many of the current City projects along with future ideas for infrastructure and service upgrades for the community. The City will also begin a Parks reinvestment program with available cash. A separate committee will be created in correlation with the 2015 Parks Master Plan to outline projects to be completed within 5 years within a budget of \$500,000. These short term goals are addressed in the annual budget process and planned accordingly to account for these expenses.

There were several service increases included in this year’s budget, which include an additional School Resource Officer, additional library staffing, as well as additional administrative assistance in the Police Department as well as the Administrative Department. The City’s goal will be, in accordance with available resources, to increase the service levels of all the City Departments on a gradual basis along with reviewing efficiencies throughout the City to ensure funds are used in an effective way.

The City continues to stay involved in legislative issues that effect the City of St. Helens as well as taking a full frontal approach to building an economic basis for tourism within the City of St. Helens as the Tourism factors and programs continue to grow and develop throughout the City. These economic opportunities create not only great opportunities for our local economy but also aid in the additional expansion of City businesses with the potential waterfront development underway and reviewing prospective plans.

I would like to close by expressing my appreciation to the Budget Committee, City Council, all of the Department Managers and staff for their assistance in this year's budget process. By looking five years into the future when examining budgets, we have been able to make decisions today and will look at making decisions in this next fiscal year that allow the City to avoid financial difficulties in later years. The City Council's leadership in promoting measures to leverage financial opportunities from other agencies has helped the City to support a sustainable future for all of our departments and the important functions they provide.

Financially, even though we are moving in the right direction, we strive to monitor City resources carefully. We know that economic conditions can impact us greatly and protecting reserves along with carefully evaluating any additional new services is critical given the uncertainties that may be ahead.

Matt Brown, Finance Director

Council Goals

GOAL 1	Provide Effective Governance and Fiscal Management
GOAL 2	Improve Service, Communication and Relationships
GOAL 3	Foster a Safe and Healthy Community
GOAL 4	Facilitate Economic Development
GOAL 5	Provide Sound Stewardship of Community Assets

GOAL 1 - Provide Effective Governance and Fiscal Management

This operation of government is reflected in the organization structure and management of the financial resources.

DESIRED OUTCOME - City government operates efficiently and effectively in carrying out its tasks and meeting its goals. The process of governance is transparent and accessible to the Citizens. Financial management is prudent and sound.

- ◆ Promote Fiscal Sustainability
 - Maintain sufficient operating reserves in General Fund and Enterprise Fund Accounts
 - Update financial elements of capital improvement plans
 - Consider sustainability in purchasing decisions
 - Review and adjust rates as appropriate to ensure equity to system users
- ◆ Promote balanced revenue system that reflects service demands
- ◆ Support stable, effective and accountable management
- ◆ Improve efficiencies and effectiveness
 - Implement monthly utility billing
 - Continue to explore, develop and implement cost saving efficiencies
 - Enhance use of existing resources (Columbia Center, Library, PEG channel 29, Website)

GOAL 2 - Improve Service, Communication and Relationships

The channels of communication, service and partnership are embodied in the relationships between City government and the Citizens.

DESIRED OUTCOME - Effective leveraging of resources, respect, and good will make the relationship between City government and its Citizens. Citizens feel valued and actively participate in their community and government.

- ◆ Provide open, inclusive and transparent government
 - Encourage citizen involvement
 - Support City programs and City Departments mission and goals
 - Participate in initiatives which further the City's mission and goals
 - Explore community survey options to measure City governance performance
 - Further organize website to improve user experience
- ◆ Improve communication
 - Assure good communication throughout the City and community
 - Utilize PEG programming to improve community outreach efforts
 - Explore live camera feeds on City website
 - Continue social media engagement efforts: Gazette, Facebook, Twitter, E-blasts, Youtube Channels
- ◆ Deliver excellent customer service
 - Promote a positive workplace environment and good employee morale
 - Explore customer service training program
- ◆ Improve community relationships
 - Promote estate/endowment donation to support services and improve community connection
 - Develop plan for recruiting and sustaining volunteers
 - Improve civic relationships (schools, county, state, federal and community partners.

GOAL 3 - Foster a Safe and Healthy Community

The City government facilitates access to available resources in order to ensure a healthy, safe and prosperous community.

DESIRED OUTCOME - The community is safe, attractive and inviting. Citizens have good access to public resources and take pride in their personal health and the overall health of their community.

- ◆ Provide resources to support City services
 - Explore methods to attract and retain police officers
 - Support Police Reserve Program
 - Support Police accreditation program
 - Support Library operations and programming
- ◆ Support City infrastructure and facilities
 - Maintain streets in safe/serviceable condition
 - Explore alternative funding for street maintenance
 - Provide clean drinking water and compliant waste water treatment
 - Adequately staff, equip and house police services
- ◆ Promote and support public health programs and services
- ◆ Promote education, activities and programs to improve community health and welfare
 - Improve personal/family preparedness
 - Exercise disaster/emergency preparedness plans
 - Support public art and beautification
 - Support Library programs for all ages
- ◆ Support parks, trails and recreation programs
 - Explore alternative funding for parks maintenance

GOAL 4 - Facilitate Economic Development

The City's programs and leadership encourage sustainable economic development.

DESIRED OUTCOME - The City has a vibrant and durable local economy with job growth in both the commercial and industrial sectors. The three commercial districts are all prosperous with a variety of viable businesses and high occupancy rates.

- ◆ Leverage assets to retain, support and attract local business
 - Support Columbia County Economic Team (CCET)
 - Support and promote Tourism related activities
 - Support the Main Street Approach to improving community vitality
- ◆ Establish development policies and public improvements/standards that recognize economic trends and further community "livability"
- ◆ Collaborate with community organizations to create a cohesive Economic Development effort
 - Develop strategic partnerships to further the City's mission and goals
 - Participate in regional economic development activities
- ◆ Encourage business-friendly policies
- ◆ Encourage private investment in the City

GOAL 5 - Provide Sound Stewardship of Community Assets

The community's assets are maintained and operated in a manner demonstrating professionalism and community pride.

DESIRED OUTCOME - The City exercises wise stewardship of public infrastructure assuring facilities are built to meet growing needs, infrastructure is maintained to industry standards, and provisions are made to provide funding for needed future investments. Private spaces visible or usable by the public are well maintained.

- ◆ Complete capital projects in a timely and cost effective manner
 - Radio read water meter replacement
 - I&I reduction program
 - Gable Road Design and Construction
 - Drinking Water Reservoir Rehabilitation
- ◆ Secure Infrastructure funding resources
 - Evaluate urban renewal infrastructure funding
 - Ensure capital facilities plans are up to date
 - Secure grants, loans and funding
 - Develop public/private partnerships and collaborations
 - Pursue street/highway safety project funding
- ◆ Maintain compliance with local, state, and federal regulations
 - Update 2006 Personnel Policies and Procedures
- ◆ Complete community visioning and planning projects
 - Update 2006 Economic Opportunities Analysis
 - Continue waterfront redevelopment site planning and development
 - Complete DLCD TGM grant - Gable Rd/Old Portland/1st Street/Plymouth Street Refinement Planning
 - EPA-CWA Community Wide Assessment Grant
 - Wastewater Lagoon repurposing analysis
 - Explore Sykes Road Land Fill Property acquisition
 - Complete Branding and Wayfinding Plan

Personnel Requirements Summary

<u>DEPARTMENT</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
Administration							
Administration	1.00	1.00	1.00	2.00	2.00	2.00	3.00
City Recorder	4.20	4.00	4.00	2.00	2.00	2.00	2.00
Court	2.00	2.00	2.00	2.00	2.00	2.15	2.00
Finance	5.00	5.00	5.00	5.30	5.80	5.85	6.00
Building	1.00	1.00	1.00	2.00	2.50	2.50	2.00
Planning	1.00	1.00	1.00	2.00	2.00	2.00	2.00
Recreation	0	0	0	0	0	0	0.50
City Council	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Library	5.20	5.46	5.29	5.30	5.50	5.50	6.00
Police	18.00	17.00	17.00	17.08	17.00	18.00	19.50
Public Works							
Engineering	5.80	4.00	3.25	3.25	3.25	3.25	3.25
Operations	19.00	19.50	19.50	20.00	20.00	20.25	20.25
WFF	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Fleet	2.00	2.00	2.00	2.00	2.00	2.00	2.00
WWTP	4.00	3.00	3.00	3.00	3.40	3.40	4.15
Total FTE	75.20	71.96	71.04	72.93	74.45	75.90	79.65

2018-2019 Personnel Increases:

- 1.00 FTE - Administrative Assistant in Administrative Office (added mid-year in 2017/18)
- 1.00 FTE - Additional Police School Resource Officer for St. Helens School District
- 0.50 FTE - Police Support Specialist to provide additional staffing in Police Department building
- 0.75 FTE - WWTP Pretreatment Specialist for additional staffing
- 0.50 FTE - Library Assistant for additional staffing and training time
- 0.50 FTE - Building Department reduced 0.50 FTE and Recreation increased 0.50 FTE for Recreation Coordinator
- 0.15 FTE - Court Department reduced 0.15 FTE and added to Finance Department increases

SUMMARY OF FUND REVENUES

FUND	TAXES	INTERGOVERN- MENTAL CHARGES	CHARGES FOR SERVICES	FINES	LICENSES, PERMITS, FEES	MISCELLANEOUS	TRANSFERS, REIMBURSEMENTS	BEGINNING FUND BALANCE	TOTAL REVENUES
Total General Fund	1,870,000	621,000	3,590,500	265,000	503,500	142,000	265,000	1,925,000	9,182,000
<u>Special Revenue Funds</u>									
Visitor & Tourism	200,000	-	-	-	-	225,000	-	220,000	645,000
Community Development	-	1,800,000	15,000	-	-	930,000	-	300,000	3,045,000
Community Enhancement	-	142,000	3,000	-	-	4,000	-	51,199	200,199
Streets	-	1,160,000	-	-	-	17,000	-	880,000	2,057,000
Streets SDC	-	-	35,000	-	-	-	-	1,040,000	1,075,000
Total Special Revenue Funds	200,000	3,102,000	53,000	-	-	1,176,000	-	2,491,199	7,022,199
<u>Enterprise Funds</u>									
Water	-	-	3,280,000	-	-	20,000	175,000	3,280,000	6,755,000
Water SDC	-	-	60,000	-	-	-	-	630,000	690,000
Sewer	-	-	3,926,000	-	-	13,000	175,000	4,500,000	8,614,000
Sewer SDC	-	-	65,000	-	-	-	-	1,265,000	1,330,000
Storm	-	-	900,000	-	-	6,000	2,100,000	600,000	3,606,000
Storm SDC	-	-	20,000	-	-	-	-	195,000	215,000
Parks SDC	-	-	20,000	-	-	-	-	225,000	245,000
Total Special Revenue Funds	-	-	8,271,000	-	-	39,000	2,450,000	10,695,000	21,455,000
<u>Internal Service Funds</u>									
Equipment Fund	-	-	663,000	-	-	-	32,599	440,000	1,135,599
IT Services Fund	-	-	350,000	-	-	-	-	65,000	415,000
PW Operations Fund	-	-	3,299,000	-	45,000	-	-	40,000	3,384,000
Facility Maintenance Fund	-	-	65,000	-	-	555,000	-	180,000	800,000
Total Internal Service Funds	-	-	4,377,000	-	45,000	555,000	32,599	725,000	5,734,599
TOTAL - ALL FUNDS	2,070,000	3,723,000	16,291,500	265,000	548,500	1,912,000	2,747,599	15,836,199	43,393,798

SUMMARY OF FUND EXPENDITURES

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL APPROP.	UNAPPROP. BALANCE	TOTAL EXPENDITURES
Total General Fund	5,406,600	1,526,100	-	-	-	1,000,000	7,932,700	1,249,300	9,182,000
<u>Special Revenue Funds</u>									
Visitor & Tourism	-	334,000	-	-	240,000	71,000	645,000	-	645,000
Community Development	-	2,225,000	-	282,500	350,000	187,500	3,045,000	-	3,045,000
Community Enhancement	-	167,600	-	-	32,599	-	200,199	-	200,199
Streets	404,000	475,500	190,000	60,000	-	500,000	1,629,500	427,500	2,057,000
Streets SDC	-	375,000	695,000	-	5,000	-	1,075,000	-	1,075,000
Total Special Revenue Funds	404,000	3,577,100	885,000	342,500	627,599	758,500	6,594,699	427,500	7,022,199
<u>Enterprise Funds</u>									
Water	909,000	1,642,500	455,000	500,000	-	500,000	4,006,500	2,748,500	6,755,000
Water SDC	-	200,000	485,000	-	5,000	-	690,000	-	690,000
Sewer	1,261,000	2,417,500	300,000	697,000	2,100,000	500,000	7,275,500	1,338,500	8,614,000
Sewer SDC	-	500,000	820,000	-	10,000	-	1,330,000	-	1,330,000
Storm	415,000	678,000	965,000	-	-	500,000	2,558,000	1,048,000	3,606,000
Storm SDC	-	100,000	112,500	-	2,500	-	215,000	-	215,000
Parks SDC	-	130,000	112,500	-	2,500	-	245,000	-	245,000
Total Special Revenue Funds	2,585,000	5,668,000	3,250,000	1,197,000	2,120,000	1,500,000	16,320,000	5,135,000	21,455,000
<u>Internal Service Funds</u>									
Equipment Fund	272,500	100,000	240,000	-	-	523,099	1,135,599	-	1,135,599
IT Services Fund	-	283,000	17,000	-	-	115,000	415,000	-	415,000
PW Operations Fund	2,961,000	402,000	-	-	-	21,000	3,384,000	-	3,384,000
Facility Maintenance Fund	-	110,000	120,000	-	-	570,000	800,000	-	800,000
Total Internal Service Funds	3,233,500	895,000	377,000	-	-	1,229,099	5,734,599	-	5,734,599
TOTAL - ALL FUNDS	11,629,100	11,666,200	4,512,000	1,539,500	2,747,599	4,487,599	36,581,998	6,811,800	43,393,798

GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Local Taxes	1,608,041	1,678,831	1,725,000	1,870,000	1,870,000	1,870,000
Intergovernmental	283,763	427,006	577,500	581,000	581,000	581,000
Grants	15,400	29,200	5,000	40,000	40,000	40,000
Charges for Services	2,784,260	3,165,179	3,223,000	3,590,500	3,590,500	3,590,500
Licenses, Permits, Fees	371,113	366,078	501,000	503,500	503,500	503,500
Fines	230,683	295,611	270,000	265,000	265,000	265,000
Miscellaneous Revenue	153,438	173,021	155,000	142,000	142,000	142,000
Transfers	56,350	22,070	-	265,000	265,000	265,000
Fund Balance Available	1,896,560	1,911,497	2,001,302	1,925,000	1,925,000	1,925,000
TOTAL RESOURCES	7,399,609	8,068,492	8,457,802	9,182,000	9,182,000	9,182,000

TITLE	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
LOCAL TAXES						
Property Tax Revenue	1,562,767	1,651,658	1,675,000	1,845,000	1,845,000	1,845,000
Previously Levied Tax	45,274	27,173	50,000	25,000	25,000	25,000
TOTAL LOCAL TAXES	1,608,041	1,678,831	1,725,000	1,870,000	1,870,000	1,870,000
INTERGOVERNMENTAL						
Cigarette Tax	13,057	16,657	15,500	17,000	17,000	17,000
Alcohol Bev. Tax	156,784	182,201	202,000	244,000	244,000	244,000
Revenue Sharing	48,683	157,787	135,000	142,000	142,000	142,000
Cannabis Tax	-	29,622	140,000	33,000	33,000	33,000
Intergovernmental	64,940	29,505	65,000	130,000	130,000	130,000
Columbia City Permits	300	11,234	20,000	15,000	15,000	15,000
TOTAL INTERGOVERNMENTAL	283,763	427,006	577,500	581,000	581,000	581,000
GRANTS						
Grant - General	15,400	16,200	-	5,000	5,000	5,000
Grant - Police	-	-	5,000	5,000	5,000	5,000
Grant - Parks	-	13,000	-	30,000	30,000	30,000
TOTAL GRANTS	15,400	29,200	5,000	40,000	40,000	40,000
CHARGES FOR SERVICES						
Dockside Services	6,210	6,450	20,000	20,000	20,000	20,000
Rents	3,000	2,750	3,000	3,000	3,000	3,000
Parks & Rec User Fee	-	-	-	65,000	65,000	65,000
In Lieu of Franchise Fees	713,509	843,334	850,000	925,000	925,000	925,000
GF Support Services	1,395,507	1,525,440	1,550,000	1,757,500	1,757,500	1,757,500
Franchise Tax	666,034	787,205	800,000	820,000	820,000	820,000
TOTAL CHARGES FOR SERVICES	2,784,260	3,165,179	3,223,000	3,590,500	3,590,500	3,590,500

GENERAL FUND RESOURCES SUMMARY

TITLE	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
LICENSES, PERMITS, FEES						
Business License	94,604	105,253	125,000	125,000	125,000	125,000
Building Permits	93,421	86,539	109,000	115,000	115,000	115,000
Building Admin Fee	18,007	20,239	15,000	20,000	20,000	20,000
Plumbing Permits	30,675	30,732	30,000	25,000	25,000	25,000
Mechanical Permits	17,274	13,830	16,000	20,000	20,000	20,000
Plan Check Fee	75,387	57,206	165,000	150,000	150,000	150,000
Non-resident library card	6,600	7,083	8,000	8,000	8,000	8,000
Lien Searches	-	-	2,000	2,500	2,500	2,500
Dog License	-	-	-	-	-	-
Camping Fees	3,753	100	-	-	-	-
Excise Tax	-	-	-	-	-	-
Park Rental Fees	-	-	-	1,000	1,000	1,000
Planning Fees	21,789	34,567	22,000	25,000	25,000	25,000
Police Training Fee	9,603	10,529	9,000	12,000	12,000	12,000
TOTAL LICENSES, PERMITS, FEES	371,113	366,078	501,000	503,500	503,500	503,500
FINES						
Fines- Library	16,711	17,057	20,000	15,000	15,000	15,000
Fines	213,973	278,554	250,000	250,000	250,000	250,000
TOTAL FINES	230,683	295,611	270,000	265,000	265,000	265,000
MISCELLANEOUS						
Interest Earnings	75,259	66,500	80,000	80,000	80,000	80,000
Youth Council Revenue	-	-	1,000	-	-	-
Misc Revenue Park	13,730	21,708	15,000	11,000	11,000	11,000
Police Misc Rev	2,676	11,769	10,000	10,000	10,000	10,000
Misc Revenue	7,623	41,528	15,000	15,000	15,000	15,000
Insurance Proceeds	13,442	23,018	20,000	20,000	20,000	20,000
Donation- Parks	956	-	6,000	-	-	-
IT Equipment Reserve	31,090	-	-	-	-	-
Reimb - Courts	8,662	8,498	8,000	6,000	6,000	6,000
Reimb - Police	-	-	-	-	-	-
TOTAL MISCELLANEOUS	153,438	173,021	155,000	142,000	142,000	142,000
TRANSFERS	56,350	22,070	-	265,000	265,000	265,000
FUND BALANCE AVAILABLE	1,896,560	1,911,497	2,001,302	1,925,000	1,925,000	1,925,000
TOTAL RESOURCES	7,399,609	8,068,492	8,457,802	9,182,000	9,182,000	9,182,000

Administrative Services Department

The Administration Services Department is managed by the City Administrator who is appointed by the City Council and is responsible for the administration of City Council Policies and provides direction to the Administration and Community Development Departments. This department is responsible for coordination between departments of consistent application of contracting and purchasing, information technology, legal services, human resources, communications, economic development, inter-governmental relations, community grant administration, and special projects.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	2017	2018
Publication of Quarterly Gazette	4 of 4	4 of 4	4 of 4	4 of 4	4 of 4	4 of 4
Press Releases	43	27	32	40	38	33
Website, Twitter, Facebook Contacts	570	426	507	611	608	1,374
Business Licenses Issued	940	946	1,012	1,055	1,057	1,080



ADMINISTRATION DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-701-051001	Regular Wages	169,140	172,972	200,000	225,000	225,000	225,000
100-701-051002	Part Time Wages	-	-	-	-	-	-
100-701-051003	Temp Wages	-	-	-	-	-	-
100-701-051004	Overtime	(674)	471	1,000	-	-	-
100-701-051005	Health Dental Benefits	26,004	27,220	39,000	61,000	61,000	61,000
100-701-051006	VEBA	1,560	1,560	2,000	2,500	2,500	2,500
100-701-051007	Retirement	35,901	36,826	47,000	55,000	55,000	55,000
100-701-051008	FICA	12,936	13,270	15,000	18,000	18,000	18,000
100-701-051009	Workers Comp	318	345	500	500	500	500
100-701-051010	Holiday Pay	-	-	-	-	-	-
100-701-051011	Longevity Pay	360	360	1,000	1,000	1,000	1,000
100-701-051012	Certification & Incentive	420	420	500	1,000	1,000	1,000
100-701-051013	Unemployment	-	-	-	-	-	-
100-701-051014	Disability Life Ins	400	384	500	500	500	500
100-701-xxxxxx	Direct Labor	(29,243)	(92,400)	-	-	-	-
TOTAL PERSONNEL SERVICES		217,122	161,428	306,500	364,500	364,500	364,500
MATERIALS & SERVICES							
100-701-052004	Office Supplies	485	543	500	650	650	650
100-701-052005	Small Equipment	2,656	1,150	1,500	1,500	1,500	1,500
100-701-052008	Printing	-	14	-	-	-	-
100-701-052010	Telephone	-	-	750	1,000	1,000	1,000
100-701-052016	Insurance - General	4,000	4,250	3,500	-	-	-
100-701-052018	Professional Development	8,939	9,027	5,000	9,000	9,000	9,000
100-701-052019	Professional Services	30,834	13,756	18,000	15,000	15,000	15,000
100-701-052024	Miscellaneous	287	127	500	500	500	500
100-701-052026	Equipment Fund Charges	-	-	294	850	850	850
100-701-052027	IT Fund Charges	5,265	6,562	7,000	8,000	8,000	8,000
100-701-052040	Communications	795	5,226	8,456	9,000	9,000	9,000
TOTAL MATERIALS & SERVICES		53,261	40,655	45,500	45,500	45,500	45,500
TOTAL EXPENDITURES		270,383	202,083	352,000	410,000	410,000	410,000

City Recorder Department

The City Recorder department provides administrative and technical support to the Mayor, City Council members, City Administrator, board and commission members and other City staff, as well as the public. The office handles a broad range of City functions which includes licensing and permitting, public records requests, records management, human resources, and website development and maintenance. The City Recorder serves as the Municipal Elections Officer.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Public Records Requests Processed	166	165	173	173	170	192
Council Minutes Transcribed	53	53	51	54	52	59
Contracts Processed	34	61	55	46	55	50



