



CITY COUNCIL WORK SESSION

Wednesday, February 19, 2020

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. **1:00 P.M. - Call Work Session to Order**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
 - 3.A. Presentation by Tokola Properties on Proposed Riverfront Development - Dwight Unti
 - 3.B. Annual Report from City Auditor - Pauly, Rogers & Co., PC
[03B. City of St. Helens Financial Report 2019 - Draft.pdf](#)
 - 3.C. Semi-Annual Report from Municipal Judge Amy Lindgren
[03C. Municipal Court Report - February 2020 \(003\).pdf](#)
 - 3.D. Semi-Annual Report from City Prosecutor Sam Erskine
 - 3.E. Update on Recreation Programming - Shanna & Matt
 - 3.F. Police Station Study Update - Matt
 - 3.G. Update on Citizens Day in the Park Plans

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.**

4. **Department Reports**

- 4.A. Public Works Department Report
[PW Dept Report.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Labor Negotiations, under ORS 192.660(2)(d);*
- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2019



12700 SW 72nd Ave.
Tigard, OR 97223

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

FINANCIAL REPORT

2018-2019

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

MAYOR AND CITY COUNCIL MEMBERS AS OF JUNE 30, 2019

NAME

TERM EXPIRES

Rick Scholl – Mayor
555 N. 10th Street
St. Helens, OR 97051

December 31, 2020

Douglas Morten
484 Grey Cliffs Drive
St. Helens, OR 97051

December 31, 2022

Keith Locke
90 Columbia Blvd.
St. Helens, OR 97051

December 31, 2020

Stephen R. Topaz
360 St. Helens Street
St. Helens, OR 97051

December 31, 2022

Ginny Carlson
390 N. 5th Street Apt. A
St. Helens, OR 97051

December 31, 2020

CITY STAFF

John Walsh, Administrator
Matt Brown, Assistant Administrator
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Neal Sheppard – Public Works Operations Director
Margaret Jeffries, Library Director

MAILING ADDRESS

City of St. Helens
P.O. Box 278
St. Helens, OR 97051

CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON

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**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

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**FINANCIAL
SECTION**



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DRAFT

February 12, 2020

To the Honorable Mayor and Members of the City Council
City of St. Helens, Oregon

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of St. Helens as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of St. Helens, as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information to be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison schedules presented as Required Supplementary Information, as listed in the table of contents, have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of St. Helens' basic financial statements. The supplementary information, as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated in all material respects in relation to the financial statements as a whole.

Other Information

The listing of council members containing their term expiration dates, located before the table of contents, has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated February 12, 2020, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

UNSIGNED DRAFT

CITY OF ST. HELENS
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2019

Introduction

City of St. Helens' discussion and analysis offers readers of the City's financial statements an overview and analysis of the City's financial activities for the fiscal year ended June 30, 2019. We encourage readers to consider the information presented here in conjunction with the basic financial statements (which immediately follow this discussion).

Financial Highlights

- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$55.22 million.
- The City's Total Assets increased by \$1.53 million and liabilities decreased by \$233 thousand, which is due mainly to the City paying down its Long-Term loans and changes in pension estimates.
- Total net position increased during the year by \$1.99 million.
- The General Fund's financial position decreased over last fiscal year. On June 30, 2019, the ending fund balance is \$2.02 million, a decrease of \$163 thousand from the previous year. The decrease is due to overall stable spending on operations and an additional transfer of funds to facility maintenance.

Overview of the Financial Statements

The following discussion and analysis is intended to serve as an introduction to the City's basic financial statements and other required supplemental information. The City's basic financial statements are comprised of three components:

- Government-wide financial statements
- Fund financial statements
- Notes to basic financial statements

Government-wide Financial Statements

The government-wide financial statements reports information about the City as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position presents information on all of the City's asset, deferred outflows, deferred inflows and liabilities. Assets and deferred outflows less liabilities and deferred inflows are reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported

in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (government activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, culture and recreation, highways and streets. The business-type activities include water system operations, sewer system operations and storm drain operations.

Fund Financial Statements

Fund financial statements are groupings of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to demonstrate finance-related legal compliance. All of the funds of the City can be divided into two categories: *governmental* or *proprietary*.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental fund's financial statement focuses on the near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements. Because the focus of governmental funds is narrower than that of governmental activities financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's long-term financing decisions. The governmental funds' Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and government-wide activities.

Proprietary funds are maintained in two ways. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for Water Operation Services, Sewer Operation Services, and Storm Drain Services. Internal Services Funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses an internal service fund to account for Information Technology, Equipment, Public Works Administration and Facility Major Maintenance. Because these services predominantly benefit business-type rather than governmental activities, they have been included within the business-type activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

Notes to Basic Financial Statements

The notes to basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes are an integral part of the basic financial statements.

Government-Wide Financial Analysis

Statement of Net Position (In \$ millions)						
	Governmental Activities		Business-Type Activities		Totals	
	2019	2018	2019	2018	2019	2018
ASSETS						
Current and other assets	\$ 6.14	\$ 5.35	\$ 12.92	\$ 12.40	\$ 19.06	\$ 17.75
Interfund loan