CITY RECORDER DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-702-051001	Regular Wages	127,548	130,862	135,000	138,000	138,000	138,000
100-702-051005	Health Dental Benefits	36,960	38,888	40,000	43,000	43,000	43,000
100-702-051006	VEBA	960	960	1,000	1,000	1,000	1,000
100-702-051007	Retirement	35,100	36,254	43,000	45,000	45,000	45,000
100-702-051008	FICA	9,680	9,997	11,000	11,000	11,000	11,000
100-702-051009	Workers Comp	248	266	500	500	500	500
100-702-051011	Longevity Pay	600	1,500	1,000	1,500	1,500	1,500
100-702-051012	Certification & Incentive	809	840	1,000	500	500	500
100-702-051014	Disability Life Ins	400	384	500	500	500	500
100-702-xxxxxx	Direct Labor	16,220	8,250	-	-	-	-
TOTAL PERSONNEL SERVICES		228,525	228,200	233,000	241,000	241,000	241,000
MATERIALS & SERVICES							
100-702-052004	Office Supplies	394	261	500	500	500	500
100-702-052005	Small Equipment	3,403	-	2,000	1,400	1,400	1,400
100-702-052011	Public Information	8,039	5,198	5,000	6,000	6,000	6,000
100-702-052013	Memberships	-	-	350	500	500	500
100-702-052016	Insurance - General	8,050	8,550	7,000	-	-	-
100-702-052018	Professional Development	8,029	3,922	6,000	7,000	7,000	7,000
100-702-052019	Professional Services	11,981	11,162	12,000	20,000	20,000	20,000
100-702-052024	Miscellaneous	1,375	873	1,500	1,000	1,000	1,000
100-702-052026	Equipment Fund Charges	-	-	560	600	600	600
100-702-052027	IT Fund Charges	8,448	8,042	15,090	16,000	16,000	16,000
100-702-052028	Projects & Programs	3,515	2,588	2,000	3,000	3,000	3,000
TOTAL MATERIALS & SERVICES		53,234	40,596	52,000	56,000	56,000	56,000
TOTAL EXPENDITURES		281,759	268,796	285,000	297,000	297,000	297,000

City Council Department

The City Council is made up of 5 elected officials. Each official is paid a stipend for their time and efforts on City Council and each councilor oversees specific departments throughout the City of St. Helens. These appointments are made by the City Mayor at the beginning of each new term.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Set City Goals and Objectives	Yes	Yes	No	Yes	Yes	Yes
Conduct Annual Performance Reviews	5	5	5	3	5	5
Average Length of Council Work Sessions	x	x	99 Min	120 Min	150 Min	166 Min
Number of Public Forums and Hearings	11	11	8	9	9	17



CITY COUNCIL DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-703-051001	Regular Wages	46,980	46,980	51,000	51,000	51,000	51,000
100-703-051008	FICA	3,594	3,594	3,700	4,000	4,000	4,000
100-703-051009	Workers Comp	55	65	100	100	100	100
TOTAL PERSONNEL SERVICES		50,629	50,639	54,800	55,100	55,100	55,100
MATERIALS & SERVICES							
100-703-052004	Office Supplies	-	563	250	500	500	500
100-703-052011	Public Information	291	-	250	500	500	500
100-703-052018	Professional Development	15,240	16,392	18,000	18,000	18,000	18,000
100-703-052024	Miscellaneous	1,216	3,541	1,500	500	500	500
100-703-052026	Equipment Fund Charges	-	-	27	50	50	50
100-703-052027	IT Fund Charges	4,512	5,142	16,000	16,000	16,000	16,000
100-703-052041	Council Discrecenary	5,455	1,809	15,000	10,000	10,000	10,000
100-703-052045	Youth Council	-	-	673	-	-	-
TOTAL MATERIALS & SERVICES		26,713	27,446	51,700	45,550	45,550	45,550
TOTAL EXPENDITURES		77,343	78,085	106,500	100,650	100,650	100,650



Court Department

The Court Department is managed by the Finance Department and City Administration. Court violations and trials are held at City Hall generally on Mondays and Tuesdays. The Court Department contracts out for the services of City Judge and City Prosecutor, which is paid out of the Professional Services line item below. The City Municipal Court disposes of roughly 1,000+ cases per year from non-traffic misdemeanors to traffic violations and ordinance violations. Over the last 5 years, new criminal cases have steadily risen about 5% each year. In 2016, 367 criminal cases were filed compared to 352 cases in 2015. The City of St. Helens is somewhat unique compared to other municipalities in that it will process criminal cases of a less-serious manner instead of these cases being directed to Columbia County.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Non-Traffic Misdemeanors	x	x	x	x	362	340
Non-Traffic Violations	x	x	x	x	20	44
Traffic Misdemeanors	x	x	x	x	109	130
Traffic Violations	x	x	x	x	622	756
Minicipal Code Misdemeanors	x	x	x	x	0	0
Ordinance Violations	x	x	x	x	5	16
Other (Parking & Misc.)	x	x	x	x	21	12



COURT DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-704-051001	Regular Wages	91,404	97,256	106,000	103,000	103,000	103,000
100-704-051004	Overtime	6,365	2,148	10,000	-	-	-
100-704-051005	Health Dental Benefits	42,815	47,202	52,000	51,000	51,000	51,000
100-704-051006	VEBA	1,560	1,560	2,500	2,000	2,000	2,000
100-704-051007	Retirement	20,509	20,997	29,000	26,000	26,000	26,000
100-704-051008	FICA	7,581	7,641	9,000	8,000	8,000	8,000
100-704-051009	Workers Comp	237	258	500	500	500	500
100-704-051010	Holiday Pay	-	-	-	-	-	-
100-704-051011	Longevity Pay	360	630	500	1,000	1,000	1,000
100-704-051012	Certification & Incentive	627	808	1,500	500	500	500
100-704-051013	Unemployment	4,209	5,949	-	-	-	-
100-704-051014	Disability Life Ins	400	384	500	500	500	500
100-704-xxxxxx	Direct Labor	16,723	32,990	-	-	-	-
TOTAL PERSONNEL SERVICES		192,790	217,823	211,500	192,500	192,500	192,500
MATERIALS & SERVICES							
100-704-052004	Office Supplies	1,215	1,516	1,000	1,000	1,000	1,000
100-704-052009	Postage	-	-	100	-	-	-
100-704-052010	Telephone	-	-	500	-	-	-
100-704-052012	Materials	205	76	-	-	-	-
100-704-052018	Professional Development	2,602	2,004	1,000	2,000	2,000	2,000
100-704-052019	Professional Services	127,833	128,900	145,000	145,000	145,000	145,000
100-704-052024	Miscellaneous	739	143	500	500	500	500
100-704-052026	Equipment Fund Charges	-	-	27	50	50	50
100-704-052027	IT Fund Charges	16,110	15,264	23,000	21,000	21,000	21,000
100-704-xxxxxx	Indirect Cost Allocation	30,734	34,020	-	-	-	-
100-704-052042	Jury Witness Expense	310	(10)	-	-	-	-
TOTAL MATERIALS & SERVICES		179,747	181,913	171,127	169,550	169,550	169,550
TOTAL EXPENDITURES		372,537	399,736	382,627	362,050	362,050	362,050

Police Department

The St. Helens Police Department strives to continue as a full-service agency providing police services to the community 24/7. These services are comprised of:

Patrol - Consists of three shifts of uniformed police officers. These officers provide emergency response, traffic enforcement, criminal investigations and routine patrol functions that allow them to engage the community in a number of problem solving scenarios.

Criminal Investigations - Provides for the professional and thorough investigation of reported criminal activity. Some of these investigations are incredibly detailed and complex matters that require the full time attention of an investigator.

School Resource Officer Program - The Police Department enjoys a strong relationship with the St. Helens School District. Through a long-standing agreement with the District, the Police Department provides the services of a School Resource Officer.

Reserve Officer Program - The Department has been actively engaged in a Reserve Police Officer program. These unpaid, volunteer members of the community serve the Department in a variety of functions that relieve some of the pressures of our currently strained patrol staff.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Number of Sworn Officers	16	16	16	16	16	17
City Population	12,920	12,990	13,095	13,158	13,158	13,240
Sworn Officers Per Thousand	1.24	1.23	1.22	1.21	1.21	1.28
Annual Dispatch Activity	15,051	17,262	16,643	15,534	16,000	17,000
Annual Activity per Officer	941	1,079	1,040	971	1,000	1,000
Annual Case Numbers	1,574	1,823	1,574	1,501	1,600	1,400
Annual Case Numbers per Officer	98	114	98	93	100	82
Traffic Stops	1,807	2,431	1,809	2,048	2,200	2,500
Traffic Citations	424	555	578	584	600	600
Percent of Citations to Stops	23%	23%	32%	29%	25%	27
Number of Code Enforcement Officers	0	0	0.3	1	1	1



POLICE DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-705-051001	Regular Wages	1,033,900	1,080,801	1,150,000	1,340,000	1,340,000	1,340,000
100-705-051002	Part Time Wages	-	-	-	23,000	23,000	23,000
100-705-051004	Overtime	120,321	103,654	110,000	70,000	70,000	70,000
100-705-051005	Health Dental Benefits	312,763	332,997	370,000	460,000	460,000	460,000
100-705-051006	VEBA	39,650	58,228	19,000	22,000	22,000	22,000
100-705-051007	Retirement	316,608	325,398	405,000	447,000	447,000	447,000
100-705-051008	FICA	96,631	100,088	110,000	117,000	117,000	117,000
100-705-051009	Workers Comp	28,819	33,184	40,000	40,000	40,000	40,000
100-705-051010	Holiday Pay	21,166	34,550	35,000	31,000	31,000	31,000
100-705-051011	Longevity Pay	660	2,010	2,500	3,000	3,000	3,000
100-705-051012	Certification & Incentive	95,347	100,309	100,000	134,000	134,000	134,000
100-705-051013	Unemployment	-	378	500	-	-	-
100-705-051014	Disability Life Ins	3,237	3,227	4,000	4,000	4,000	4,000
100-705-xxxxxx	Direct Labor	(96,379)	(137,500)	-	-	-	-
TOTAL PERSONNEL SERVICES		1,972,724	2,037,325	2,346,000	2,691,000	2,691,000	2,691,000
MATERIALS & SERVICES							
100-705-052001	Operating Supplies	11,561	40,018	45,000	45,000	45,000	45,000
100-705-052002	Personnel Uniforms Equipment	18,180	18,247	20,000	20,000	20,000	20,000
100-705-052003	Utilities	7,521	7,537	8,500	8,500	8,500	8,500
100-705-052004	Office Supplies	3,887	2,762	3,000	3,000	3,000	3,000
100-705-052005	Small Equipment	23,784	14,275	10,000	10,000	10,000	10,000
100-705-052006	Computer Maintenance	24,289	28,097	15,000	15,000	15,000	15,000
100-705-052009	Postage	318	559	500	500	500	500
100-705-052010	Telephone	23,907	26,467	24,000	25,000	25,000	25,000
100-705-052011	Public Information	732	634	-	1,000	1,000	1,000
100-705-052013	Memberships	-	-	500	-	-	-
100-705-052016	Insurance - General	40,490	43,000	-	-	-	-
100-705-052018	Professional Development	13,825	19,202	12,000	15,000	15,000	15,000
100-705-052019	Professional Services	28,673	61,435	55,000	30,000	30,000	30,000
100-705-052021	Equipment Maintenance	-	22,840	-	-	-	-
100-705-052022	Fuel/Oil	20,495	20,438	30,000	30,000	30,000	30,000
100-705-052023	Facility Maintenance	16,810	25,370	14,000	15,000	15,000	15,000
100-705-052024	Miscellaneous	19,914	55	1,500	1,000	1,000	1,000
100-705-052026	Equipment Fund Charges	14,604	-	53,000	83,500	83,500	83,500
100-705-052027	IT Fund Charges	-	-	70,000	51,000	51,000	51,000
100-705-052028	Projects & Programs	-	-	5,000	5,000	5,000	5,000
100-705-052029	Indirect Cost Allocation	140,158	156,900	-	-	-	-
100-705-052043	CERT	-	1,578	-	2,000	2,000	2,000
100-705-052044	K9 Expense	-	5,496	2,000	3,000	3,000	3,000
100-705-052086	Firearms	5,853	3,835	-	5,000	5,000	5,000
TOTAL MATERIALS & SERVICES		415,001	498,746	369,000	368,500	368,500	368,500
TOTAL EXPENDITURES		2,387,725	2,536,071	2,715,000	3,059,500	3,059,500	3,059,500

Library Department

The St. Helens Public Library is a vibrant institution that provides an array of services within the Library, through its growing number of online services and through outreach in the community. Library services are comprised of Electronic access to information such as downloadable audio and e-books, downloadable music, re-search databases, and digitized historical newspapers. Additional Library services include computers for public use, wireless internet access, story times for young children, summer reading programs, hands-on science, technology, engineering and mathematic programs for youth, and Cultural passes.

PERFORMANCE MEASUREMENTS

FY 2013

FY 2014

FY 2015

FY 2016

FY 2017

FY 2018



LIBRARY DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-706-051001	Regular Wages	268,953	285,619	243,000	253,000	253,000	253,000
100-706-051002	Part Time Wages	-	-	56,000	74,000	74,000	74,000
100-706-051004	Overtime	195	-	-	-	-	-
100-706-051005	Health Dental Benefits	45,958	69,587	73,000	77,000	77,000	77,000
100-706-051006	VEBA	23,305	3,640	3,800	4,000	4,000	4,000
100-706-051007	Retirement	57,805	54,464	71,000	77,000	77,000	77,000
100-706-051008	FICA	20,486	21,666	24,000	25,000	25,000	25,000
100-706-051009	Workers Comp	613	722	600	1,000	1,000	1,000
100-706-051011	Longevity Pay	1,800	1,260	2,200	2,000	2,000	2,000
100-706-051014	Disability Life Ins	720	765	900	1,000	1,000	1,000
TOTAL PERSONNEL SERVICES		419,835	437,723	474,500	514,000	514,000	514,000
MATERIALS & SERVICES							
100-706-052001	Operating Supplies	2,955	1,043	-	-	-	-
100-706-052003	Utilities	14,765	15,004	15,000	15,000	15,000	15,000
100-706-052004	Office Supplies	6,018	5,804	5,000	5,000	5,000	5,000
100-706-052005	Small Equipment	-	-	500	3,000	3,000	3,000
100-706-052006	Computer Maintenance	27,230	25,691	15,000	15,000	15,000	15,000
100-706-052010	Telephone	3,274	4,327	-	-	-	-
100-706-052015	Intergovernmental Services	1,093	-	-	-	-	-
100-706-052016	Insurance - General	10,580	11,230	-	-	-	-
100-706-052018	Professional Development	3,619	6,309	4,000	4,000	4,000	4,000
100-706-052019	Professional Services	-	1,391	2,500	3,000	3,000	3,000
100-706-052023	Facility Maintenance	32,704	30,475	29,000	30,000	30,000	30,000
100-706-052024	Miscellaneous	1,753	1,289	500	500	500	500
100-706-052026	Equipment Fund Charges	-	-	73	100	100	100
100-706-052027	IT Fund Charges	-	-	34,500	31,000	31,000	31,000
100-706-052028	Projects & Programs	5,995	5,375	5,000	6,900	6,900	6,900
100-706-052029	Indirect Cost Allocation	30,699	36,100	-	-	-	-
100-706-052031	Periodicals	3,096	3,228	2,900	3,000	3,000	3,000
100-706-052032	Digital Resources	3,703	6,804	7,200	8,000	8,000	8,000
100-706-052033	Printed Materials	25,934	25,801	29,320	29,000	29,000	29,000
100-706-052034	Visual Materials	5,750	5,662	6,030	5,000	5,000	5,000
100-706-052035	Audio Materials	3,239	4,136	4,550	5,000	5,000	5,000
TOTAL MATERIALS & SERVICES		182,407	189,669	161,073	163,500	163,500	163,500
TOTAL EXPENDITURES		602,242	627,392	635,573	677,500	677,500	677,500

Finance Department

The Finance Department provides professional financial services and information to the City Council, City Administrator and City departments in order to promote fiscal stability and integrity. In addition to providing financial services related to accounting and payroll, Finance prepares the annual budget, works with the City's auditors to prepare the annual audit and Annual Financial Report, performs utility billing and fee analysis, and manages the City's investments and debts.

<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Unqualified Audit Report	Yes	Yes	Yes	Yes	Yes	Yes
GFOA Budget Certification	Yes	Yes	No	Yes	Yes	Yes
Avg # of days Qtrly Reports Issued	38	35	35	19	18	19
Physical Checks Printed	3,239	3,282	3,348	3,274	3,203	3,022



FINANCE DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-707-051001	Regular Employee Wages	314,386	355,398	345,000	370,000	370,000	370,000
100-707-051004	Overtime	1,973	854	500	-	-	-
100-707-051005	Health Dental Benefits	81,301	127,634	125,000	138,000	138,000	138,000
100-707-051006	VEBA	4,328	23,107	5,000	5,000	5,000	5,000
100-707-051007	Retirement	73,871	65,346	88,000	94,000	94,000	94,000
100-707-051008	FICA	23,777	27,015	28,000	29,000	29,000	29,000
100-707-051009	Workers Comp	687	783	800	1,000	1,000	1,000
100-707-051011	Longevity Pay	1,260	1,620	2,000	2,000	2,000	2,000
100-707-051012	Certification Incentive	2,632	1,789	2,000	2,000	2,000	2,000
100-707-051013	Unemployment	-	7,936	-	-	-	-
100-707-051014	Disability Life Ins	1,067	1,165	1,200	1,000	1,000	1,000
100-707-xxxxxx	Direct Labor	7,084	(16,660)	-			
TOTAL PERSONNEL SERVICES		512,366	595,987	597,500	642,000	642,000	642,000
MATERIALS & SERVICES							
100-707-052004	Office Supplies	2,170	5,152	4,000	2,000	2,000	2,000
100-707-052005	Small Equipment	4,903	5,048	1,000	1,000	1,000	1,000
100-707-052008	Printing	-	-	3,000	500	500	500
100-707-052009	Postage	13,707	18,689	1,000	5,000	5,000	5,000
100-707-052011	Public Information	348	1,723	-	500	500	500
100-707-052018	Professional Development	4,035	8,675	7,000	7,000	7,000	7,000
100-707-052019	Professional Services	100,126	121,085	120,000	120,000	120,000	120,000
100-707-052020	Bank Service Fees	-	-	30,000	30,000	30,000	30,000
100-707-052024	Miscellaneous	754	573	500	500	500	500
100-707-052026	Equipment Fund Charges	-	-	3,781	3,000	3,000	3,000
100-707-052027	IT Fund Charges	34,046	35,700	34,500	31,000	31,000	31,000
TOTAL MATERIALS & SERVICES		160,088	196,645	204,781	200,500	200,500	200,500
TOTAL EXPENDITURES		672,454	792,632	802,281	842,500	842,500	842,500

Parks Department

The Parks Department provides safe and well-maintained equipment and facilities within the community. The department provides summer and recreational opportunities. Staff improves public facilities, regularly inspects all park facilities and equipment to ensure everything is clean and safe for users.

PARKS DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-708-051001	Regular Employee Wages	-	-	102,000	101,000	101,000	101,000
100-708-051002	Part Time Wages	-	-	35,000	18,000	18,000	18,000
100-708-051004	Overtime	-	-	3,500	1,000	1,000	1,000
100-708-051005	Health Dental Benefits	-	-	31,000	39,000	39,000	39,000
100-708-051006	VEBA	-	-	1,200	2,000	2,000	2,000
100-708-051007	Retirement	-	-	32,000	29,000	29,000	29,000
100-708-051008	FICA	-	-	8,000	7,000	7,000	7,000
100-708-051009	Workers Comp	-	-	7,000	1,000	1,000	1,000
100-708-051011	Longevity Pay	-	-	1,500	1,000	1,000	1,000
100-708-051012	Certification Incentive	-	-	500	1,000	1,000	1,000
100-708-051014	Disability Life Ins	-	-	500	1,000	1,000	1,000
100-708-051015	Direct Labor	135,207	178,520	-	-	-	-
TOTAL PERSONNEL SERVICES		135,207	178,520	222,200	201,000	201,000	201,000
MATERIALS & SERVICES							
100-708-052001	Operating Supplies	40,359	38,329	33,000	45,000	45,000	45,000
100-708-052003	Utilities	19,798	19,438	18,500	18,000	18,000	18,000
100-708-052010	Telephone	1,870	1,212	-	-	-	-
100-708-052018	Professional Development	1,240	1,812	1,500	2,000	2,000	2,000
100-708-052019	Professional Services	17,699	27,597	18,000	25,000	25,000	25,000
100-708-052022	Fuel/Oil	5,863	6,232	7,500	8,000	8,000	8,000
100-708-052026	Equipment Fund Charges	-	-	22,000	26,000	26,000	26,000
100-708-052027	IT Fund Charges	-	-	7,000	8,000	8,000	8,000
100-708-052028	Indirect Cost Allocation	25,350	30,650	-	-	-	-
100-708-052056	Dock Services	919	143	5,000	5,000	5,000	5,000
100-708-052057	Marine Board	16,778	20,010	16,500	16,500	16,500	16,500
TOTAL MATERIALS & SERVICES		129,876	145,424	129,000	183,500	183,500	183,500
TOTAL EXPENDITURES		265,084	323,944	351,200	354,500	354,500	354,500

Recreation Department

The Recreation Department is a new department created for FY 2018 that encompasses a purpose of creating a sustainable recreation department within the City of St. Helens and alongside a partnership with the St. Helens School District will provide activities throughout the year while coordinating and working with outside programs in the community to build a successful Recreation program.

RECREATION DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-708-051002	Part Time Wages	-	-	-	45,000	45,000	45,000
100-708-051008	FICA	-	-	-	4,000	4,000	4,000
100-708-051009	Workers Comp	-	-	-	500	500	500
100-708-051014	Disability Life Ins	-	-	-	1,000	1,000	1,000
TOTAL PERSONNEL SERVICES		-	-	-	50,500	50,500	50,500
MATERIALS & SERVICES							
100-708-052001	Operating Supplies	-	-	-	1,000	1,000	1,000
100-708-052002	Personnel Uniforms Equipment	-	-	-	500	500	500
100-708-052004	Office Supplies	-	-	-	500	500	500
100-708-052005	Small Equipment	-	-	-	-	-	-
100-708-052008	Printing	-	-	-	2,500	2,500	2,500
100-708-052009	Postage	-	-	-	2,000	2,000	2,000
100-708-052018	Professional Development	-	-	-	500	500	500
100-708-052024	Miscellaneous	-	-	-	500	500	500
100-708-052029	Projects & Programs	-	-	-	7,000	7,000	7,000
TOTAL MATERIALS & SERVICES		-	-	-	14,500	14,500	14,500
TOTAL EXPENDITURES		-	-	-	65,000	65,000	65,000

Planning Department

The Planning Department provides a variety of services intended to preserve and enhance the quality of life for those who visit, live and work in our community. The department guides the physical development of the City of St. Helens in a manner that encourages sustained growth and helps protect the character of the community. The Division is responsible for the City’s current land use development issues and long range planning.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Land Use Permits	97	76	85	97	91	120
Annexations	0	2	0	1	1	3

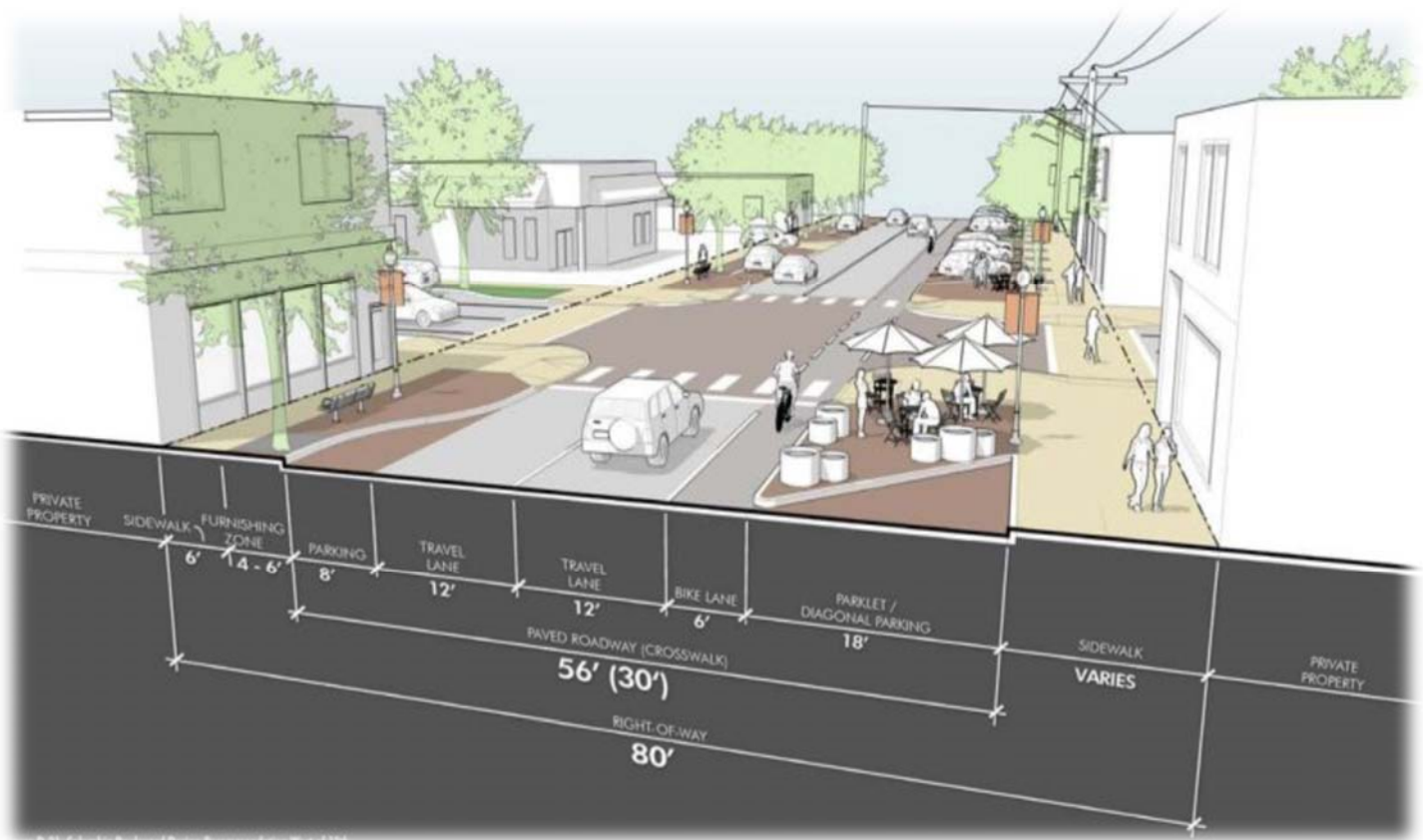


Figure 1.1.1. Columbia Boulevard Design Recommendation, Part of 1.1.1.

PLANNING DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-710-051001	Regular Employee Wages	121,206	128,303	135,000	146,000	146,000	146,000
100-710-051005	Health Dental Benefits	14,299	14,911	16,000	17,000	17,000	17,000
100-710-051006	VEBA	2,160	2,160	2,500	2,500	2,500	2,500
100-710-051007	Retirement	30,311	32,009	39,000	42,000	42,000	42,000
100-710-051008	FICA	9,288	9,802	11,000	12,000	12,000	12,000
100-710-051009	Workers Comp	252	274	350	500	500	500
100-710-051011	Longevity Pay	-	360	600	1,000	1,000	1,000
100-710-051012	Certification Incentive	720	-	-	-	-	-
100-710-051014	Disability Life Ins	400	384	550	500	500	500
100-710-051015	Direct Labor	(64,364)	(75,930)	-	-	-	-
TOTAL PERSONNEL SERVICES		114,272	112,273	205,000	221,500	221,500	221,500
MATERIALS & SERVICES							
100-710-052004	Office Supplies	-	515	-	500	500	500
100-710-052006	Computer Maintenance	-	-	1,000	3,000	3,000	3,000
100-710-052011	Public Information	4,936	5,149	5,000	2,500	2,500	2,500
100-710-052013	Memberships	-	-	-	1,000	1,000	1,000
100-710-052015	Intergovernmental Services	15,000	-	-	-	-	-
100-710-052018	Professional Development	4,017	2,771	4,000	3,500	3,500	3,500
100-710-052019	Professional Services	3,737	2,962	3,000	4,000	4,000	4,000
100-710-052024	Miscellaneous	-	-	500	-	-	-
100-710-052026	Equipment Fund Charges	-	-	5,700	6,000	6,000	6,000
100-710-052027	IT Fund Charges	5,811	6,095	12,733	11,000	11,000	11,000
100-710-052xxx	Indirect Cost Allocation	15,574	22,960	-	-	-	-
100-710-052028	Projects & Programs	22,971	50,615	-	-	-	-
100-710-052029	CCET	-	-	15,000	15,000	15,000	15,000
100-710-052030	CLG Expenses	-	-	-	13,000	13,000	13,000
100-710-052087	Commission Stipend	-	-	-	2,500	2,500	2,500
TOTAL MATERIALS & SERVICES		72,046	91,066	46,933	62,000	62,000	62,000
TOTAL EXPENDITURES		186,318	203,339	251,933	283,500	283,500	283,500

Building Department

The Building Department ensures that all building within the City are safe for the occupants. The department is responsible for enforcement of State and City Codes related to new construction, alterations, and repairs. It provides for structural, mechanical plumbing, fire, grading work, and performs all required inspections related to both commercial and residential construction. The Building Official acts as a Code Enforcement Officer as necessary to ensure compliance with City building ordinances and codes.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Code Enforcement	10	2	20	x	x	x
Res. SF Dwellings Permits Issued	22	16	34	22	13	8
Commercial Permits Issued	98	68	115	142	128	166
Total Permits Issued	309	364	328	406	410	381



BUILDING DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
100-711-051001	Regular Employee Wages	96,654	131,962	145,000	141,000	141,000	141,000
100-711-051004	Overtime	-	789	1,000	-	-	-
100-711-051005	Health Dental Benefits	32,511	40,230	32,000	43,000	43,000	43,000
100-711-051006	VEBA	800	960	1,000	1,000	1,000	1,000
100-711-051007	Retirement	20,363	26,744	33,000	34,000	34,000	34,000
100-711-051008	FICA	7,346	10,115	14,000	11,000	11,000	11,000
100-711-051009	Workers Comp	764	1,274	3,800	1,500	1,500	1,500
100-711-051011	Longevity Pay	360	600	600	1,000	1,000	1,000
100-711-051012	Certification Incentive	320	480	600	500	500	500
100-711-051014	Disability Life Ins	347	384	800	500	500	500
100-711-051015	Direct Labor	(14,132)	(16,330)	-	-	-	-
TOTAL PERSONNEL SERVICES		145,333	197,207	231,800	233,500	233,500	233,500
MATERIALS & SERVICES							
100-711-052004	Office Supplies	3,447	1,235	2,500	1,500	1,500	1,500
100-711-052010	Telephone	481	1,041	1,500	1,500	1,500	1,500
100-711-052013	Memberships	-	-	-	500	500	500
100-711-052015	Intergovernmental Services	-	-	-	2,000	2,000	2,000
100-711-052018	Professional Development	2,944	3,209	2,000	2,000	2,000	2,000
100-711-052019	Professional Services	27,119	5,300	6,000	6,000	6,000	6,000
100-711-052024	Miscellaneous	-	55	-	-	-	-
100-711-052026	Equipment Fund Charges	18	-	5,530	6,000	6,000	6,000
100-711-052027	IT Fund Charges	10,236	10,738	11,500	16,000	16,000	16,000
100-711-xxxxxx	Indirect Cost Allocation	16,841	25,890	-	-	-	-
TOTAL MATERIALS & SERVICES		61,086	47,467	29,030	35,500	35,500	35,500
TOTAL EXPENDITURES		206,419	244,675	260,830	269,000	269,000	269,000

Non-Departmental Department

The Non-Departmental Department encompasses mostly shared expenses of the General Fund that can consist of utilities, telephone services, general office supplies, insurance, and facility maintenance. Also included in this department are any General Fund Expenses having to do with Capital Outlay, Transfers, Contingency, and Unappropriated Fund Balance.

NON-DEPARTMENTAL EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
PERSONNEL SERVICES							
100-715-051015	Direct Labor	20,316	93,490	-	-	-	-
MATERIALS & SERVICES							
100-715-052003	Utilities	17,388	18,953	19,000	19,000	19,000	19,000
100-715-052004	Office Supplies	11,229	11,515	10,000	10,000	10,000	10,000
100-715-052005	Small Equipment	24,068	13,351	5,000	5,000	5,000	5,000
100-715-052009	Postage	-	-	6,000	5,000	5,000	5,000
100-715-052010	Telephone	17,755	15,915	-	-	-	-
100-715-052016	Insurance - General	9,760	10,595	65,000	75,000	75,000	75,000
100-715-052019	Professional Services	34,494	36,994	18,000	-	-	-
100-715-052021	Equipment Maintenance	-	-	1,550	-	-	-
100-715-052023	Facility Maintenance	6,624	9,340	65,000	50,000	50,000	50,000
100-715-052024	Miscellaneous	129	50	-	-	-	-
100-715-052027	IT Fund Charges	1,631	1,876	-	-	-	-
100-715-052049	Litigation Settlement	-	1,200	5,000	30,000	30,000	30,000
100-715-052085	City Property Taxes	-	-	3,500	4,000	4,000	4,000
TOTAL MATERIALS & SERVICES		123,078	119,787	198,050	198,000	198,000	198,000
CAPITAL OUTLAY							
100-715-053001	Capital Outlay	-	58,092	-	-	-	-
TRANSFERS							
100-715-054001	Transfers	140,980	122,800	320,000	-	-	-
CONTINGENCY							
100-715-058001	Contingency	-	-	-	1,000,000	1,000,000	1,000,000
UNAPPROPRIATED FUND BALANCE							
100-715-059001	Unapp Fund Balance	-	-	-	1,249,300	1,249,300	1,249,300
TOTAL EXPENDITURES		284,374	394,169	518,050	2,447,300	2,447,300	2,447,300

SPECIAL REVENUE FUNDS



Visitor & Tourism Fund

The Visitor & Tourism Fund is mainly funded from a Motel/Hotel Tax that is charged on local establishments. These funds are used to help fund tourism activities for the City including programs such as Fireworks, Halloweentown, 13 Nights music events and other events throughout the year. Tourism events held throughout the year help bring in people and money from outside the City limits and assists the City in helping grow our local economy.



Visitor & Tourism Fund

RESOURCES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
Taxes							
201-000-032002	Motel Hotel Tax	129,900	139,181	150,000	200,000	200,000	200,000
MISC REVENUE							
201-000-037020	Sponsorships	10,311	35,810	10,000	35,000	35,000	35,000
201-000-031021	Fireworks	450	2,214	20,000	25,000	25,000	25,000
201-000-037022	Halloween	-	-	115,000	130,000	130,000	130,000
201-000-037023	13 Nights	-	-	40,000	20,000	20,000	20,000
201-000-037031	Store Revenue	-	-	-	5,000	5,000	5,000
201-000-037015	Other Events	5,911	100,513	1,000	10,000	10,000	10,000
TOTAL MISC REVENUE		16,672	138,537	186,000	225,000	225,000	225,000
GRANTS							
201-000-033005	Grants	-	20,000	20,000	-	-	-
TRANSFERS							
201-000-037001	Transfers	-	-	240,000	-	-	-
FUND BALANCE AVAILABLE							
201-000-039001	Fund Balance Available	164,832	209,803	98,641	220,000	220,000	220,000
TOTAL RESOURCES		311,404	507,521	694,641	645,000	645,000	645,000

EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
MATERIALS & SERVICES							
201-000-052011	Public Information	10,087	1,285	10,000	5,000	5,000	5,000
201-000-052019	Professional Services	28,963	120,566	180,000	123,000	123,000	123,000
201-000-052025	GFSS Charge	-	-	14,000	19,000	19,000	19,000
201-000-052026	Equipment Fund Charges	-	-	1,527	2,000	2,000	2,000
201-000-052055	Public Art	5,000	5,125	-	-	-	-
201-000-052056	Branding and Way Finding	-	50,962	30,000	-	-	-
201-000-052057	Events - Fireworks	-	-	30,000	25,000	25,000	25,000
201-000-052058	Events - Holloween	-	-	160,000	130,000	130,000	130,000
201-000-052059	Events - General	57,550	206,068	25,000	10,000	10,000	10,000
201-000-052074	Events - 13 Nights	-	-	25,000	20,000	20,000	20,000
TOTAL MATERIALS & SERVICES		101,599	384,005	475,527	334,000	334,000	334,000
TRANSFERS							
201-000-054001	Transfers	-	24,875	-	240,000	240,000	240,000
CONTINGENCY							
201-000-058001	Contingency	-	-	6,278	71,000	71,000	71,000
UNAPPROPRIATED FUND BALANCE							
201-000-059001	Unapp Fund Balance	-	-	212,836	-	-	-
TOTAL EXPENDITURES		101,599	408,880	694,641	645,000	645,000	645,000

Economic Development

The Community Development Fund encompasses 4 major areas of development or economic development opportunities. Each area has it's own department. The information below is a summary of each department that is included in the Community Development Fund. The pages following will give you a more in-depth review of each department and their activities.

RESOURCES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
CHARGES FOR SERVICES							
202-000-034030	FARA Building Lease	-	-	-	15,000	15,000	15,000
MISC REVENUE							
202-000-037004	Miscellaneous - General	-	-	50,000	-	-	-
202-000-037011	Lease Payments - Property	-	300,000	300,000	300,000	300,000	300,000
202-000-037026	Property Tax Reimbursement	-	-	192,100	130,000	130,000	130,000
202-000-037027	Lease Payments - Businesses	-	-	-	-	-	-
202-724-037030	Timber Harvesting	-	-	-	500,000	500,000	500,000
TOTAL MISC REVENUE		-	300,000	542,100	930,000	930,000	930,000
GRANTS							
202-000-033005	Grants	-	107,409	-	1,800,000	1,800,000	1,800,000
TRANSFERS							
202-000-038001	Transfers	-	549,850	660,000	-	-	-
FUND BALANCE AVAILABLE							
202-000-039001	Fund Balance Available	-	-	108,557	300,000	300,000	300,000
TOTAL RESOURCES		-	957,259	1,310,657	3,045,000	3,045,000	3,045,000
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
Dept 721	Economic Planning	-	327,044	59,100	55,000	55,000	55,000
Dept 722	Boise WP Property	-	187,942	159,500	1,970,000	1,970,000	1,970,000
Dept 723	Boise Veneer Property	-	7,060	11,000	75,000	75,000	75,000
Dept 724	Forestry	-	51,907	51,000	125,000	125,000	125,000
TOTAL MATERIALS & SERVICES		-	573,952	280,600	2,225,000	2,225,000	2,225,000
DEBT SERVICE							
Dept 722	Boise WP Property	-	234,949	235,000	157,500	157,500	157,500
Dept 723	Boise Veneer Property	-	39,800	40,000	125,000	125,000	125,000
TOTAL DEBT SERVICE		-	274,749	275,000	282,500	282,500	282,500
CAPITAL OUTLAY							
202-000-057001	Capital Outlay	-	-	455,000	-	-	-
TRANSFER							
202-000-057001	Transfers	-	-	-	350,000	350,000	350,000
CONTINGENCY							
202-000-058001	Contingency	-	-	231,945	187,500	187,500	187,500
UNAPPROPRIATED FUND BALANCE							
202-000-059001	Unapp Fund Balance	-	-	68,112	-	-	-
TOTAL EXPENDITURES		-	848,702	1,310,657	3,045,000	3,045,000	3,045,000

Economic Development**DEPT 721—Economic Planning**

The Economic Planning Department is responsible for the planning and feasibility studies of the Boise/Veneer property as well as general city economic planning activities. The City will be working diligently to prepare for development on the Waterfront Property during this fiscal year.

EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
DEPT 721 - ECONOMIC PLANNING							
MATERIALS & SERVICES							
202-721-052019	Professional Services	-	-	50,000	50,000	50,000	50,000
202-721-052050	Area Wide Planning	-	252,645	8,000	-	-	-
202-721-052051	Urban Renewal	-	74,399	1,000	5,000	5,000	5,000
202-721-052075	EPA Grant	-	-	100	-	-	-
TOTAL MATERIALS & SERVICES		-	327,044	59,100	55,000	55,000	55,000



Economic Development**DEPT 722—Boise White Paper Property**

The Boise White Paper Property Department's main task is to manage the property. Some of these tasks include facility maintenance for the existing buildings as well as paying property taxes (which are reimbursed to the City by the Boise Paper company). This department also is repaying a debt that was taken out to help the City purchase this property from the Boise Paper company. This department will continue operating until development of the Waterfront and surrounding property is complete and the debt is paid off.

EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
DEPT 722 - BOISE WP PROPERTY							
MATERIALS & SERVICES							
202-722-052003	Utilities	-	-	1,000	-	-	-
202-722-052016	Insurance - General	-	9,796	8,500	10,000	10,000	10,000
202-722-052019	Professional Services	-	29,461	20,000	1,820,000	1,820,000	1,820,000
202-722-052023	Facility Maintenance	-	7,678	5,000	5,000	5,000	5,000
202-722-052053	Property Taxes	-	126,107	125,000	135,000	135,000	135,000
202-722-052054	Offshore Lease	-	14,900	-	-	-	-
TOTAL MATERIALS & SERVICES		-	187,942	159,500	1,970,000	1,970,000	1,970,000
DEBT SERVICE							
202-722-055001	Principal	-	150,000	150,000	157,500	157,500	157,500
202-722-055002	Interest	-	-	-	-	-	-
TOTAL DEBT SERVICE		-	150,000	150,000	157,500	157,500	157,500
TOTAL - BOISE WP PROPERTY		-	337,942	309,500	2,127,500	2,127,500	2,127,500



Economic Development**DEPT 723—Boise Veneer Property**

The Boise Veneer Property is an additional property the City purchased from the Boise Paper company. The department's main tasks, like the Boise White Paper Property is the maintenance of the property until development takes place. This department also has a debt service payment for the purchase of this property.

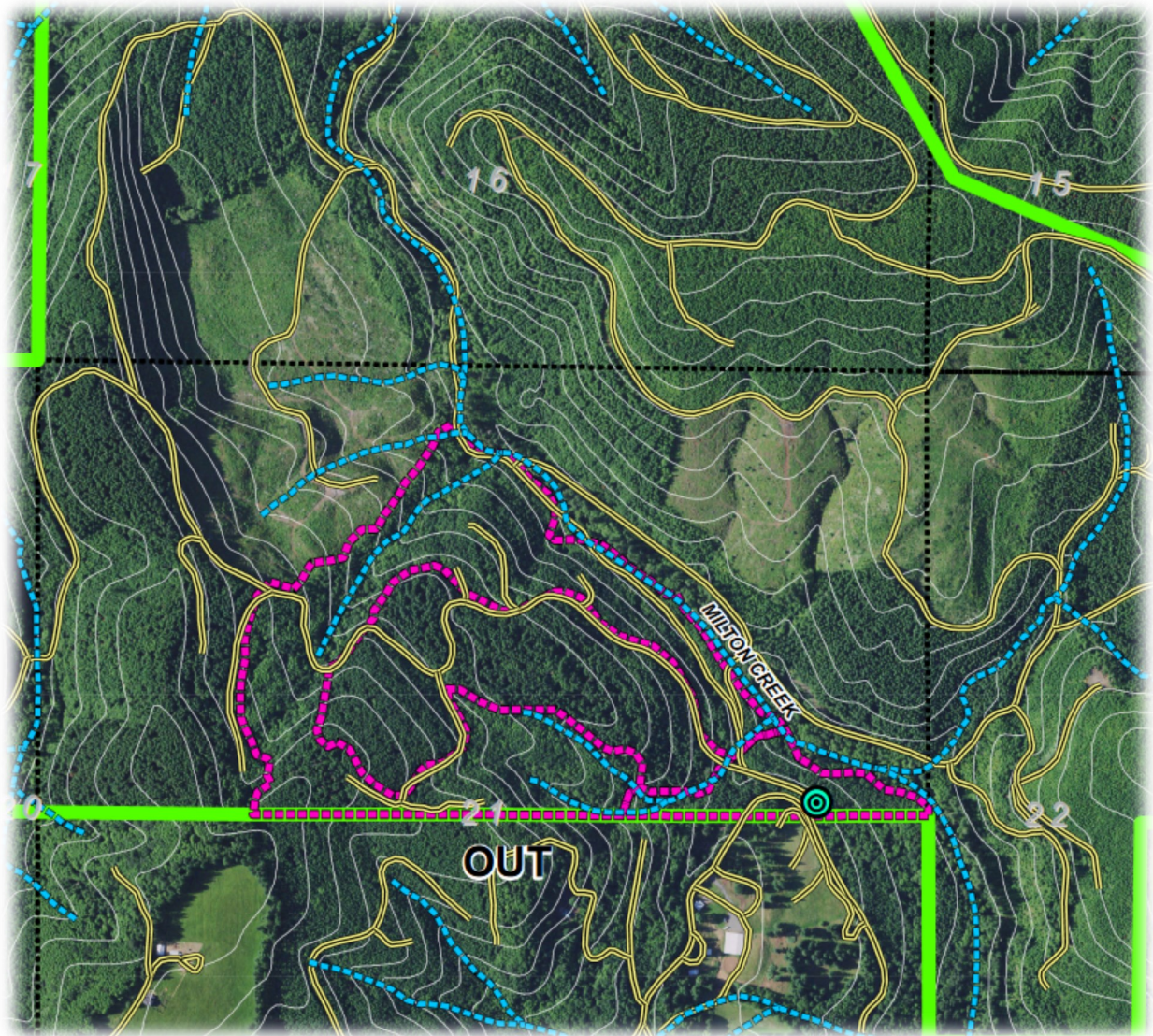
		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
DEPT 723 - BOISE VENEER PROPERTY							
MATERIALS & SERVICES							
202-723-052016	Insurance - General	-	3,290	9,000	10,000	10,000	10,000
202-723-052019	Professional Services	-	-	-	60,000	60,000	60,000
202-723-052023	Facility Maintenance	-	3,770	2,000	5,000	5,000	5,000
202-723-052054	Offshore Lease	-	-	-	-	-	-
TOTAL MATERIALS & SERVICES		-	7,060	11,000	75,000	75,000	75,000
DEBT SERVICE							
202-723-055001	Principal	-	84,949	85,000	90,000	90,000	90,000
202-723-055002	Interest	-	39,800	40,000	35,000	35,000	35,000
TOTAL DEBT SERVICE		-	124,749	125,000	125,000	125,000	125,000
TOTAL - BOISE VENEER PROPERTY		-	131,809	136,000	200,000	200,000	200,000



Economic Development**DEPT 724—Forestry**

The City of St. Helens about 2,000 Acres of Forestland northwest of the City. The Forestland is managed by a consulting company that works at increasing the potential harvesting of trees each year. The City's timber has not been harvesting for several years due to an increased harvesting in previous years. The City's goal is to build up the harvest to a manageable level until it reaches the point where it can be harvested on a more regular basis every year going forward. This has meant careful planning and planting of trees to achieve a more even age distribution in the forestland. The City has anticipated an initial first cut in 2018/19 if the land continues to grow as expected.

EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
DEPT 724 - FORESTRY							
MATERIALS & SERVICES							
202-724-052001	Operating Supplies	-	-	1,000	-	-	-
202-724-052019	Professional Services	-	51,907	50,000	125,000	125,000	125,000
TOTAL - FORESTRY		-	51,907	51,000	125,000	125,000	125,000



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COMMUNITY ENHANCEMENT FUND

The Community Enhancement Fund is a Special Revenue Fund for donations and grants that is kept separate from a department’s specific operating fund/ department. The Community Enhancement Fund has 3 separate departments for the 2017/18 Fiscal Year which include Police, Library, and Public Arts.



COMMUNITY ENHANCEMENT FUND

RESOURCES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
CHARGES FOR SERVICES							
203-716-034024	PW Projects for Public Art	-	-	2,750	2,000	2,000	2,000
203-718-034028	Youth Council Sales	-	252	-	500	500	500
203-706-034023	Room Rental Fee	-	330	500	500	500	500
TOTAL CHARGES FOR SERVICES		-	582	3,250	3,000	3,000	3,000
INTERGOVERNMENTAL REVENUE							
203-705-033005	Grants - Police	124,529	5,000	126,000	100,000	100,000	100,000
203-706-033005	Grants - Library	-	8,761	3,485	20,000	20,000	20,000
203-716-033005	Grants - ACC	-	31,280	12,000	2,000	2,000	2,000
203-717-033005	Grants - Transitional Housing	-	-	22,000	20,000	20,000	20,000
TOTAL INTERGOVERNMENTAL REVENUE		124,529	45,041	163,485	142,000	142,000	142,000
MISC REVENUE							
203-000-037001	Interest	202	1,200	-	-	-	-
203-000-037007	Miscellaneous - General	383,579	5,750	-	-	-	-
203-705-037011	Donations - Police	-	3,967	14,000	500	500	500
203-706-037017	Donations - Ukulele Club	-	361	350	500	500	500
203-716-037018	Donations - ACC	22,567	1,740	3,250	2,000	2,000	2,000
203-718-037014	Donations - Youth Council	-	-	-	500	500	500
203-706-037014	Donations - Library	-	-	-	500	500	500
TOTAL MISC REVENUE		406,348	13,018	17,600	4,000	4,000	4,000
TRANSFERS							
203-000-038001	Transfers	1,075,980	38,405	-	-	-	-
FUND BALANCE AVAILABLE							
000-027500	Fund Balance Available	2,124,864	237,696	81,706	51,199	51,199	51,199
TOTAL RESOURCES		3,731,720	334,742	266,041	200,199	200,199	200,199

EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
MATERIALS & SERVICES							
	Dept 000 - General	3,378,837	30,790	-	-	-	-
	Dept 705 - Police	16,402	15,900	157,997	100,500	100,500	100,500
	Dept 706 - Library	10,346	22,019	6,078	34,700	34,700	34,700
	Dept 716 - Public Arts	5,590	26,767	40,500	11,400	11,400	11,400
	Dept 717 - Trans Housing	-	-	22,000	20,000	20,000	20,000
	Dept 718 - Youth Council	-	-	-	1,000	1,000	1,000
TOTAL MATERIALS & SERVICES		3,411,175	95,476	226,575	167,600	167,600	167,600
TRANSFERS							
203-000-054001	Transfers	82,850	157,560	-	32,599	32,599	32,599
CONTINGENCY							
203-000-058001	Contingency	-	-	39,466	-	-	-
TOTAL EXPENDITURES		3,494,025	253,036	266,041	200,199	200,199	200,199

COMMUNITY ENHANCEMENT FUND

POLICE DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
203-705-052028	Projects & Programs	16,402	14,423	40,497	5,500	5,500	5,500
203-705-052028	PD Reserve Officer Expenses	-	1,352	6,500	5,000	5,000	5,000
203-705-052028	CCT - Contract Personnel	-	-	100,000	85,000	85,000	85,000
203-705-052028	CCT - Travel Equip Other	-	125	11,000	5,000	5,000	5,000
TOTAL MATERIALS & SERVICES		16,402	15,900	157,997	100,500	100,500	100,500
TOTAL EXPENDITURES		16,402	15,900	157,997	100,500	100,500	100,500

LIBRARY DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
203-706-052028	Projects & Programs	10,346	16,072	2,243	18,200	18,200	18,200
203-706-052028	Ready to Read	-	2,761	1,750	1,800	1,800	1,800
203-706-052028	Donation Expense	-	1,552	2,085	14,700	14,700	14,700
203-706-052028	CCC Library Expense	-	1,635	-	-	-	-
TOTAL MATERIALS & SERVICES		10,346	22,019	6,078	34,700	34,700	34,700
TOTAL EXPENDITURES		10,346	22,019	6,078	34,700	34,700	34,700

ACC		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
203-716-052028	Projects & Programs		225	5,100	6,095	6,095	6,095
203-716-052069	Summer Arts in the Park	881	1,488	500	1,000	1,000	1,000
203-716-052070	Maintenance of Public Art		1,034	-	500	500	500
203-716-052071	Administration & Marketing	120	465	150	1,100	1,100	1,100
203-716-XXXXXX	Spirit of Halloweentown	225	-	-	-	-	-
203-716-XXXXXX	Shedco	1,000	-	-	-	-	-
203-716-052072	Bike Rack Projects		274	-	-	-	-
203-716-052073	Free Art & Craft Workshops	204	237	250	250	250	250
203-716-052074	Gateway Project - Phase 1	2,660	-	500	2,455	2,455	2,455
203-716-052075	Gateway Project - Phase 2	500	23,044	34,000	-	-	-
TOTAL MATERIALS & SERVICES		5,590	26,767	40,500	11,400	11,400	11,400
TOTAL EXPENDITURES		5,590	26,767	40,500	11,400	11,400	11,400

COMMUNITY ENHANCEMENT FUND

TRANSITIONAL HOUSING		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
203-717-0052028	Projects & Programs	-	-	22,000	20,000	20,000	20,000
TOTAL EXPENDITURES		-	-	22,000	20,000	20,000	20,000

YOUTH COUNCIL		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
203-718-052028	Projects & Programs	-	-	-	1,000	1,000	1,000
TOTAL EXPENDITURES		-	-	-	1,000	1,000	1,000



Street Fund

The Street Fund supports the City’s street utilities. The fund provides for the maintenance and repair of more than 52.5 miles of paved and unpaved streets, sidewalks and gutters along with the maintenance of the City’s traffic control and safety devices (street signage and striping). The Street Fund receives revenue primarily from the state motor fuel taxes. Additional significant revenue comes from State Grants, which is used for capital outlay projects (Street Improvements) around the City.

Specific Capital Projects on the docket for 2018/19

Sidewalk Improvements	\$10,000
Signage - Branding Wayfinding	\$30,000
Road Patching Projects	\$20,000
Trench Patching	\$30,000
North Vernonia Sidewalk	\$100,000

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Streets	Miles of Streets Maintained	105	105	105	105	112.4

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25



Street Fund

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
RESOURCES							
INTERGOVERNMENTAL							
205-000-033008	Motor Vehicle Tax	773,214	785,419	800,000	960,000	960,000	960,000
205-000-033009	State Grants	-	70,918	485,000	190,000	190,000	190,000
205-000-033010	Street Sidewalk Development	-	6,040	-	10,000	10,000	10,000
TOTAL INTERGOVERNMENTAL		773,214	862,378	1,285,000	1,160,000	1,160,000	1,160,000
MISCELLANEOUS							
205-000-037004	Miscellaneous	2,506	84	1,000	1,000	1,000	1,000
205-000-037001	Interest	6,965	20,000	7,000	7,000	7,000	7,000
205-000-037030	Rental House Revenue	-	3,542	9,000	9,000	9,000	9,000
TOTAL MISCELLANEOUS		9,471	23,626	17,000	17,000	17,000	17,000
FUND BALANCE AVAILABLE							
205-000-039001	Fund Balance Available	771,014	828,055	877,334	880,000	880,000	880,000
TOTAL RESOURCES		1,553,699	1,714,058	2,179,334	2,057,000	2,057,000	2,057,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES							
PERSONNEL SERVICES							
205-000-051016	PW Support Service Charge	318,098	325,100	400,000	404,000	404,000	404,000
MATERIALS & SERVICES							
205-000-052001	Operating Supplies	31,875	45,468	25,000	40,000	40,000	40,000
205-000-052003	Utilities	70,395	69,296	25,000	20,000	20,000	20,000
205-000-052019	Professional Services	3,732	10,427	15,000	25,000	25,000	25,000
205-000-052025	GFSS Fund Charges	-	-	145,000	197,000	197,000	197,000
205-000-052026	Equipment Fund Charges	69,500	69,500	95,500	97,000	97,000	97,000
205-000-052060	Lease	1,677	2,789	2,500	2,500	2,500	2,500
205-000-052063	PW Operation Fund Charges	111,619	137,920	36,000	94,000	94,000	94,000
TOTAL MATERIALS & SERVICES		288,799	335,399	344,000	475,500	475,500	475,500
DEBT SERVICE							
205-000-055001	Principle	-	-	42,500	43,500	43,500	43,500
205-000-055002	Interest	-	-	17,500	16,500	16,500	16,500
TOTAL DEBT SERVICE		-	-	60,000	60,000	60,000	60,000
CAPITALY OUTLAY							
205-000-053001	Capital Outlay	113,247	121,255	545,000	190,000	190,000	190,000
TRANSFERS							
205-000-054001	Transfers	5,500	54,970	-	-	-	-
CONTINGENCY							
205-000-058001	Contingency	-	-	198,351	500,000	500,000	500,000
UNAPPROPRIATED FUND BALANCE							
205-000-059001	Unapp Fund Balance	-	-	631,983	427,500	427,500	427,500
TOTAL EXPENDITURES		725,644	836,724	2,179,334	2,057,000	2,057,000	2,057,000

Street SDC Fund

The Street SDC Funds are for System Development Charges that are paid on development projects that happen throughout the City. These are most notably new homes, which pay a System Development Charge that is received by the City and used for increasing capacity needs based on the specific SDC (Streets, Water, Sewer, etc.) projects that are outlined by the City. SDC rates are reviewed usually every 7 years to take into consideration future development needs and known projects for the City. No System Development Charge Projects are shown in 2018/19, however similarly to other SDC Funds, the City of St. Helens budgets to use all SDC funds for any potential opportunities that become available where SDC funds can be used for potential projects that are not expected throughout the fiscal year.



		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
206-000-034008	SDC Charges	43,449	90,213	40,000	35,000	35,000	35,000
MISCELLANEOUS							
206-000-037004	Miscellaneous - General	258,738	-	-	-	-	-
FUND BALANCE AVAILABLE							
206-000-039001	Fund Balance Available	1,466,329	1,020,644	1,010,857	1,040,000	1,040,000	1,040,000
TOTAL RESOURCES		1,768,517	1,110,857	1,050,857	1,075,000	1,075,000	1,075,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
206-000-052019	Professional Services	-	-	-	375,000	375,000	375,000
CAPITALY OUTLAY							
206-000-053001	Capital Outlay	247,873	-	1,044,857	695,000	695,000	695,000
TRANSFERS							
206-000-054001	Transfers	500,000	100,000	6,000	5,000	5,000	5,000
TOTAL EXPENDITURES		747,873	100,000	1,050,857	1,075,000	1,075,000	1,075,000

ENTERPRISE FUNDS



Water Fund

The Water Fund supports the City's water utility which provides for the delivery of adequate quantities of safe, high quality water to domestic and commercial/ industrial water users. The Water Fund's purpose is to operate and maintain the existing Water Filtration Facility, the existing wells and all other facilities and preventative maintenance for all equipment. This Fund is an enterprise fund, so it is designed to be self-supporting with expenses paid for from its own revenue sources.

The Water Fund is separated into two main departments; Water Operations and Water Filtration as you will see in the budget document. These departments are kept separate to help track expenses specifically for the water filtration facility. For 2018/19 there are 5 main Capital Improvement Projects for the fiscal year. These projects are accounting for in the Capital Outlay section of the Water Fund Budget. More detailed information on these specific projects can be found in the Capital Improvement Plan section of the Budget.

WTR.003 - Water Meter Replacement	\$25,000
WTR.004 - Water Main Replacement	\$200,000
WTR.006 - Waterproof Reservoir Exterior	\$50,000
WTR.007 - Pittsburg Rd / Milton Creek Bypass	\$150,000
WTR.009 - Well Maintenance	\$30,000

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Water	Linear Feet of water Mains Replaced	300	1,022	520	1,000	600
PW - Water	Water Meters Replacements	510	971	1,072	550	330
PW - Water	Miles of Water Lines Maintained	81.7	81.8	81.8	81.9	82

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25
WFF	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE	21.00	21.50	21.50	22.00	22.00	22.25	22.25



Water FundWater Fund Summary

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
601-000-034007	Water Sales - Residential	3,154,643	3,385,872	2,295,000	2,350,000	2,350,000	2,350,000
601-000-034009	Late Reconnection Tamper Fees	22,294	-	150,000	150,000	150,000	150,000
601-000-034014	Connection Charge	8,350	-	5,000	5,000	5,000	5,000
601-000-034018	Collections	-	-	6,000	5,000	5,000	5,000
601-000-034022	Water Sales - Comm/Industrial	-	-	850,000	600,000	600,000	600,000
601-000-034026	Water Sales - Outside	-	-	170,000	170,000	170,000	170,000
TOTAL CHARGES FOR SERVICES		3,185,287	3,385,872	3,476,000	3,280,000	3,280,000	3,280,000
MISCELLANEOUS							
601-000-037001	Interest	22,803	33,000	15,000	10,000	10,000	10,000
601-000-037004	Miscellaneous - General	12,629	35,785	20,000	10,000	10,000	10,000
TOTAL MISCELLANEOUS		35,432	68,785	35,000	20,000	20,000	20,000
TRANSFERS							
601-000-038001	Transfers	-	-	-	175,000	175,000	175,000
FUND BALANCE AVAILABLE							
601-000-027500	Fund Balance Available	3,338,129	3,311,590	3,118,856	3,280,000	3,280,000	3,280,000
TOTAL RESOURCES		6,558,848	6,766,247	6,629,856	6,755,000	6,755,000	6,755,000
EXPENDITURES							
PERSONNEL SERVICES							
Dept 731	Dept 731 - Personnel Services	704,144	744,470	655,000	641,000	641,000	641,000
Dept 732	Dept 732 - Personnel Services	241,036	245,941	268,500	268,000	268,000	268,000
TOTAL PERSONNEL SERVICES		945,181	990,411	923,500	909,000	909,000	909,000
MATERIALS & SERVICES							
Dept 731	Dept 731 - M&S	1,025,688	1,085,756	1,316,000	1,465,000	1,465,000	1,465,000
Dept 732	Dept 732 - M&S	140,538	162,802	153,500	177,500	177,500	177,500
TOTAL MATERIALS & SERVICES		1,166,225	1,248,558	1,469,500	1,642,500	1,642,500	1,642,500
DEBT SERVICE							
601-000-055001	Principle	377,000	382,000	392,000	401,000	401,000	401,000
601-000-055002	Interest	125,760	116,842	109,000	99,000	99,000	99,000
TOTAL DEBT SERVICE		502,760	498,842	501,000	500,000	500,000	500,000
CAPITAL OUTLAY							
601-000-053001	Capital Outlay	-	-	150,000	455,000	455,000	455,000
TRANSFERS							
601-000-057001	Transfers	394,000	909,580	300,000	-	-	-
CONTINGENCY							
601-000-058001	Contingency	-	-	156,326	500,000	500,000	500,000
UNAPPROPRIATED FUND BALANCE							
601-000-059001	Unapp Fund Balance	239,092	-	3,129,530	2,748,500	2,748,500	2,748,500
TOTAL EXPENDITURES		3,247,258	3,647,391	6,629,856	6,755,000	6,755,000	6,755,000

Water FundDepartment 731 - Water Operations

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES - WATER DISTRIBUTION							
PERSONNEL SERVICES							
601-731-051016	PW Support Service Charge	-	-	655,000	641,000	641,000	641,000
601-731-051xxx	Direct Labor Charge	704,144	744,470	-	-	-	-
TOTAL PERSONNEL SERVICES		704,144	744,470	655,000	641,000	641,000	641,000
MATERIALS & SERVICES							
601-731-052001	Operating Supplies	58,575	65,329	60,000	70,000	70,000	70,000
601-731-052003	Utilities	34,542	35,956	35,000	35,000	35,000	35,000
601-731-052010	Telephone	1,354	2,099	1,000	1,000	1,000	1,000
601-731-052016	Insurance - General	44,030	46,760	40,000	43,000	43,000	43,000
601-731-052019	Professional Services	11,379	14,872	10,000	35,000	35,000	35,000
601-731-052025	GFSS Fund Charges	-	-	530,000	607,000	607,000	607,000
601-731-052026	Equipment Fund Charges	83,400	83,400	206,000	220,000	220,000	220,000
601-731-052060	Lease	677	195	-	-	-	-
601-731-052063	PW Operation Fund Charges	-	-	74,000	183,000	183,000	183,000
601-731-052064	Lab Testing	5,749	9,038	10,000	12,000	12,000	12,000
601-731-052065	Uncollectable Accounts	-	11,184	-	-	-	-
601-731-052067	In Lieu of Franchise Fee	303,382	329,898	350,000	259,000	259,000	259,000
601-731-052068	Forestry Preservation	41,511	-	-	-	-	-
601-731-052xxx	Indirect Cost Allocation	441,088	487,025	-	-	-	-
TOTAL MATERIALS & SERVICES		1,025,688	1,085,756	1,316,000	1,465,000	1,465,000	1,465,000
TOTAL EXPENDITURES		1,729,832	1,830,226	1,971,000	2,106,000	2,106,000	2,106,000

Water FundDepartment 732 - Water Filtration

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES - WATER FILTRATION							
PERSONNEL SERVICES							
601-732-051001	Regular Wages	123,732	128,342	132,000	134,000	134,000	134,000
601-732-051004	Overtime	17,875	16,875	35,000	22,000	22,000	22,000
601-732-051005	Health Dental Benefits	33,447	35,259	37,000	51,000	51,000	51,000
601-732-051006	VEBA	960	960	1,000	1,000	1,000	1,000
601-732-051007	Retirement	32,838	33,282	41,000	41,000	41,000	41,000
601-732-051008	FICA	11,875	12,032	13,000	11,000	11,000	11,000
601-732-051009	Workers Comp	3,537	3,853	8,000	5,000	5,000	5,000
601-732-051011	Longevity Pay	860	960	1,000	2,000	2,000	2,000
601-732-051014	Disability Life Ins	400	384	500	1,000	1,000	1,000
601-732-051015	Standby Pay	13,981	12,384	-	-	-	-
601-732-051xxx	Direct Labor Charge	1,530	1,610	-	-	-	-
TOTAL PERSONNEL SERVICES		241,036	245,941	268,500	268,000	268,000	268,000
MATERIALS & SERVICES							
601-732-052001	Operating Supplies	59,857	18,834	20,000	51,500	51,500	51,500
601-732-052003	Utilities	67,148	72,603	69,000	65,000	65,000	65,000
601-732-052004	Office Supplies	293	213	-	-	-	-
601-732-052010	Telephone	9,402	9,520	2,500	2,500	2,500	2,500
601-732-052018	Professional Development	2,341	1,756	2,000	3,000	3,000	3,000
601-732-052022	Fuel/Oil	333	-	-	-	-	-
601-732-052023	Facility Maintenance	-	688	20,000	8,000	8,000	8,000
601-732-052027	IT Fund Charges	-	449	-	-	-	-
601-732-052064	Lab Testing	1,165	7,760	5,000	5,500	5,500	5,500
601-732-052083	Chemicals	-	34,263	35,000	42,000	42,000	42,000
601-732-052xxx	Indirect Cost Allocation	-	16,715	-	-	-	-
TOTAL MATERIALS & SERVICES		140,538	162,802	153,500	177,500	177,500	177,500
TOTAL EXPENDITURES		381,574	408,743	422,000	445,500	445,500	445,500

Water SDC Fund

The Water SDC (System Development Charges) Fund receives revenue from SDC charges which are applied to every new service connection to the water distribution system. The amount of the charge is proportional to the impact of the service and is therefore based on water meter size. Revenue is dependent on the amount of development activity. The money is used to increase and improve the City’s water supply, distribution, and treatment facilities.

For 2018/19 there is only one specific Water SDC Project that is projected:

WTR.002 - Potential Land Purchase	\$250,000
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This available funds will be budgeted to be spent as general capital outlay on top of the one specific project. The reason for making these funds available is for an unforeseen projects that need to happen throughout the next fiscal year. This removes the requirement of completing a public hearing for a transfer of fund appropriations with the City Council should there be any need for funds in the next fiscal year.



Water SDC Fund

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
602-000-034008	SDC Charges	40,176	90,070	60,000	60,000	60,000	60,000
TRANSFERS							
602-000-038001	Transfers	325,000	500,000	-	-	-	-
FUND BALANCE AVAILABLE							
602-000-039001	Fund Balance Available	496,958	555,201	598,491	630,000	630,000	630,000
TOTAL RESOURCES		862,134	1,145,271	658,491	690,000	690,000	690,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
602-000-052019	Professional Services	-	4,502	-	200,000	200,000	200,000
CAPITALY OUTLAY							
602-000-053001	Capital Outlay	306,933	542,278	653,491	485,000	485,000	485,000
TRANSFERS							
602-000-054001	Transfers	-	-	5,000	5,000	5,000	5,000
TOTAL EXPENDITURES		306,933	546,780	658,491	690,000	690,000	690,000

Sewer Fund

The Sewer Fund supports the City's Wastewater utilities which ensures the safe collection and discharge of wastewater effluent under the requirements of the City's National Pollutant Discharge Elimination System (NPDES) Permit. This fund is an enterprise fund meaning that it is designed and budgeted to be self-supporting with expenses paid from its own revenue sources. The main source of revenue is from the sewer charges on utility bills and other sewer revenue is provided through service fees and sewer connections. The Sewer Fund is separated into four departments; Sewer Collection, Primary Treatment, Secondary Treatment, and Pump Services.

For 2018/19 there are 2 main Capital Improvement Projects for the fiscal year. These projects are accounting for in the Capital Outlay section of the Sewer Fund budget. More detailed information on these specific projects can be found in the Capital Improvement Plan section of the Budget.

SWR.001 - Primary Dredge Lagoon	\$100,000
SWR.002 - Sewer Main Replacement	\$200,000

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Sewer	Linear Feet of Sanitary Lines Repaired	8,368	150	0	1,000	600
PW - Sewer	Miles of Sewer Mains Maintained	59.1	59.2	59.2	59.3	59.7

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25
WWTP	4.00	3.00	3.00	3.00	3.40	3.40	3.40
Total FTE	23.00	22.50	22.50	23.00	23.40	23.65	23.65



Sewer Fund**Sewer Fund Summary**

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
603-000-034011	Sewer Service Charges	3,652,471	3,414,403	3,000,000	3,090,000	3,090,000	3,090,000
603-000-034012	Secondary Boise	436,203	462,201	1,300,000	700,000	700,000	700,000
603-000-034013	Sludge Disposal Charge	136,780	136,211	125,000	125,000	125,000	125,000
603-000-034014	Connection Charge	810	3,425	2,000	1,000	1,000	1,000
603-000-034015	Sewer LID Payments	565	7,960	15,000	10,000	10,000	10,000
TOTAL CHARGES FOR SERVICES		4,226,829	4,024,200	4,442,000	3,926,000	3,926,000	3,926,000
MISCELLANEOUS							
603-000-037001	Interest	32,894	40,000	12,000	12,000	12,000	12,000
603-000-037004	Miscellaneous	1,038	15,658	1,000	1,000	1,000	1,000
TOTAL MISCELLANEOUS		33,932	55,658	13,000	13,000	13,000	13,000
TRANSFERS							
603-000-038001	Transfers	-	-	1,700,000	175,000	175,000	175,000
FUND BALANCE AVAILABLE							
603-000-027500	Fund Balance Available	2,658,060	3,526,312	3,385,597	4,500,000	4,500,000	4,500,000
TOTAL RESOURCES		6,918,821	7,606,170	9,540,597	8,614,000	8,614,000	8,614,000

Sewer FundSewer Fund Summary

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
Dept 735	PS Totals for Dept	683,488	644,955	575,000	638,000	638,000	638,000
Dept 736	PS Totals for Dept	141,861	166,880	136,000	187,000	187,000	187,000
Dept 737	PS Totals for Dept	182,218	179,191	181,000	249,000	249,000	249,000
Dept 738	PS Totals for Dept	120,783	127,260	136,000	187,000	187,000	187,000
TOTAL PERSONNEL SERVICES		1,128,350	1,118,286	1,028,000	1,261,000	1,261,000	1,261,000
MATERIALS & SERVICES							
Dept 735	M&S Totals for Dept	795,771	953,415	1,295,750	1,488,000	1,488,000	1,488,000
Dept 736	M&S Totals for Dept	197,396	232,261	165,000	176,000	176,000	176,000
Dept 737	M&S Totals for Dept	417,309	409,408	662,000	713,000	713,000	713,000
Dept 738	M&S Totals for Dept	57,155	82,624	36,000	40,500	40,500	40,500
TOTAL MATERIALS & SERVICES		1,467,632	1,677,708	2,158,750	2,417,500	2,417,500	2,417,500
DEBT SERVICE							
603-000-055001	Principle	350,276	384,659	537,000	546,000	546,000	546,000
603-000-055002	Interest	42,502	352,630	161,000	151,000	151,000	151,000
603-000-055003	Loan Fee	8,250	30,550	31,000	-	-	-
TOTAL DEBT SERVICE		401,028	767,839	729,000	697,000	697,000	697,000
CAPITALY OUTLAY							
603-000-056001	Capital Outlay	-	9,000	490,000	300,000	300,000	300,000
TRANSFERS							
603-000-057001	Transfers	395,500	647,740	700,000	2,100,000	2,100,000	2,100,000
CONTINGENCY							
603-000-058001	Contingency	-	-	302,323	500,000	500,000	500,000
UNAPPROPRIATED FUND BALANCE							
603-000-059001	Unapp Fund Balance	-	-	4,132,524	1,338,500	1,338,500	1,338,500
TOTAL EXPENDITURES		3,392,509	4,220,573	9,540,597	8,614,000	8,614,000	8,614,000

Sewer FundDepartment 735 - Sewer Collection

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES SEWER COLLECTION							
PERSONNEL SERVICES							
603-735-051016	PW Support Services Charge	-	-	575,000	638,000	638,000	638,000
603-735-051xxx	Direct Labor Charge	683,488	644,955	-	-	-	-
TOTAL PERSONNEL SERVICES		683,488	644,955	575,000	638,000	638,000	638,000
MATERIALS & SERVICES							
603-735-052001	Operating Supplies	12,838	35,000	15,000	25,000	25,000	25,000
603-735-052003	Utilities	131	-	500	-	-	-
603-735-052019	Professional Services	15,629	45,000	15,000	20,000	20,000	20,000
603-735-052025	GFSS Fund Charges	-	-	545,250	663,000	663,000	663,000
603-735-052026	Equipment Fund Charges	41,700	41,700	160,500	146,000	146,000	146,000
603-735-052063	PW Operation Fund Charges	-	-	89,500	242,000	242,000	242,000
603-735-052065	Uncollectable Accounts	-	14,080	10,000	-	-	-
603-735-052067	In Lieu of Franchise Fee	329,473	351,000	460,000	392,000	392,000	392,000
603-735-052xxx	Indirect Labor Charge	396,000	466,635	-	-	-	-
TOTAL MATERIALS & SERVICES		795,771	953,415	1,295,750	1,488,000	1,488,000	1,488,000
TOTAL EXPENDITURES		1,479,259	1,598,370	1,870,750	2,126,000	2,126,000	2,126,000

Department 736 - Primary Treatment

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES PRIMARY TREATMENT							
PERSONNEL SERVICES							
603-736-051016	PW Support Services Charge	-	-	136,000	187,000	187,000	187,000
603-736-051xxx	Direct Labor Charge	141,861	166,880	-	-	-	-
TOTAL PERSONNEL SERVICES		141,861	166,880	136,000	187,000	187,000	187,000
MATERIALS & SERVICES							
603-736-052001	Operating Supplies	49,622	20,000	25,000	30,000	30,000	30,000
603-736-052003	Utilities	36,448	42,200	42,000	43,000	43,000	43,000
603-736-052006	Computer Maintenance	395	2,000	-	-	-	-
603-736-052010	Telephone	2,662	3,110	3,500	3,500	3,500	3,500
603-736-052016	Insurance - General	30,110	32,520	25,000	30,000	30,000	30,000
603-736-052018	Professional Development	1,750	2,000	1,500	2,000	2,000	2,000
603-736-052019	Professional Services	-	6,000	500	5,000	5,000	5,000
603-736-052023	Facility Maintenance	3,036	2,500	5,500	2,500	2,500	2,500
603-736-052026	Equipment Fund Charges	27,800	27,800	-	-	-	-
603-736-052064	Lab Testing	11,577	15,000	20,000	25,000	25,000	25,000
603-736-052083	Chemicals	-	33,000	35,000	35,000	35,000	35,000
603-736-052xxx	Indirect Cost Allocation	33,996	46,131	-	-	-	-
TOTAL MATERIALS & SERVICES		197,396	232,261	165,000	176,000	176,000	176,000
TOTAL EXPENDITURES		339,257	399,141	301,000	363,000	363,000	363,000

Sewer FundDepartment 737 - Secondary Treatment

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES SECONDARY TREATMENT							
PERSONNEL SERVICES							
603-737-051016	PW Support Services Charge	380,476	179,191	181,000	249,000	249,000	249,000
603-737-051xxx	Direct Labor Charge	(198,258)	-	-	-	-	-
TOTAL PERSONNEL SERVICES		182,218	179,191	181,000	249,000	249,000	249,000
MATERIALS & SERVICES							
603-737-052001	Operating Supplies	20,916	20,000	95,000	50,000	50,000	50,000
603-737-052003	Utilities	180,947	116,500	450,000	550,000	550,000	550,000
603-737-052006	Computer Maintenance	1,745	2,000	-	-	-	-
603-737-052010	Telephone	2,801	3,000	2,000	2,000	2,000	2,000
603-737-052016	Insurance - General	30,140	32,550	27,000	30,000	30,000	30,000
603-737-052017	Insurance - Self	-	870	-	-	-	-
603-737-052018	Professional Development	1,750	2,000	2,000	2,000	2,000	2,000
603-737-052019	Professional Services	84	-	500	-	-	-
603-737-052023	Facility Maintenance	3,363	2,500	10,000	4,000	4,000	4,000
603-737-052024	Miscellaneous	-	-	500	-	-	-
603-737-052026	Equipment Fund Charges	41,700	41,700	-	-	-	-
603-737-052064	Lab Testing	28,635	30,000	40,000	40,000	40,000	40,000
603-737-052066	Permit Fees	32,631	35,000	35,000	35,000	35,000	35,000
603-737-052xxx	Indirect Labor Allocation	72,597	123,288	-	-	-	-
TOTAL MATERIALS & SERVICES		417,309	409,408	662,000	713,000	713,000	713,000
TOTAL EXPENDITURES		599,527	588,599	843,000	962,000	962,000	962,000

Department 738 - Pump Services

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES PUMP SERVICES							
PERSONNEL SERVICES							
603-738-051016	PW Support Services Charge	-	-	136,000	187,000	187,000	187,000
603-738-051xxx	Direct Labor Charge	120,783	127,260	-	-	-	-
TOTAL PERSONNEL SERVICES		120,783	127,260	136,000	187,000	187,000	187,000
MATERIALS & SERVICES							
603-738-052001	Operating Supplies	19,010	30,000	25,000	30,000	30,000	30,000
603-738-052003	Utilities	9,674	8,500	9,000	8,000	8,000	8,000
603-738-052010	Telephone	8,043	9,000	2,000	2,500	2,500	2,500
603-738-052xxx	Indirect Cost Allocation	20,429	35,124	-	-	-	-
TOTAL MATERIALS & SERVICES		57,155	82,624	36,000	40,500	40,500	40,500
TOTAL EXPENDITURES		177,938	209,884	172,000	227,500	227,500	227,500

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Sewer SDC Fund

The Sewer SDC (System Development Charges) Fund receives revenue from SDC charges which is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the service and is therefore based on the number of water use fixture units in the building.

For 2018/19 there is 1 specified SDC specific project. The available funds will be budgeted to be spent as general capital outlay on top of the one specific project. The reason for making these funds available is for an unforeseen projects that need to happen throughout the next fiscal year. This removes the requirement of completing a public hearing for a transfer of fund appropriations with the City Council should there be any need for funds in the next fiscal year.

SWR.005 - Sewer Master Plan \$100,000



Sewer SDC Fund

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
604-000-034008	SDC Charges	122,368	80,000	125,000	65,000	65,000	65,000
TRANSFERS							
604-000-038001	Transfers	235,000	270,000	-	-	-	-
FUND BALANCE AVAILABLE							
604-000-039001	Fund Balance Available	1,724,213	1,266,622	1,212,622	1,265,000	1,265,000	1,265,000
TOTAL RESOURCES		2,081,581	1,616,622	1,337,622	1,330,000	1,330,000	1,330,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Adopted	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
604-000-052019	Professional Services	-	-	-	500,000	500,000	500,000
CAPITALY OUTLAY							
604-000-053001	Capital Outlay	314,960	404,000	1,327,622	820,000	820,000	820,000
TRANSFERS							
604-000-054001	Transfers	500,000	-	10,000	10,000	10,000	10,000
TOTAL EXPENDITURES		814,960	404,000	1,337,622	1,330,000	1,330,000	1,330,000

Storm Fund

The Storm Fund is a new fund for the fiscal year 2017/18. In previous budgets the Storm Department was co-mingled with the Sewer Fund as a separate department. In FY 2017/18, this department will be a new fund created as an enterprise fund, which means that this fund should be self-supporting through revenue of charges for Utility service.

For 2018/19 there are 5 specific Storm Fund Capital Improvement Projects that are scheduled:

STM.001 - Columbia Blvd Improvements	\$150,000
STM.002 - Storm Line Replacement	\$200,000
STM.003 - Middle Trunk Upgrade	\$200,000
STM.004 - 10th St. Pump Station Decommission	\$400,000
STM.006 - Street Sweeping Cleanup	\$15,000 (+ \$15,000 from Street Fund)

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Storm	Feet of New Storm Pipes Constructed	1,132	238	1,727	1,000	1,000
PW - Storm	Miles of Storm Lines Maintained	43	43.1	43.4	43.5	48

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25



Storm Fund

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
RESOURCES							
CHARGES FOR SERVICES							
605-000-034017	Storm Service Charge	827,210	871,895	865,000	900,000	900,000	900,000
605-000-034014	Connection Charge	-	-	-	-	-	-
TOTAL CHARGES FOR SERVICES		827,210	871,895	865,000	900,000	900,000	900,000
MISCELLANEOUS							
605-000-037001	Interest	-	-	5,000	5,000	5,000	5,000
605-000-037004	Miscellaneous	-	-	1,000	1,000	1,000	1,000
TOTAL MISCELLANEOUS		-	-	6,000	6,000	6,000	6,000
TRANSFERS							
605-000-038001	Transfers	-	-	400,000	2,100,000	2,100,000	2,100,000
FUND BALANCE AVAILABLE							
605-000-039001	Fund Balance Available	3,042,649	3,163,643	2,266,884	600,000	600,000	600,000
TOTAL RESOURCES		3,869,859	4,035,538	3,537,884	3,606,000	3,606,000	3,606,000
		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES							
PERSONNEL SERVICES							
605-000-051016	PW Support Services Charge	-	-	375,000	415,000	415,000	415,000
605-000-051xxx	Direct Labor	308,555	349,100	-	-	-	-
TOTAL PERSONNEL SERVICES		308,555	349,100	375,000	415,000	415,000	415,000
MATERIALS & SERVICES							
605-000-052001	Operating Supplies	6,072	28,696	25,000	25,000	25,000	25,000
605-000-052003	Utilities	1,026	1,131	800	1,000	1,000	1,000
605-000-052019	Professional Services	-	868	35,000	15,000	15,000	15,000
605-000-052025	GFSS Fund Charges	-	-	333,000	395,000	395,000	395,000
605-000-052026	Equipment Fund Charges	13,900	13,900	115,012	58,000	58,000	58,000
605-000-052063	PW Operations Fund Charges	-	-	43,500	94,000	94,000	94,000
605-000-052065	Uncollectable Accounts	13,900	4,000	5,000	-	-	-
605-000-052067	In Lieu of Franchise Fee	80,654	87,189	86,500	90,000	90,000	90,000
605-000-052xxx	Indirect Cost Allocation	282,108	321,700	-	-	-	-
TOTAL MATERIALS & SERVICES		397,661	457,483	643,812	678,000	678,000	678,000
CAPITAL OUTLAY							
605-000-053001	Capital Outlay	-	962,070	500,000	965,000	965,000	965,000
TRANSFERS							
605-000-057001	Transfers	-	-	1,700,000	-	-	-
CONTINGENCY							
605-000-058001	Contingency	-	-	190,914	500,000	500,000	500,000
UNAPPROPRIATED FUND BALANCE							
605-000-059001	Unapp Fund Balance	-	-	128,158	1,048,000	1,048,000	1,048,000
TOTAL EXPENDITURES		706,216	1,768,654	3,537,884	3,606,000	3,606,000	3,606,000

Storm SDC Fund

The Storm SDC (System Development Charges) Fund receives revenue from SDC charges which is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the service. In this SDC Fund, all money is budgeted to be spent as General Capital Outlay for any projects that come up throughout the fiscal year that funds could be used for. This eliminates the possible need to hold a future public hearing to transfer an appropriation of funds.

For 2018/19 there is only 1 specific Storm SDC Fund Capital Improvement Project that is scheduled:

STM.007 - Storm Water Master Plan \$30,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
606-000-034008	SDC Charges	12,976	20,000	25,000	20,000	20,000	20,000
MISCELLANEOUS							
606-000-037004	Miscellaneous - General	1,333,805	400,000	-	-	-	-
FUND BALANCE AVAILABLE							
606-000-027500	Fund Balance Available	36,453	88,617	180,617	195,000	195,000	195,000
TOTAL RESOURCES		1,383,234	508,617	205,617	215,000	215,000	215,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
606-000-052019	Professional Services	-	-	-	100,000	100,000	100,000
CAPITALY OUTLAY							
606-000-053001	Capital Outlay	1,294,617	328,000	203,617	112,500	112,500	112,500
TRANSFERS							
606-000-054001	Transfers	-	-	2,000	2,500	2,500	2,500
TOTAL EXPENDITURES		1,294,617	328,000	205,617	215,000	215,000	215,000

Parks SDC Fund

The Parks SDC (System Development Charges) Fund receives revenue from SDC charges which is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the service. In this SDC Fund, all money is budgeted to be spent as General Capital Outlay for any projects that come up throughout the fiscal year that funds could be used for. This eliminates the possible need to hold a future public hearing to transfer an appropriation of funds. For 2017/18 there are no specific projects anticipated.

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
607-000-034008	SDC Charges	21,792	25,000	30,000	20,000	20,000	20,000
GRANTS & INTERGOVERNMENTAL							
607-000-033007	Grants - Parks	-	57,700	15,000	-	-	-
MISCELLANEOUS							
607-000-037004	Miscellaneous - General	3,414	-	-	-	-	-
TRANSFERS							
607-000-038001	Transfers	66,500	17,000	-	-	-	-
FUND BALANCE AVAILABLE							
607-000-039001	Fund Balance Available	169,989	201,806	181,506	225,000	225,000	225,000
TOTAL RESOURCES		261,695	301,506	226,506	245,000	245,000	245,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
607-000-052019	Professional Services	-	-	-	130,000	130,000	130,000
CAPITALY OUTLAY							
607-000-053001	Capital Outlay	59,889	120,000	224,006	112,500	112,500	112,500
TRANSFERS							
607-000-054001	Transfers	-	-	2,500	2,500	2,500	2,500
TOTAL EXPENDITURES		59,889	120,000	226,506	245,000	245,000	245,000

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INTERNAL SERVICE FUNDS



Equipment Fund

The Equipment Fund is an internal service fund used for the maintenance and replacement of fleet vehicles and equipment owned by the City of St. Helens. Each department within the City has a replacement schedule for vehicles and equipment that is reviewed every budget cycle for updates. From this replacement cycle and department manager’s input, the selection of vehicles and equipment to replace in the upcoming years are scheduled and updated. The Equipment Fund also funds two City mechanics that perform regular maintenance work on all City vehicles.

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Equipment	Maintain City Vehicle and Equipment Fleet	111	111	111	111	111

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Equipment Department	2.00	2.00	2.00	2.00	2.00	2.00	2.00



Equipment Fund

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
701-000-034008	Equipment Fund Charges	284,204	278,000	676,000	663,000	663,000	663,000
MISCELLANEOUS							
701-000-037004	Miscellaneous - General	-	10,500	-	-	-	-
TRANSFERS							
701-000-038001	Transfers	220,000	630,000	-	32,599	32,599	32,599
FUND BALANCE AVAILABLE							
701-000-039001	Fund Balance Available	-	33,738	491,485	440,000	440,000	440,000
TOTAL RESOURCES		504,204	952,238	1,167,485	1,135,599	1,135,599	1,135,599

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
701-000-051001	Regular Wages	111,648	113,900	140,000	140,000	140,000	140,000
701-000-051004	Overtime	-	560	2,000	1,000	1,000	1,000
701-000-051005	Health Dental Benefits	42,261	44,140	48,000	70,000	70,000	70,000
701-000-051006	VEBA	2,160	2,160	2,500	2,500	2,500	2,500
701-000-051007	Retirement	31,073	31,840	46,000	45,000	45,000	45,000
701-000-051008	FICA	8,613	8,900	11,000	9,000	9,000	9,000
701-000-051009	Workers Comp	2,921	3,080	3,500	4,500	4,500	4,500
701-000-051011	Longevity Pay	1,800	1,800	2,000	-	-	-
701-000-051012	Certification & Incentive	-	-	500	-	-	-
701-000-051014	Disability Life Ins	400	420	500	500	500	500
701-000-051015	Direct Labor Charge	1,530	1,610	-	-	-	-
TOTAL PERSONNEL SERVICES		202,406	208,410	256,000	272,500	272,500	272,500
MATERIALS & SERVICES							
701-000-052001	Operating Supplies	49,755	46,000	45,000	45,000	45,000	45,000
701-000-052016	Insurance - General	3,620	4,490	40,000	45,000	45,000	45,000
701-000-052023	Facility Maintenance	7,841	14,000	12,000	10,000	10,000	10,000
701-000-052027	IT Fund Charges	571	1,000	-	-	-	-
701-000-xxxxxx	Indirect Cost Allocation	16,187	18,080	-	-	-	-
TOTAL MATERIALS & SERVICES		77,974	83,570	97,000	100,000	100,000	100,000
CAPITAL OUTLAY							
701-000-053001	Capital Outlay	190,085	159,611	372,782	240,000	240,000	240,000
CONTINGENCY							
701-000-058001	Contingency	-	-	-	523,099	523,099	523,099
UNAPPROPRIATED FUND BALANCE							
701-000-059001	Unapp Fund Balance	-	9,162	441,703	-	-	-
TOTAL EXPENDITURES		470,465	460,753	1,167,485	1,135,599	1,135,599	1,135,599

Information Technology Fund

The IT Fund is an internal service fund where each department is charged a specific amount for the general replacement schedule of their computer and IT equipment, their percentage share of the IT services contract with CenterLogic, as well as any other IT related activities that are shared amongst the entire City. This is a new fund for the 2017/18 Fiscal Year and the City of St. Helens. Departmental costs and current/future projects are estimated at the time of creation and as the years go by, this fund will encompass those projects to ensure that the City is setting aside funds for future IT related projects.

RESOURCES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
CHARGES FOR SERVICES							
702-000-034009	IT Fund Charges	-	-	280,000	350,000	350,000	350,000
MISCELLANEOUS							
702-000-037004	Miscellaneous	-	-	2,800	-	-	-
FUND BALANCE AVAILABLE							
702-000-039001	Fund Balance Available	-	-	65,659	65,000	65,000	65,000
TOTAL RESOURCES		-	-	348,459	415,000	415,000	415,000

EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
MATERIALS & SERVICES							
702-000-052001	Operating Supplies	-	-	10,000	10,000	10,000	10,000
702-000-052003	Utilities	-	-	17,000	18,000	18,000	18,000
702-000-052005	Small Equipment	-	-	50,000	50,000	50,000	50,000
702-000-052006	Computer Maintenance	-	-	100,000	100,000	100,000	100,000
702-000-052010	Telephone	-	-	19,000	20,000	20,000	20,000
702-000-052019	Professional Services	-	-	85,000	85,000	85,000	85,000
TOTAL MATERIALS & SERVICES		-	-	281,000	283,000	283,000	283,000
CAPITALY OUTLAY							
702-000-053001	Capital Outlay	-	-	-	17,000	17,000	17,000
CONTINGENCY							
702-000-058001	Contingency	-	-	7,459	115,000	115,000	115,000
UNAPPROPRIATED FUND BALANCE							
702-000-059001	Unapp Fund Balance	-	-	60,000	-	-	-
TOTAL EXPENDITURES		-	-	348,459	415,000	415,000	415,000

Public Works Operations Fund

The Public Works Operations Fund accounts for revenues and expenses associated with providing services to public facilities consisting of Streets, Water, Sewer and Storm. The major source of revenue is the service paid by operating funds based on a cost allocation formula. Expenses are for the operations of the offices of the Public Works Director, Engineering and Operations. As an internal service fund, revenues (Charges for Services) should equal expenses, with any accrued balance each year returned proportionately to the contributing funds. This fund contains two separate departments (Engineering & Operations).

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Engineering	Competitive Bid Projects	8	13	16	15	14
PW - Engineering	Grant Funding Received	467,607	43,300	7,750	0	6,500
PW - Engineering	Miles of Gravel Roads Paved	0	1.27	0	0.4	0.4
PW - Engineering	Right-of-Way Permits Issued	30	14	40	35	45
PW - Engineering	Capital Improvement Projects Completed	6	9	15	15	16
PW - Operations	Maintain City-Owned Building/Facilities	10	10	10	10	10

Public Works Operations Fund Summary

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
703-000-034010	PW Support Services Charge	237,873	271,530	2,700,000	3,299,000	3,299,000	3,299,000
Lice, Perm, Fees							
703-000-035017	Engineering Fees	203	500	45,000	45,000	45,000	45,000
Miscellaneous							
703-000-037004	Miscellaneous - General	455	-	2,500	-	-	-
TRANSFERS							
703-000-038001	Transfers	40,000	-	-	-	-	-
FUND BALANCE AVAILABLE							
703-000-039001	Fund Balance Available	39,230	76,979	76,979	40,000	40,000	40,000
TOTAL RESOURCES		317,761	349,009	2,824,479	3,384,000	3,384,000	3,384,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
733 - Engineering	Total Personnel Services	27,543	19,650	379,600	408,000	408,000	408,000
734 - Operations	Total Personnel Services	3,029	-	2,153,000	2,553,000	2,553,000	2,553,000
TOTAL PERSONNEL SERVICES		30,572	19,650	2,532,600	2,961,000	2,961,000	2,961,000
MATERIALS & SERVICES							
733 - Engineering	Total Materials & Services	25,052	25,350	38,300	34,000	34,000	34,000
734 - Operations	Total Materials & Services	185,158	227,030	214,000	368,000	368,000	368,000
TOTAL MATERIALS & SERVICES		210,210	252,380	252,300	402,000	402,000	402,000
TRANSFERS							
703-000-054001	Transfers	-	-	-	-	-	-
CONTINGENCY							
703-000-058001	Contingency	-	-	39,579	21,000	21,000	21,000
TOTAL EXPENDITURES		240,782	272,030	2,824,479	3,384,000	3,384,000	3,384,000

Public Works Operations Fund**Department 733 - Engineering**

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES							
PERSONNEL SERVICES							
703 -733-051001	Regular Wages	236,213	244,190	225,000	264,000	264,000	264,000
703 -733-051004	Overtime	1,054	2,000	-	-	-	-
703 -733-051005	Health Dental Benefits	39,498	41,080	41,000	43,000	43,000	43,000
703 -733-051006	VEBA	2,390	2,640	3,000	4,000	4,000	4,000
703 -733-051007	Retirement	56,687	59,030	67,000	72,000	72,000	72,000
703 -733-051008	FICA	18,063	19,000	19,000	17,000	17,000	17,000
703 -733-051009	Workers Comp	2,254	2,920	2,000	3,000	3,000	3,000
703 -733-051011	Longevity Pay	900	2,160	1,500	3,000	3,000	3,000
703 -733-051012	Certification & Incentive	911	600	500	1,000	1,000	1,000
703 -733-051014	Disability Life Ins	600	630	600	1,000	1,000	1,000
703 -733-051xxx	Direct Labor Charge	(331,027)	(354,600)	-	-	-	-
TOTAL PERSONNEL SERVICES		27,543	19,650	379,600	408,000	408,000	408,000
MATERIALS & SERVICES							
703 -733-052004	Office Supplies	406	750	6,000	1,000	1,000	1,000
703 -733-052006	Computer Maintenance	6,569	3,500	4,000	4,000	4,000	4,000
703 -733-052010	Telephone	1,459	1,160	3,000	1,500	1,500	1,500
703 -733-052017	Insurance - Self	-	940	-	-	-	-
703 -733-052018	Professional Development	2,475	4,000	4,500	4,000	4,000	4,000
703 -733-052019	Professional Services	-	2,000	2,000	2,000	2,000	2,000
703 -733-052026	Equipment Fund Charges	-	-	8,800	9,500	9,500	9,500
703 -733-052027	IT Fund Charges	14,144	13,000	10,000	12,000	12,000	12,000
TOTAL MATERIALS & SERVICES		25,052	25,350	38,300	34,000	34,000	34,000
		52,595	45,000	417,900	442,000	442,000	442,000

Public Works Operations Fund**Department 734 - Operations**

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
703-734-051001	Regular Wages	984,093	999,580	1,150,000	1,392,000	1,392,000	1,392,000
703-734-051002	Part Time Wages	36,007	52,260	50,000	31,000	31,000	31,000
703-734-051004	Overtime	11,396	14,100	80,000	57,000	57,000	57,000
703-734-051005	Health Dental Benefits	289,496	339,700	355,000	496,000	496,000	496,000
703-734-051006	VEBA	49,105	15,240	18,000	18,000	18,000	18,000
703-734-051007	Retirement	238,734	244,700	340,000	405,000	405,000	405,000
703-734-051008	FICA	80,069	83,440	100,000	96,000	96,000	96,000
703-734-051009	Workers Comp	24,668	28,330	45,000	41,000	41,000	41,000
703-734-051011	Longevity Pay	9,460	8,640	9,000	10,000	10,000	10,000
703-734-051012	Certification & Incentive	2,600	5,400	2,000	2,000	2,000	2,000
703-734-051013	Unemployment	2,794	-	-	-	-	-
703-734-051014	Disability Life Ins	3,520	3,780	4,000	5,000	5,000	5,000
703-734-051015	Standby Pay	15,150	15,630	-	-	-	-
703-734-051xxx	Direct Labor Charge	(1,744,062)	(1,810,800)	-	-	-	-
TOTAL PERSONNEL SERVICES		3,029	-	2,153,000	2,553,000	2,553,000	2,553,000
MATERIALS & SERVICES							
703-734-052001	Operating Supplies	6,900	11,000	12,000	12,500	12,500	12,500
703-734-052003	Utilities	7,543	7,500	8,500	7,000	7,000	7,000
703-734-052004	Office Supplies	4,844	-	-	-	-	-
703-734-052005	Small Equipment	-	1,500	-	-	-	-
703-734-052010	Telephone	7,420	7,000	7,000	7,000	7,000	7,000
703-734-052016	Insurance - General	90,960	98,240	79,000	90,000	90,000	90,000
703-734-052017	Insurance - Self	-	5,790	-	-	-	-
703-734-052018	Professional Development	6,529	12,000	12,000	12,000	12,000	12,000
703-734-052019	Professional Services	18,357	17,500	8,000	18,000	18,000	18,000
703-734-052022	Fuel/Oil	34,388	55,000	40,000	50,000	50,000	50,000
703-734-052023	Facility Maintenance	3,602	4,500	4,500	19,500	19,500	19,500
703-734-052027	IT Fund Charges	4,615	7,000	40,000	148,000	148,000	148,000
703-734-052028	Projects & Programs	-	-	-	1,000	1,000	1,000
703-734-052084	Abatement Expense	-	-	3,000	3,000	3,000	3,000
TOTAL MATERIALS & SERVICES		185,158	227,030	214,000	368,000	368,000	368,000
		188,187	227,030	2,367,000	2,921,000	2,921,000	2,921,000

Facilities Major Maintenance Fund

The Facilities Major Maintenance Fund is an internal service fund used for the maintenance of current City-owned buildings. Departments can elect to have funds charged to their departments' budget to be held in this fund for future maintenance needs as required. Similar to SDC Funds in Public Works Departments, this fund appropriates to have all funds available in case there are unforeseen expenses throughout the next fiscal year. Projects and maintenance that is scheduled for next year include City Hall updates to the Front Office and public area and beginning on Category 1 Projects from the 2015 Parks Master Plan.



		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
RESOURCES							
CHARGES FOR SERVICES							
704-000-037020	Facility Maintenance	-	-	50,000	65,000	65,000	65,000
INTERGOVERNMENTAL REVENUE							
704-000-033005	Grants	-	-	12,500	-	-	-
MISCELLANEOUS							
704-000-037004	Miscellaneous	-	-	-	555,000	555,000	555,000
TRANSFERS							
704-000-038001	Transfers	-	-	24,000	-	-	-
FUND BALANCE AVAILABLE							
704-000-039001	Fund Balance Available	-	-	254,825	180,000	180,000	180,000
TOTAL RESOURCES		-	-	341,325	800,000	800,000	800,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
EXPENDITURES							
MATERIALS & SERVICES							
704-000-052019	Professional Services	-	-	-	55,000	55,000	55,000
704-000-052028	Projects & Programs	-	-	115,000	55,000	55,000	55,000
TOTAL MATERIALS & SERVICES		-	-	115,000	110,000	110,000	110,000
CAPITAL OUTLAY							
704-000-053001	Capital Outlay - General	-	-	40,000	20,000	20,000	20,000
704-000-053012	Capital Outlay - Parks	-	-	2,100	100,000	100,000	100,000
TOTAL CAPITAL OUTLAY		-	-	42,100	120,000	120,000	120,000
CONTINGENCY							
704-000-058001	Contingency	-	-	184,225	570,000	570,000	570,000
TOTAL EXPENDITURES		-	-	341,325	800,000	800,000	800,000

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City of St. Helens
Capital Improvement Plan
FY 2019 - FY 2023



This section is a summary sheet of Capital Improvement Projects that are scheduled for the next 5 years for the City of St. Helens. These projects are reviewed yearly and can change throughout the year depending on funding sources and development throughout the City. Each specific project is shown in more detail with information further in the Capital Improvement Plan section. If you have questions about a specific project you see listed, please reach out to the Public Works office for more information. A capital expenses is defined as any tangible and insurable item that has a cost over \$5,000.

At the end of each department is a list of future known projects through 2050. These projects are reviewed and updated every budget year with Department Managers and the Finance Director along with better estimates on development needs, goals, and expectations.

ST. HELENS CAPITAL IMPROVEMENT PROJECTS

PROJECT	2018-19	2019-20	2020-21	2021-22	2022-23	CIP TOTAL
<u>PARKS DEPARTMENT</u>						
Veterans Memorial Plaza	70,000	-	-	-	-	70,000
Picnic Table Replacement	5,000	5,000	5,000	5,000	5,000	25,000
Dock Repairs/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
Level I Master Plan Upgrades	100,000	100,000	100,000	100,000	100,000	500,000
Parks Total =	185,000	115,000	115,000	115,000	115,000	645,000
<u>STREETS DEPARTMENT</u>						
1st Street Improvements	-	-	-	-	30,000	30,000
Sidewalk Improvements	10,000	10,000	10,000	10,000	10,000	50,000
AC Overlays	-	200,000	-	200,000	-	400,000
Signage - Branding & Wayfinding	30,000	-	-	-	-	30,000
Replace Light at OPR & S. 18th	-	-	100,000	-	-	100,000
Road Patching Projects	20,000	20,000	20,000	20,000	20,000	100,000
Trench Patching	30,000	-	-	-	-	30,000
North Vernonia Sidewalk	100,000	100,000	-	-	-	200,000
Streets Total =	190,000	330,000	130,000	230,000	60,000	940,000
<u>WATER DEPARTMENT</u>						
Land Purchase	250,000	-	-	-	-	250,000
Water Meter Replacement	25,000	25,000	25,000	25,000	25,000	125,000
Water Main Replacements	200,000	200,000	200,000	200,000	200,000	1,000,000
Waterproof Reservoir Exterior	50,000	50,000	-	-	-	100,000
Pittsburg Rd / Milton Creek Bypass	150,000	100,000	-	-	-	250,000
Well Maintenance	30,000	-	-	-	-	30,000
Water Master Plan Update	-	-	120,000	-	-	120,000
Water Total =	705,000	375,000	345,000	225,000	225,000	1,875,000
<u>SEWER DEPARTMENT</u>						
Primary Dredge Lagoon	100,000	-	-	-	-	100,000
Sewer Main Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
Sewer Master Plan	100,000	-	-	-	-	100,000
Sewer Total =	400,000	200,000	200,000	200,000	200,000	1,200,000
<u>STORM DEPARTMENT</u>						
Columbia Blvd Improvements	150,000	-	-	-	-	150,000
Storm Line Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
Middle Trunk Upgrade	200,000	200,000	200,000	200,000	-	800,000
10th St. Pump Station Decom.	400,000	-	-	-	-	400,000
Street Sweeping Cleanup	30,000	-	-	-	-	30,000
Storm Master Plan	30,000	-	-	-	-	30,000
Storm Total =	1,010,000	400,000	400,000	400,000	200,000	2,410,000
<u>EQUIPMENT FUND</u>						
Equipment Fund Purchases	240,000	317,000	250,000	300,000	317,000	1,679,000
Equipment Total =	240,000	317,000	250,000	300,000	317,000	1,679,000
-	2018-19	2019-20	2020-21	2021-22	2022-23	CIP TOTAL
TOTAL 5-Year CIP	2,730,000	1,737,000	1,440,000	1,470,000	1,117,000	8,749,000

PARKS DEPARTMENT PROJECTS

Project # and Title:	PKS.001	Veterans Memorial Plaza				
Project Description:	Expand and rehabilitate existing Veteran's Memorial					
Estimated Completion:	Summer 2018					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	70,000	-	-	-	-	70,000
TOTAL	70,000	-	-	-	-	70,000
FUNDING						
Grant	47,000	-	-	-	-	47,000
City (In-Kind)	23,000	-	-	-	-	23,000
TOTAL	70,000	-	-	-	-	70,000

Project # and Title:	PKS.002	Picnic Table Replacement				
Project Description:	Picnic Table replacement around all parks					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	5,000	5,000	5,000	5,000	5,000	25,000
TOTAL	5,000	5,000	5,000	5,000	5,000	25,000
FUNDING						
Facility Major Maint.	5,000	5,000	5,000	5,000	5,000	25,000
TOTAL	5,000	5,000	5,000	5,000	5,000	25,000

Project # and Title:	PKS.003	Dock Repairs and Maintenance					
Project Description:	Dock Repairs and Annual Maintenance						
Estimated Completion:	Ongoing						

PARKS DEPARTMENT PROJECTS

Project # and Title:	PKS.004	LEVEL I Projects from Master Plan				
Project Description:	Multiple projects with Level 1 Priority					
Estimated Completion:	Summer 2025					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
Capital Outlay	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL	100,000	100,000	100,000	100,000	100,000	500,000
FUNDING						
Facility Major Maint.	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL	100,000	100,000	100,000	100,000	100,000	500,000

FUTURE PARKS PROJECTS

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
4	6th Street Park - Level Baseball Fields	\$ 24,000	2019-2025	Reinvestment
4	6th Street Park - Replace Dugouts (all 4)	\$ 53,000	2019-2025	Reinvestment
4	Campbell Park - Upgrade Restroom	\$ 20,000	2019-2025	Reinvestment
4	Campbell Park - Rehabilitate Tennis Courts - Flex Court	\$ 100,000	2019-2025	Reinvestment
4	Campbell Park - Upgrade Picnic Shelters w/ Utilities	\$ 10,000	2019-2025	Reinvestment
4	Godfrey Park - Playground Installation	\$ 8,000	2019-2025	Reinvestment
4	Godfrey Park - ADA swing seat	\$ 3,000	2019-2025	Reinvestment
4	Grey Cliffs Park - Non-motorized Boat Launch	\$ 300	2019-2025	Reinvestment
4	Grey Cliffs Park - Sprinkler System	\$ 1,500	2019-2025	Reinvestment
4	McCormick Park - Flex Court Installation	\$ 35,000	2019-2025	Reinvestment
4	McCormick Park - New Landscape Flowerbed / Park Sign	\$ 500	2019-2025	Reinvestment
4	McCormick Park - ADA Swing	\$ 3,000	2019-2025	Reinvestment
4	Sand Island Marine Park - Dock Rehabilitation	\$ 50,000	2019-2025	Reinvestment
5	Campbell Park - Covered Picnic Shelters w/ Utilities	\$ 50,000	2026-2035	Reinvestment
5	Columbia View Park - Covered Picnic Shelter w/ Amenities	\$ 75,000	2026-2035	Reinvestment
5	McCormick Park - Covered Picnic Shelters	\$ 150,000	2026-2035	Reinvestment
5	McCormick Park - Rehabilitate Baseball Fields	\$ 20,000	2026-2035	Reinvestment
5	Sand Island Marine Park - Feasibility Plan	\$ 40,000	2026-2035	Reinvestment
5	Walnut Tree Park - Concrete Pad for Picnic Table	\$ 150	2026-2035	Reinvestment
5	Millard Road Property - Park Master Plan	\$ 20,000	2026-2035	Parks SDC
6	6th Street Park - Restrooms	\$ 40,000	2036-2045	Reinvestment
6	Campbell Park - Create Off-Leash Pet Area	\$ 11,000	2036-2045	Reinvestment
6	Civic Pride Park - Full-size Splash Garden	\$ 200,000	2036-2045	Reinvestment
6	Civic Pride Park - Restroom (2 stalls)	\$ 40,000	2036-2045	Reinvestment
6	Civic Pride Park - Sprinkler System	\$ 3,500	2036-2045	Reinvestment
6	Civic Pride Park - Playground Equipment w/ ADA	\$ 30,000	2036-2045	Reinvestment
6	Columbia View Park - Band shell installation	\$ 1,000,000	2036-2045	Reinvestment
6	Columbia Botanical Garden - Information Kiosk	\$ 1,500	2036-2045	Reinvestment
6	Columbia Botanical Garden - Interpretive Signage	\$ 5,000	2036-2045	Reinvestment
6	Godfrey Park - Sprinkler System	\$ 5,000	2036-2045	Reinvestment
6	Godfrey Park - Restrooms	\$ 40,000	2036-2045	Reinvestment
6	Grey Cliffs Park - Fishing Pier	\$ 75,000	2036-2045	Reinvestment
6	Grey Cliffs Park - Covered Picnic Shelter	\$ 50,000	2036-2045	Reinvestment
6	McCormick Park - Regional Destination Signage	\$ 500	2036-2045	Reinvestment
6	McCormick Park - Repair & Update Skate park	\$ 20,100	2036-2045	Reinvestment
6	Millard Road Property - Restrooms	\$ 50,000	2036-2045	Reinvestment
6	Millard Road Property - Playground Equipment	\$ 50,000	2036-2045	Reinvestment
6	Millard Road Property - Covered Picnic Shelter	\$ 50,000	2036-2045	Reinvestment
6	Millard Road Property - Flex court installation	\$ 40,000	2036-2045	Reinvestment

FUTURE TRAIL PROJECTS

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
5	Riverfront - Railing	\$ 55,800	2026-2035	Reinvestment
5	Riverfront - Bank Stabilization	\$ 150,000	2026-2035	Reinvestment
5	Riverfront - Asphalt Trail Surface	\$ 145,050	2026-2035	Reinvestment
5	Riverfront - Signs	\$ 1,800	2026-2035	Reinvestment
5	Riverfront - Benches	\$ 4,500	2026-2035	Reinvestment
5	Riverfront - Striping	\$ 656	2026-2035	Reinvestment
5	Riverfront - Design & Construction	\$ 127,327	2026-2035	Reinvestment
	Riverfront - Contingency	\$ 169,769	2026-2035	Reinvestment
4	West Columbia Blvd - Asphalt Bike Path	\$ 15,000	2019-2025	Reinvestment
4	West Columbia Blvd - Overlook Feature	\$ 10,000	2019-2025	Reinvestment
4	West Columbia Blvd - Staircase	\$ 50,000	2019-2025	Reinvestment
4	West Columbia Blvd - Striping & Signage	\$ 7,500	2019-2025	Reinvestment
4	West Columbia Blvd - Raised crosswalk	\$ 5,000	2019-2025	Reinvestment
4	West Columbia Blvd - Design & Construction	\$ 13,125	2019-2025	Reinvestment
	West Columbia Blvd - Contingency	\$ 17,500	2019-2025	Reinvestment
6	5th Street - Trail	\$ 26,000	2036-2045	Reinvestment
6	5th Street - Boardwalk	\$ 110,000	2036-2045	Reinvestment
6	5th Street - Clearing	\$ 10,000	2036-2045	Reinvestment
6	5th Street - Striping & Signage	\$ 2,000	2036-2045	Reinvestment
6	5th Street - Design & Construction	\$ 22,200	2036-2045	Reinvestment
	5th Street - Contingency	\$ 29,600	2036-2045	Reinvestment
6	4th Street - Concrete work	\$ 118,590	2036-2045	Reinvestment
6	4th Street - Landscape Buffer strip	\$ 35,400	2036-2045	Reinvestment
6	4th Street - Railing & Fencing	\$ 53,100	2036-2045	Reinvestment
6	4th Street - Striping & Signage	\$ 7,500	2036-2045	Reinvestment
6	4th Street - Design & Construction	\$ 32,189	2036-2045	Reinvestment
	4th Street - Contingency	\$ 42,918	2036-2045	Reinvestment
6	Dalton Lake - Compacted Gravel	\$ 35,200	2036-2045	Reinvestment
6	Dalton Lake - Trail & Boardwalk	\$ 79,200	2036-2045	Reinvestment
6	Dalton Lake - Survey and Feasability Study	\$ 20,000	2036-2045	Reinvestment
6	Dalton Lake - Permitting	\$ 10,000	2036-2045	Reinvestment
6	Dalton Lake - Signs	\$ 2,400	2036-2045	Reinvestment
6	Dalton Lake - Design & Construction	\$ 22,020	2036-2045	Reinvestment
	Dalton Lake - Contingency	\$ 29,360	2036-2045	Reinvestment

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.002	1st Street Reconstruction				
Project Description:	Reconstruction of 1st Street					
Estimated Completion:	Summer 2020					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Forecast	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	-	-	-	-	300,000	300,000
TOTAL	-	-	-	-	300,000	300,000
FUNDING						
STP	-	-	-	-	300,000	300,000
TOTAL	-	-	-	-	300,000	300,000

Project # and Title:	STS.003 Sidewalk & ADA Improvements					
Project Description:	ADA Ramps & Sidewalk Improvements around St. Helens					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Forecast	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000
FUNDING						
STP	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000

Project # and Title:	STS.004	General Street Overlays				
Project Description:	General Street Overlays around St. Helens					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Forecast	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	-	200,000	-	200,000	-	400,000
TOTAL	-	200,000	-	200,000	-	400,000
FUNDING						
STP	-	200,000	-	200,000	-	400,000
TOTAL	-	200,000	-	200,000	-	400,000

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.005	Update Signage				
Project Description:	Update Signage - Branding & Wayfinding					
Estimated Completion:	Summer 2020					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Forecast	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Purchase	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
STP	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000

Project # and Title:	STS.006 Replace Light at OPR & S. 18th					
Project Description:	Replace Light at OPR & S. 18th					
Estimated Completion:	Summer 2021					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Forecast	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	-	-	100,000	-	-	100,000
TOTAL	-	-	100,000	-	-	100,000
FUNDING						
Street Fund	-	-	100,000	-	-	100,000
TOTAL	-	-	100,000	-	-	100,000

Project # and Title:	STS.007	Road Patching Projects				
Project Description:	Misc road patching projects around City limits					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Forecast	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Construction	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000
FUNDING						
STP	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.008	Trench Patching				
Project Description:	Trench Patching Projects					
Estimated Completion:	Summer 2019					

Project # and Title:	STS.009	N. Vernonia Sidewalk				
Project Description:	N. Vernonia Sidewalk					
Estimated Completion:	Summer 2019					

FUTURE STREETS PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Roadway - Ross Rd / Bachelor Flat Rd	12,000	x	x
Roadway - US 30 / Millard Rd	20,000	x	x
Roadway - 18th St / Old Portland Rd	100,000	x	x
Bicycle - Firlock Park Rd (Gable Rd to US 30)	891,000	x	x
Bicycle - 12th St (Columbia Blvd to Old Portland Rd)	364,000	x	x
Bicycle - Cherrywood Dr (Vernonia Rd to Columbia Blvd)	4,500	x	x
Bicycle - Barr Ave (Pittsburg Rd to Sykes Rd)	5,500	x	x
Bicycle - Sunset Blvd (Pittsburg Rd to Sykes Rd)	15,000	x	x
Bicycle - Columbia Blvd (Sykes Rd to US 30)	30,000	x	x
Bicycle - Sykes Rd (Summit View Dr to Columbia Blvd)	643,000	x	x
Bicycle - Bachelor Flat Road (Ross Rd to Columbia Blvd)	461,000	x	x
Bicycle - Columbia Blvd (Gable Rd to Sykes Rd)	304,000	x	x
Bicycle - Vernonia Rd (Pittsburg Rd to US 30)	482,000	x	x
Bicycle - McNulty Way (Millard Rd to Gable Rd)	337,000	x	x
Bicycle - US 30 / St Helens St	5,000	x	x
Bicycle - US 30 / Gable Rd	5,000	x	x
Pedestrian - Firlock Park Rd (Gable Rd to US 30)	1,103,000	x	x
Pedestrian - 12th St (Columbia Blvd to Old Portland Rd)	580,000	x	x
Pedestrian - 16th St (West St to Middle School Driveway)	266,000	x	x
Pedestrian - Sunset Blvd (Pittsburg Rd to Columbia Blvd)	668,000	x	x
Pedestrian - Columbia Blvd (Sykes Rd to US 30)	1,353,000	x	x
Pedestrian - Sykes Rd (Summit View Dr to Columbia Blvd)	805,000	x	x
Pedestrian - Sykes rd (Columbia blvd to US 30)	190,000	x	x
Pedestrian - Bachelor Flat Rd (Ross Rd to Columbia Blvd)	804,000	x	x
Pedestrian - Columbia Blvd (Gable Rd to Sykes Rd)	400,000	x	x
Pedestrian - Vernonia Rd (Pittsburg Rd to US 30)	1,319,000	x	x
Pedestrian - McNulty Way (Millard Rd to Gable Rd)	749,000	x	x
Pedestrian - Columbia Blvd / Sykes Rd	19,000	x	x
Pedestrian - 18th St / Old Portland Rd	19,000	x	x
Pedestrian - Columbia Blvd / St Helens Couplet	106,000	x	x
Pedestrian - Columbia Blvd Couplet to 2nd St	200,000	x	x
Pedestrian - Columbia Blvd / 1st St	10,000	x	x
Pedestrian - St Helens St	106,000	x	x
Pedestrian - US 30 Corridor	15,000	x	x
Roadway - US 30 / Deer Island Rd	485,000	x	x
Roadway - US 30 / Millard Rd Intersection	1,000,000	x	x
Roadway - Columbia Blvd / Sykes Rd	368,000	x	x
Roadway - Ross Rd / Bachelor Flat Rd	769,000	x	x
Roadway - Old Portland Rd / Millard Rd	60,000	x	x
Roadway - Millard Rd	2,892,000	x	x
Roadway - Ross Rd	1,617,000	x	x

FUTURE STREETS PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Bicycle - 18th St (Columbia Blvd to Old Portland Rd)	242,000	x	x
Bicycle - Matzen St (Columbia Blvd to Sykes Rd)	51,000	x	x
Bicycle - Old Portland Rd (Gable Rd to St Helens St)	1,048,000	x	x
Bicycle - Old Portland Rd (Millard Rd to Gable Rd)	872,000	x	x
Bicycle - Old Portland Rd (City Limits to Millard Rd)	517,000	x	x
Pedestrian - 18th St (Columbia Blvd to Old Portland Rd)	683,000	x	x
Pedestrian - Matzen St (Columbia Blvd to Sykes Rd)	94,000	x	x
Pedestrian - Old Portland Rd (Gable Rd to St Helens St)	2,199,000	x	x
Roadway - US 30 / Gable Rd	485,000	x	x
Roadway - US 30 / Pittsburg Rd	400,000	x	x
Roadway - US 30 / Vernonia Rd	400,000	x	x
Roadway - 12th St / Columbia Blvd	250,000	x	x
Roadway - Old Portland Rd / Gable Rd	2,785,000	x	x
Roadway - Achilles Road Extension	2,952,000	x	x
Roadway - Industrial Way Extension	1,000,000	x	x
Roadway - Plymouth to 1st St Extension	1,505,000	x	x
Roadway - Firlock Park Extension	2,260,000	x	x
Roadway - Milton Way Extension	1,767,000	x	x
Roadway - US 30 / Millard Rd	15,000	x	x
Bicycle - Pittsburg Rd (Barr Rd to Vernonia Rd)	562,000	x	x
Bicycle - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	242,000	x	x
Bicycle - Port Avenue (Milton Way to Old Portland Rd)	340,000	x	x
Bicycle - Milton Way (Port Ave to Columbia Blvd)	709,000	x	x
Pedestrian - Pittsburg Rd (Barr Rd to Vernonia Rd)	680,000	x	x
Pedestrian - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	402,000	x	x
Pedestrian - Port Ave (Milton Way to Old Portland Rd)	453,000	x	x
Pedestrian - Milton Way (Port Ave to Columbia Blvd)	756,000	x	x
Pedestrian - Oregon Street (West St to Rutherford Parkway)	841,000	x	x
Pedestrian - Deer Island Rd (Us 30 to West St)	591,000	x	x
Streets Master Plan (Every 10 Years)	150,000	2025	Street SDC
Streets Master Plan (Every 10 Years)	150,000	2035	Street SDC
Streets Master Plan (Every 10 Years)	150,000	2045	Street SDC
Options - Ped Improv. (Multiple Projects per TSP)	15,886,000	2023-2050	x
Options - Ped Intersect. Improv. (Multiple Projects per TSP)	475,000	2023-2050	x
Options - Bike Lane Improv. (Multiple Projects per TSP)	8,622,000	2023-2050	x
Options - Bike Cross Improv. (Multiple Projects per TSP)	10,000	2023-2050	x
Options - Street Improv. (Multiple Projects per TSP)	15,649,000	2023-2050	x
Options - Intersect Improv. (Multiple Projects per TSP)	7,134,000	2023-2050	x
Options - Rail Intersect Improv. (Multiple Projects per TSP)	6,835,000	2023-2050	x

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.002	Land Purchase				
Project Description:	Land purchase for future water reservoirs					
Estimated Completion:	Money available when land becomes available					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	250,000	-	-	-	-	250,000
TOTAL	250,000	-	-	-	-	250,000
FUNDING						
Water SDC	250,000	-	-	-	-	250,000
TOTAL	250,000	-	-	-	-	250,000

Project # and Title:	WTR.003	Water Meter Replacement				
Project Description:	Ongoing replacement of ERT Water Meters					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	25,000	25,000	25,000	25,000	25,000	125,000
TOTAL	25,000	25,000	25,000	25,000	25,000	125,000
FUNDING						
Water Fund	25,000	25,000	25,000	25,000	25,000	125,000
TOTAL	25,000	25,000	25,000	25,000	25,000	125,000

Project # and Title:	WTR.004	Water Main Replacements				
Project Description:	Ongoing Replacements of Water Main Lines					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000
FUNDING						
Water Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.006	Waterproof Reservoir Exterior				
Project Description:	Waterproof Reservoir Exterior					
Estimated Completion:	Summer 2020					

Project # and Title:	WTR.007	Pittsburg Rd / Milton Creek Bypass				
Project Description:	Pittsburg Rd / Milton Creek Bypass					
Estimated Completion:	Summer 2020					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	150,000	100,000	-	-	-	250,000
TOTAL	150,000	100,000	-	-	-	250,000
FUNDING						
Water Fund	150,000	100,000	-	-	-	250,000
TOTAL	150,000	100,000	-	-	-	250,000

Project # and Title:	WTR.009	Well Maintenance				
Project Description:	Well Maintenance					
Estimated Completion:	Summer 2019					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
Water Fund	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.010	Water Master Plan Update				
Project Description:	Update Master Plan					
Estimated Completion:	Summer 2021					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Professional Services	-	-	120,000	-	-	120,000
TOTAL	-	-	120,000	-	-	120,000
FUNDING						
Water SDC Fund	-	-	120,000	-	-	120,000
TOTAL	-	-	120,000	-	-	120,000

FUTURE WATER PROJECTS (2023-2050)

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
WTR.011	Water Reservoir - Land Purchase	\$ 4,000,000	2023-2050	Water Fund
WTR.012	Water Reservoir - Construction	\$ 4,000,000	2023-2050	Water Fund
WTR.004	Pipeline Improvements (4"-6") (\$200k/Yr)	\$ 5,400,000	2023-2050	Water Fund
WTR.013	18th St. Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
WTR.014	19th-21st Bottleneck Replacement (8")	\$ 51,000	2023-2050	Water Fund
WTR.015	6th-Plymouth Main Replacement (8")	\$ 51,000	2023-2050	Water Fund
WTR.016	2nd-4th Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
WTR.017	Meter Calibration (Annually 5k)	\$ 135,000	2023-2050	Water Fund
WTR.018	Land Acquisition High Zone Storage	\$ 200,000	2025-2050	SDC & Water
WTR.019	0.25 MG High Reservoir 2	\$ 300,000	2025-2050	SDC & Water
WTR.009	Ranney Well Maintenance (every 8 years)	\$ 30,000	2027	Water Fund
WTR.010	Water Master Plan Update (every 10 years)	\$ 120,000	2030	SDC
WTR.020	WMCP Update	\$ 40,000	2031	Water Fund
WTR.009	Ranney Well Maintenance (every 8 years)	\$ 30,000	2035	Water Fund
WTR.010	Water Master Plan Update (every 10 years)	\$ 120,000	2040	SDC
WTR.009	Ranney Well Maintenance (every 8 years)	\$ 30,000	2043	Water Fund
WTR.010	Water Master Plan Update (every 10 years)	\$ 120,000	2050	SDC
WTR.001	Build Water Reservoir (after land purchase)	\$ 2,000,000	2019-2050	Water & SDC
WTR.005	Filtration Membrane Replacement	\$ 500,000	2023-2050	Water Fund

SEWER DEPARTMENT PROJECTS

Project # and Title:	SWR.001	Primary Dredge Lagoon				
Project Description:	Dredging Sludge in Primary Lagoon restoring capacity					
Estimated Completion:	Summer 2019					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	100,000	-	-	-	-	100,000
TOTAL	100,000	-	-	-	-	100,000
FUNDING						
Sewer Fund	100,000	-	-	-	-	100,000
TOTAL	100,000	-	-	-	-	100,000

Project # and Title:	SWR.002	Sewer Main Replacement				
Project Description:	Ongoing replacement of Sewer Main Lines					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000
FUNDING						
Sewer Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000

Project # and Title:		SWR.005 Sewer Master Plan				
Project Description:		Master Plan Update				
Estimated Completion:		Summer 201				
		2018-19	2019-20	2020-21	2021-22	2022-23
Project Costs		Budget	Forecast	Forecast	Forecast	Forecast
						Project Total
EXPENSES						
Professional Services		100,000	-	-	-	100,000
TOTAL		100,000	-	-	-	100,000
FUNDING						
Sewer SDC		100,000	-	-	-	100,000
TOTAL		100,000	-	-	-	100,000

SEWER DEPARTMENT PROJECTS**FUTURE SEWER PROJECTS (2023-2050)**

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
SWR.006	Pump Station #4 to Port Ave Pipeline	\$ 325,000	Development	SDC & Sewer
SWR.007	Port Avenue Pipeline	\$ 740,000	Development	SDC & Sewer
SWR.008	Pump Station #11 Relocation & Improvement	\$ 1,155,000	Development	SDC & Sewer
SWR.009	Pump Station #4 Improvements	\$ 470,000	Development	SDC & Sewer
SWR.005	Master Plan (every 15 years)	\$ 75,000	2020	SDC
SWR.005	Master Plan (every 15 years)	\$ 75,000	2035	SDC
SWR.006	New Pump Station	\$ 750,000	2024	Sewer

STORM DEPARTMENT PROJECTS

Project # and Title:	STM.001	Columbia Blvd Improvements				
Project Description:	Swale Improvements					
Estimated Completion:	Summer 2020					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	150,000	-	-	-	-	150,000
TOTAL	150,000	-	-	-	-	150,000
FUNDING						
Storm Fund	150,000	-	-	-	-	150,000
TOTAL	150,000	-	-	-	-	150,000

Project # and Title:	STM.002	Storm Drain Maintenance				
Project Description:	Ongoing Yearly Maintenance of Storm Lines					
Estimated Completion:	Ongoing					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000
FUNDING						
Storm Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000

Project # and Title:	STM.003	Middle Trunk Upgrade				
Project Description:	Middle Trunk Upgrade					
Estimated Completion:	Summer 2022					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	200,000	200,000	200,000	200,000	-	800,000
TOTAL	200,000	200,000	200,000	200,000	-	800,000
FUNDING						
Storm Fund	200,000	200,000	200,000	200,000	-	800,000
TOTAL	200,000	200,000	200,000	200,000	-	800,000

STORM DEPARTMENT PROJECTS

Project # and Title:	STM.004	10th Street Pump Station Upgrade				
Project Description:	10th Street Pump StatiOn Re-Route					
Estimated Completion:	Summer 2019					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Capital Outlay	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000
FUNDING						
Storm Fund	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000

Project # and Title:	STM.006	Street Sweeping Cleanup				
Project Description:	Cleaning up site for Street Sweeping Debris					
Estimated Completion:	Summer 2018					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Contracting	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
Storm Fund	15,000	-	-	-	-	15,000
Street Fund	15,000	-	-	-	-	15,000
TOTAL	30,000	-	-	-	-	30,000

Project # and Title:	STR.007 Storm Master Plan					
Project Description:	Update Storm Master Plan					
Estimated Completion:	Summer 2020					
	2018-19	2019-20	2020-21	2021-22	2022-23	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Professional Services	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
Storm SDC	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000

STORM DEPARTMENT PROJECTS**FUTURE STORM PROJECTS (2023-2050)**

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
8	Middle Trunk Basin	\$ 2,790,000	2023-2030	Unknown
9	Greenway Basin	\$ 1,288,000	2023-2040	Unknown
10	ESA Monitoring	\$ 25,000	2023-2030	Unknown
11	NPDES Permitting	\$ 200,000	2023-2030	Unknown
12	North Trunk Basin	\$ 2,570,000	2030-2040	Unknown
13	Milton Creek Basin	\$ 4,489,000	2030-2050	Unknown
6	Stormwater Master Plan (Every 15 Years)	\$ 30,000	2036	Unknown
14	McNulty Creek Basin	\$ 4,199,000	2040-2050	Unknown
15	Fischer Basin	\$ 3,089,000	2040-2050	Unknown

EQUIPMENT FUND PURCHASES

Project # and Title:	EQP.001	City Equipment Fund Purchases				
Project Description:	Fleet and Equipment Purchases					
Estimated Completion:	Ongoing					
	2017-18	2018-19	2019-20	2020-21	2021-22	
Project Costs	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
EXPENSES						
Purchase	240,000	317,000	250,000	300,000	317,000	1,679,000
TOTAL	240,000	317,000	250,000	300,000	317,000	1,679,000
FUNDING						
Equipment Fund	240,000	317,000	250,000	300,000	317,000	1,679,000
TOTAL	240,000	317,000	250,000	300,000	317,000	1,679,000

Scheduled Vehicle and Equipment Purchases for 2017/18 per department:**City Hall**

No scheduled purchases

Police

1 Police Fleet Vehicle; \$50,000

Public Works

1 Public Works Pickup; \$45,000

1 Parks Pickup; \$35,000

1 Parks Chipper; \$40,000

1 Excavator; \$200,000

1 Backhoe; \$125,000

Schedule of Debt Service Requirements**Debt Service Summaries by Fund -****Water Fund**

Capital One

Original Amount: \$6,142,000 Start Date: Sept 2016 End Date: Dec 2029
Principal Balance as of 6/30/19:

Sewer Fund

Clean Water Revolving Loan (R06801)

Original Amount: \$2,000,000 Start Date: March 2012 End Date: Sept 2031
Principal Balance as of 6/30/19: \$1,250,000

Capital One

Original Amount: \$1,912,000 Start Date: Sept 2016 End Date: Dec 2025
Principal Balance as of 6/30/19: \$1,489,000

Clean Water Revolving Loan (R80162)

Original Amount: \$522,377 Start Date: Sept 2014 End Date: Mar 2019
Principal Balance as of 6/30/19: \$0

Clean Water Revolving Loan (R80163)

Original Amount: \$4,558,019 Start Date: Mar 2017 End Date: Sept 2036
Principal Balance as of 6/30/19: \$4,196,924

Community Development Fund

Columbia State Bank

Original Amount: \$1,000,000 Start Date: Dec 2015 End Date: June 2025
Principal Balance as of 6/30/19:

Interfund Loan

Original Amount: \$350,000 Start Date: Dec 2014 End Date: Dec 2019
Principal Balance as of 6/30/19: \$350,000

Interfund Loan

Original Amount: \$600,000 Start Date: Dec 2017 End Date: Dec 2022
Principal Balance as of 6/30/19: \$600,000

Street Fund

US Bank

Original Amount: \$747,861 Start Date: Jul 2017 End Date: Jul 2031
Principal Balance as of 6/30/19: \$662,224

Home Purchase (Funded by Street Fund & Street SDC - Amount listed below is Street Fund portion)

Original Amount: \$125,254.54 Start Date: Mar 2018 End Date: URA Purchase
Principal Balance as of 6/30/19: \$112,412

General Fund

Interfund Loan

Original Amount: \$240,000 Start Date: Jun 2018 End Date: Jul 2018
Principal Balance as of 6/30/19: \$240,000

For the 2018/19 fiscal year, the City does not anticipate any additional debt obligations and does not have a legal debt limit. Three debt obligations will be completed in the next fiscal year, which include 2 Interfund Loans and one Clean Water Revolving Loan in the Sewer Department.

Schedule of Debt Service Requirements**Water Fund - Capital One**

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
12/01/16	382,000.00	60,665.25	442,665.25
06/01/17		56,176.75	56,176.75
12/01/17	392,000.00	56,176.75	448,176.75
06/01/18		51,570.75	51,570.75
12/01/18	401,000.00	51,570.75	452,570.75
06/01/19		46,859.00	46,859.00
12/01/19	410,000.00	46,859.00	456,859.00
06/01/20		42,041.50	42,041.50
12/01/20	419,000.00	42,041.50	461,041.50
06/01/21		37,118.25	37,118.25
12/01/21	433,000.00	37,118.25	470,118.25
06/01/22		32,030.50	32,030.50
12/01/22	443,000.00	32,030.50	475,030.50
06/01/23		26,825.25	26,825.25
12/01/23	452,000.00	26,825.25	478,825.25
06/01/24		21,514.25	21,514.25
12/01/24	461,000.00	21,514.25	482,514.25
06/01/25		16,097.50	16,097.50
12/01/25	474,000.00	16,097.50	490,097.50
06/01/26		10,528.00	10,528.00
12/01/26	214,000.00	10,528.00	224,528.00
06/01/27		8,013.50	8,013.50
12/01/27	221,000.00	8,013.50	229,013.50
06/01/28		5,416.75	5,416.75
12/01/28	227,000.00	5,416.75	232,416.75
06/01/29		2,749.50	2,749.50
12/01/29	234,000.00	2,749.50	236,749.50

Schedule of Debt Service Requirements**Sewer Fund - Clean Water Revolving Loan (R06801)**

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				2,000,000
03/01/12	50,000	-	50,000	1,950,000
09/01/12	50,000	-	50,000	1,900,000
03/01/13	50,000	-	50,000	1,850,000
09/01/13	50,000	-	50,000	1,800,000
03/01/14	50,000	-	50,000	1,750,000
09/01/14	50,000	-	50,000	1,700,000
03/01/15	50,000	-	50,000	1,650,000
09/01/15	50,000	-	50,000	1,600,000
03/01/16	50,000	-	50,000	1,550,000
09/01/16	50,000	-	50,000	1,500,000
03/01/17	50,000	-	50,000	1,450,000
09/01/17	50,000	-	50,000	1,400,000
03/01/18	50,000	-	50,000	1,350,000
09/01/18	50,000	-	50,000	1,300,000
03/01/19	50,000	-	50,000	1,250,000
09/01/19	50,000	-	50,000	1,200,000
03/01/20	50,000	-	50,000	1,150,000
09/01/20	50,000	-	50,000	1,100,000
03/01/21	50,000	-	50,000	1,050,000
09/01/21	50,000	-	50,000	1,000,000
03/01/22	50,000	-	50,000	950,000
09/01/22	50,000	-	50,000	900,000
03/01/23	50,000	-	50,000	850,000
09/01/23	50,000	-	50,000	800,000
03/01/24	50,000	-	50,000	750,000
09/01/24	50,000	-	50,000	700,000
03/01/25	50,000	-	50,000	650,000
09/01/25	50,000	-	50,000	600,000
03/01/26	50,000	-	50,000	550,000
09/01/26	50,000	-	50,000	500,000
03/01/27	50,000	-	50,000	450,000
09/01/27	50,000	-	50,000	400,000
03/01/28	50,000	-	50,000	350,000
09/01/28	50,000	-	50,000	300,000
03/01/29	50,000	-	50,000	250,000
09/01/29	50,000	-	50,000	200,000
03/01/30	50,000	-	50,000	150,000
09/01/30	50,000	-	50,000	100,000
03/01/31	50,000	-	50,000	50,000
09/01/31	50,000	-	50,000	-

Schedule of Debt Service Requirements**Sewer Fund - Capital One**

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
12/01/16	138,000.00	17,719.00	155,719.00
06/01/17		16,097.50	16,097.50
12/01/17	141,000.00	16,097.50	157,097.50
06/01/18		14,440.75	14,440.75
12/01/18	144,000.00	14,440.75	158,440.75
06/01/19		12,748.75	12,748.75
12/01/19	146,000.00	12,748.75	158,748.75
06/01/20		11,033.25	11,033.25
12/01/20	149,000.00	11,033.25	160,033.25
06/01/21		9,282.50	9,282.50
12/01/21	152,000.00	9,282.50	161,282.50
06/01/22		7,496.50	7,496.50
12/01/22	155,000.00	7,496.50	162,496.50
06/01/23		5,675.25	5,675.25
12/01/23	158,000.00	5,675.25	163,675.25
06/01/24		3,818.75	3,818.75
12/01/24	161,000.00	3,818.75	164,818.75
06/01/25		1,927.00	1,927.00
12/01/25	164,000.00	1,927.00	165,927.00

Sewer Fund - Capital One - Clean Water Revolving Loan (R80162)

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				522,377
09/01/14	-	16,903	16,903	-
03/01/15	56,606	3,265	59,871	465,771
09/01/15	56,960	2,911	59,871	408,811
03/01/16	57,316	2,555	59,871	351,495
09/01/16	57,674	2,197	59,871	293,821
03/01/17	58,035	1,836	59,871	235,786
09/01/17	58,397	1,474	59,871	177,389
03/01/18	58,762	1,109	59,871	118,627
09/01/18	59,130	741	59,871	59,497
03/01/19	59,497	372	59,869	-

Schedule of Debt Service Requirements**Sewer Fund - Clean Water Revolving Loan (R80163)**

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				4,558,019
03/01/17	-	376,280	376,280	4,558,019
09/01/17	88,380	64,496	152,876	4,469,639
03/01/18	89,631	63,245	152,876	4,380,008
09/01/18	90,899	61,977	152,876	4,289,109
03/01/19	92,185	60,691	152,876	4,196,924
09/01/19	93,490	59,386	152,876	4,103,434
03/01/20	94,812	58,064	152,876	4,008,622
09/01/20	96,154	56,722	152,876	3,912,468
03/01/21	97,515	55,361	152,876	3,814,953
09/01/21	98,894	53,982	152,876	3,716,059
03/01/22	100,294	52,582	152,876	3,615,765
09/01/22	101,713	51,163	152,876	3,514,052
03/01/23	103,152	49,724	152,876	3,410,900
09/01/23	104,612	48,264	152,876	3,306,288
03/01/24	106,092	46,784	152,876	3,200,196
09/01/24	107,593	45,283	152,876	3,092,603
03/01/25	109,116	43,760	152,876	2,983,487
09/01/25	110,660	42,216	152,876	2,872,827
03/01/26	112,225	40,651	152,876	2,760,602
09/01/26	113,813	39,063	152,876	2,646,789
03/01/27	115,424	37,452	152,876	2,531,365
09/01/27	117,057	35,819	152,876	2,414,308
03/01/28	118,714	34,162	152,876	2,295,594
09/01/28	120,393	32,483	152,876	2,175,201
03/01/29	122,097	30,779	152,876	2,053,104
09/01/29	123,825	29,051	152,876	1,929,279
03/01/30	125,577	27,299	152,876	1,803,702
09/01/30	127,354	25,522	152,876	1,676,348
03/01/31	129,156	23,720	152,876	1,547,192
09/01/31	130,983	21,893	152,876	1,416,209
03/01/32	132,837	20,039	152,876	1,283,372
09/01/32	134,716	18,160	152,876	1,148,656
03/01/33	136,623	16,253	152,876	1,012,033
09/01/33	138,556	14,320	152,876	873,477
03/01/34	140,516	12,360	152,876	732,961
09/01/34	142,505	10,371	152,876	590,456
03/01/35	144,521	8,355	152,876	445,935
09/01/35	146,566	6,310	152,876	299,369
03/01/36	148,640	4,236	152,876	150,729
09/01/36	150,729	2,133	152,862	-

Schedule of Debt Service Requirements**Community Development Fund - Columbia State Bank**

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				1,000,000
12/15/15	41,813.01	20,561.67	62,374.68	958,187
06/15/16	41,040.65	21,334.03	62,374.68	917,146
12/15/16	41,954.42	20,420.26	62,374.68	875,192
06/15/17	42,995.02	19,379.66	62,374.68	832,197
12/15/17	43,845.82	18,528.86	62,374.68	788,351
06/15/18	44,917.96	17,456.72	62,374.68	743,433
12/15/18	45,822.15	16,552.53	62,374.68	697,611
06/15/19	46,927.25	15,447.43	62,374.68	650,684
12/15/19	47,887.21	14,487.47	62,374.68	602,797
06/15/20	48,953.42	13,421.26	62,374.68	553,843
12/15/20	50,043.37	12,331.31	62,374.68	503,800
06/15/21	51,218.88	11,155.80	62,374.68	452,581
12/15/21	52,297.97	10,076.71	62,374.68	400,283
06/15/22	53,511.09	8,863.59	62,374.68	346,772
12/15/22	54,653.81	7,720.87	62,374.68	292,118
06/15/23	55,906.22	6,468.46	62,374.68	236,212
12/15/23	57,115.43	5,259.25	62,374.68	179,096
06/15/24	58,387.11	3,987.57	62,374.68	120,709
12/15/24	59,687.09	2,687.59	62,374.68	61,022
06/15/25	61,022.12	1,351.23	62,373.35	-

Street Fund - US Bank

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>	<u>Remaining Principal</u>
				747,861
07/15/17	42,333.05	17,159.67	59,492.72	705,528
07/15/18	43,304.39	16,188.34	59,492.73	662,224
07/15/19	44,298.00	15,194.72	59,492.72	617,926
07/15/20	45,314.42	14,178.30	59,492.72	572,611
07/15/21	46,354.16	13,138.56	59,492.72	526,257
07/15/22	47,417.76	12,074.97	59,492.73	478,839
07/15/23	48,505.76	10,986.97	59,492.73	430,333
07/15/24	49,618.72	9,874.00	59,492.72	380,715
07/15/25	50,757.23	8,735.50	59,492.73	329,958
07/15/26	51,921.85	7,570.87	59,492.72	278,036
07/15/27	53,113.20	6,379.53	59,492.73	224,922
07/15/28	54,331.88	5,160.85	59,492.73	170,591
07/15/29	55,578.52	3,914.20	59,492.72	115,012
07/15/30	56,853.77	2,638.95	59,492.72	58,158
07/15/31	58,158.28	1,334.44	59,492.72	0

Salary and Classification Plan

CITY OF ST. HELENS Compensation Plan FY 2018-2019 (effective 7-1-18)							
POSITION		MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Season Part-Time Public Works	Unrep	-	-	-	-	-	-
Library Assistant	AFSCME	2,251	2,364	2,482	2,606	2,737	-
Secretary / Clerical	AFSCME	2,715	2,851	2,993	3,143	3,300	-
Police Records Specialist	SHPA	3,059	3,238	3,418	3,611	3,823	4,036
Library Tech I	AFSCME	3,132	3,288	3,453	3,624	3,805	-
Parks Utility I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Receptionist / Utility Billing Specialist	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Utility Billing Specialist	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Office Assistant	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Utility Worker I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Library Tech II	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Code Enforcement Officer	SHPA	3,278	3,512	3,748	3,983	4,215	4,452
Utility Billing Court Specialist	AFSCME	3,370	3,539	3,717	3,903	4,098	-
Police Support Specialist	SHPA	3,319	3,484	3,659	3,842	4,034	4,236
Building / Admin Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Planning Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Municipal Court Legal Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Municipal Court Clerk	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Public Works Office Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
WWTP Operator I	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Assistant Planner	AFSCME	3,760	3,948	4,146	4,353	4,570	-
Accounting Assistant	Unrep	3,775	3,961	4,159	4,368	4,583	-
Deputy City Recorder	Unrep	3,775	3,961	4,159	4,368	4,583	-
Parks Utility II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Utility Worker II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Librarian I	AFSCME	4,072	4,403	4,536	4,673	4,812	-
Communications Officer	AFSCME	3,961	4,156	4,363	4,582	4,812	-
Parks Specialist	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Collections System Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Mechanic II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Utility Craftsman	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Utility Plumber	AFSCME	4,094	4,296	4,511	4,737	4,973	-
WWTP Operator II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water Systems Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water System Filtration Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Patrolmen	SHPA	4,063	4,358	4,608	4,933	5,293	5,465
Engineering Tech I	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Associate Planner	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Accounting Technician	Unrep	4,416	4,634	4,865	5,108	5,362	-
Water Treatment Operator	AFSCME	4,501	4,743	4,986	5,226	5,468	-
WWTP Operator III	AFSCME	4,615	4,848	5,089	5,345	5,610	-
Detective	SHPA	-	-	-	-	-	5,740
Engineering Tech II	AFSCME	4,868	5,111	5,365	5,636	5,918	-
PW Construction Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
WWTP Operator / Pretreatment Coordinator	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Building Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Field Supervisor / Safety Coordinator	Unrep	5,073	5,327	5,592	5,874	6,166	-
Water Filtration Facility Supervisor	Unrep	5,073	5,327	5,592	5,874	6,166	-
WWTP Operator IV	Unrep	5,073	5,327	5,592	5,874	6,166	-
Engineering Tech - Project Manager	AFSCME	5,365	5,636	5,918	6,216	6,527	-
City Recorder	Unrep	5,586	5,864	6,156	6,457	6,779	-
City Planner	Unrep	5,586	5,864	6,156	6,457	6,779	-
Sergeant	Unrep	-	-	-	-	7,004	-
WWTP Superintendent	Unrep	5,934	6,236	6,550	6,875	7,223	-
Building Official	Unrep	6,523	6,849	7,192	7,552	7,929	-
Library Director	Unrep	6,531	6,859	7,167	7,543	7,937	-
Public Works Engineering Director	Unrep	6,590	6,919	7,265	7,628	8,010	-
Public Works Operations Director	Unrep	6,590	6,919	7,265	7,628	8,010	-
Lieutenant	Unrep	6,729	7,064	7,417	7,787	8,178	-
Finance Director	Unrep	7,270	7,633	8,014	8,416	8,835	-
Chief of Police	Unrep	7,489	7,861	8,255	8,668	9,102	-
Public Works Director	Unrep	7,675	8,055	8,459	8,882	9,323	-
City Administrator	Unrep	8,441	8,746	9,304	9,767	10,256	-

Inter-Fund Transfer Summary

FROM	AMOUNT	TO	DESCRIPTION
201-000-054001	\$240,000	100-000-037001	Interfund Loan Repayment
203-000-054001	\$32,599	701-000-037001	PD Funds for Equipment
602-000-054001	\$5,000	100-000-037001	SDC Admin Fee
604-000-054001	\$10,000	100-000-037001	SDC Admin Fee
606-000-054001	\$2,500	100-000-037001	SDC Admin Fee
607-000-054001	\$2,500	100-000-037001	SDC Admin Fee



Financial Goals

The City of St Helen's financial goals seek to:

- Ensure the financial integrity of the City
- Maintain accountability into the financial operation of the City
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate long-term City decisions
 - Managers as they implement policy on a day-to-day basis

Financial Objectives

St. Helen's fiscal policies address the following major areas:

Revenue policy

Addresses property taxes, user charges and other sources to adequately fund desired services

Operating budget policy

Relating to budgeting guidelines.

Capital improvement policy

Relating to capital improvement planning and implementation.

Accounting policy

Relating to reporting financial transactions and preparing financial reports.

Debt policy

Dealing with long-term financing of the city's capital needs and its bond rating.

Reserve policy

For establishing reserves and contingency funding as needed for the various activities of the City.

Management of finance policy

Dealing with approval, recommendation, review and implementation of policies – including monitoring compliance.

Financial Policies

St. Helen's long-term financial policies are as follows:

1. Revenue Policy

- 1.1. System development charges shall be established to fund the costs of improvements to service additional increments to growth, such as street, storm, water, sewer, and parks and recreation facilities.
- 1.2. The City will maximize the use of service users' charges in lieu of ad valorem taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - 1.2.1 Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements.
 - 1.2.2 User charges shall fund 100% of the direct cost of development review and building activities. User charges include land use, engineering inspection, building permit and building inspection fees.
 - 1.2.3 Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - 1.2.4 Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated.
- 1.3 The City shall pursue collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

2. Operating Budget Policy

- 2.1 The City shall prepare, present, adopt and amend its annual operating budget(s) in accordance with Oregon Budget Law.
 - 2.1.1 The City shall maintain a budget system to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment (if required) at least at mid-year and/or year-end.

CITY OF ST. HELENS FINANCIAL POLICIES --- FY 2017/18

- 2.2 The City shall not adopt an operating budget that is greater than the amount of resources available to fund it. Current operating resources will be sufficient to support current operating expenditures, reimbursement transfers, reserves, unappropriated balances and contingencies.
- 2.3 Annual recurring revenues of the General and Enterprise Funds' shall not be less than annual recurring operating expenditures (total annual budget, minus capital outlay, equity transfers, reserves, appropriated balances and contingencies).
- 2.4 Unless otherwise authorized by City Council, General Fund and other unrestricted revenues shall not be earmarked for specific programs, activities or services.
- 2.5 Long-term debt or bond financing shall only be used for the acquisition of capital facilities or specialized equipment. Long-term debt or bond financing shall not be used to finance current operating expenditures.

3. Capital Improvement Policy

- 3.1. Annually, the City shall adopt a 5-year Capital Improvement Plan (CIP). Prior to adopting a Capital Improvement Plan, the City shall hold public meetings and a public hearing on the contents of the CIP document. The document shall provide details on each capital project plan: its estimated costs, sources of financing and a description.

4. Accounting Policy

- 4.1. The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).
- 4.2. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- 4.3. Full disclosure shall be provided in the financial statements and bond representations.
- 4.4. Quarterly budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

CITY OF ST. HELENS FINANCIAL POLICIES --- FY 2017/18

5. Debt Policy

- 5.1. Capital projects financed through the issuance of bonds shall not be financed for a period which exceeds the expected useful life of the project.
- 5.2. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease purchase agreements.
- 5.3. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

6. Reserve Policy

- 6.1. Within the General Fund, the City's goal is to keep a minimum of 20% of recurring revenue in reserve between Contingency and Unappropriated accounts.
- 6.2. Within Enterprise Funds, the City's goal is to keep a minimum of 90 days operating reserve as contingency while maintaining at least 5% of their operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfers and reimbursement revenues)
- 6.3. The City shall adhere to GASB Statement #54, in which the objective is to enhance the usefulness of fund balance information by providing clear fund balance classifications including but not limited to: non-spendable, which is fund balance associated with inventories. Restricted, which includes amounts that can be spent only for specific purposes stipulated by legislation, Committed, which includes amounts that can be used only for specific purposes determined by a formal action of the decision-making authority. Assigned, which are intended to be used for specific purposes but do not meet the criteria to be restricted or committed. Unassigned, which include all spendable amounts not contained in other classifications.

7. Management of Fiscal Policy

- 7.1. The Government Body will review and accept the audit report and review a report from management about the disposition of any findings. The Governing Body will ensure that management has been proactive in implementing the internal control and financial recommendations of the independent auditor.
- 7.2. The Governing Body will receive and review a formal risk assessment document from management that includes all identifiable financial risk areas, along with reasons for those risks (lack of funding, size of staff, etc.). The Governing Body will inquire of management about what is being done to mitigate the identified risks.
- 7.3. The Governing Body will review the organization's fidelity insurance coverage to determine if it adequately protects the organization against losses as a result of fraudulent activity by management or other employees.

CITY OF ST. HELENS FINANCIAL POLICIES --- FY 2017/18

- 7.4 Throughout the year, the Governing Body will review the following reports:
1. Budget to Actual performance data. Management should provide explanations for any major variations against the budget
 2. Investment reports which show where the organization's monies are located/invested, along with current rates of return and a list of alternatives for where the organization can invest their monies.

8. Management of Fiscal Policy

- 8.1 Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution at a public hearing.
- 8.1.1 The City Administrator and Finance Director shall recommend fiscal policy and changes in policy to the City Council. The City Administrator and Finance Director shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
- 8.2.2 The Finance Director shall implement fiscal policies and monitor compliance.
- 8.2.2.1 If the Finance Director discovers a deviation from policy, he/she shall report it in writing to the City Council within thirty days.
- 8.2.2.2 As a part of the City's annual budget document, the City's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget.

GLOSSARY**Accrual Basis**

Method of accounting recognizing transactions when they occur without regard toward cash flow timing

Actual

Actual, as used in a fund, revenue, and expenditure summaries within the budget document, represents the actual cost results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principle payment on debt.

Adopted Budget

The budget as finally adopted by the City Council and represents the financial plan of the City which forms the basic and limits for appropriations for the fiscal year.

Appropriations

Legal authorization granted by the City Council to spend public funds

Approved Budget

The approved budget is that budget recommended by the Budget Committee and is reviewed by the City Council prior to adoption.

Assessed Value

The value set by the County Assessor on real and personal taxable property as a basis for levying taxes.

Assets

Resources having a monetary value and that are owned or held by an entity.

Audit

Conducted by an independent Certified Public Accounting (CPA) Firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

Balanced Budget

A budget in which planned expenditures do not exceed projected funds available

Balanced Sheet

A financial statement reporting the organization's assets, liabilities, and equity activities

Beginning Working Capital

The beginning working capital is the residual non-restricted funds brought forward from the previous financial year (ending balance)

Bond

A written promise to pay a sum of money, called principle or face value at a future date, called the maturity date, along with periodic interest paid at a specified percentage of principle (interest rate). Bonds are typically used to finance long-term capital improvements

Budget

Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the upcoming year.

Budget Calendar

The schedule of key dates, which government follows in the presentation and adoption of the budget

Budget Committee

A panel of citizens consisting of the City Council and equal lay members responsible for the review and recommendation of the annual budget

Budget Document

The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan

Budget Message

An explanation, prepared by the Finance Director, of the principle budget items, an outline of the City's experience and its current financial status, and recommendation regarding the proposed budget

GLOSSARY**Budget Officer**

Person responsible for assembling the budget. For the City of St. Helens, the Finance Director serves this role

Budget Resolution

The budget is adopted each year by the City Council through passage of a resolution. This budget resolution is the guiding document for compliance with budget law and for any necessary adjustments during the fiscal year

Budgetary Basis

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP); with the following exceptions in the proprietary funds. The City budgets for bond principal retirements and does not budget for amortization or depreciation

Capital Improvement Project

Expenditures, which result in the acquisition of land, improvements to existing facilities, and construction of streets, sewer, storm drains, and other public facilities.

Capital Outlay

Items which generally have useful life of one or more years, such as machinery, land, furniture, equipment or building

Capital Projects

An object classification which includes major capital improvement projects generally related to Streets, Water, Wastewater, Storm Water systems, and facilities

CDBG

Stands for Community Development Block Grant, which is a federal grant program administered by the State.

Contingency

The General Contingency is not a fund. It is a line item appropriation within an operating fund. Each operating fund is allowed one appropriation for a general operation contingency. The estimate for general operating contingencies is based on the assumption that in any municipal operating fund; certain unforeseen expenditures will become necessary

Debt Service

The payment of general long-term debt, consisting of principle and interest payments

Department

A major unit of the City which has been assigned overall management responsibility for an operation or a group of related operations which a functional area

Ending Balance

The residual non-restricted funds that are spendable or available for appropriation at the end of the fiscal year

Enterprise Fund

A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self-supporting by user charges and fees

Expenditures

The outflow of funds paid for an asset obtained (Requirements) or goods and services obtained regardless of when the expense is actually paid. The term applies to all funds.

Fees

Charges for specific services levied by local government in connections with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

Financial Year

A twelve-month period designated as the operating year for accounting and budgeting process in an organization. The City of St. Helens' fiscal year is July 1 through June 30

Fleet Maintenance

Cost of maintenance and repairs to city-owned vehicles

GLOSSARY**Franchise Fee**

A franchise fee is charged for the privilege of using public right -of-way and property within the City for public or private purpose. The City currently assesses franchise fees on cable television, utilities, and gas and telephone services

FTE

An abbreviation for Full-Time equivalent employees. Staffing levels are measured in FTE to give consistent comparisons from year to year. A regular full-time employee is 1.0 FTE

Fund

A fiscal and accounting entity with balancing revenues and appropriations

Fund Balance

The excess of a fund's total assets over its total liabilities. A negative fund balance is often referred to a deficit

General Fund

Financial transactions relating to all governmental activities for which specific types of funds are not required are recorded in a General Fund. The fund is used for all receipts not dedicated for a specific purpose

General Fund Support Services

An indirect cost charge to enterprise funds based on expenses incurred by the General Fund for the operation of an enterprise fund

Grants

Contributions of cash or other assets from another governmental agency to be used or expended for a specific purpose

Insurance

Payment to insurance services for estimated general liability, property, auto, and employee bond insurance coverage

Interfund Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as expenditure in the originating fund and revenue in the receiving fund

Intergovernmental Revenues

Levied by one government but shared on a predetermined basis with another government or class of governments. An example would be the state liquor tax, which is distributed in part to cities

Jury/Witness Fees

Fees incurred by a court case requiring a jury or witness. Fees are paid directly to a juror or witness

L.I.D. (Local Improvement District)

The property which is to be assessed for the cost or the part of the cost of local improvements and the property on which the local improvement is located

Local Budget Law

Oregon Revised States (ORS) dictates local budget practices. ORS Chapter 294 contains Local Budget Law provisions

Materials and Services

An object classification which includes contractual and other services, materials and supplies, and other charges

Miscellaneous (Revenue)

Includes all revenues not specified such as title fees, copies, tow fees, park reservations, police records, etc.

Mission

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies, and activities (internal and external) on a daily basis

GLOSSARY**PERS**

Refers to the Public Employment Retirement System

Personnel Services

The object classification for costs associated with employees, including salaries, overtime and fringe benefit costs.

Property Tax

Based according to assessed value of property and is used as the source of monies to support various funds

Proposed Budget

The proposed budget is the one proposed by the Finance Director and is reviewed by the Budget Committee

Public Works Support Services

A charge to Enterprise Funds that is received by the Public Works Operations fund where employees that work in multiple enterprise accounts are charged for personnel services and operational expenses

Resolution

A formal order of a governing body; lower legal status than an ordinance

Resources

Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year

Revenue

Monies received during the year to finance City services, such as property taxes, franchise fees, license and fees, charges for services, revenue from other governmental agencies, fines and forfeitures, and transfers

Storm Water

Run-off from rain water which is directed to a separate pipe and drainage system

System Development Charges (SDCs)

Fees charged to new development to pay for capacity adding infrastructure improvements necessary to accommodate new growth within the transportation, parks, water, and watershed infrastructure systems. The framework for collection of SDCs is established per ORS 223.297-223.314

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit

Transfers

An amount distributed from one fund to financial activities in another fund. It is shown as an expenditure in the originating fund and a revenue in the receiving fund

Unappropriated Fund Balance

An amount set aside to be used as cash carryover for the next fiscal year's budget. This amount cannot be used under any circumstances in the current fiscal year except under very specific conditions which are set out in State law.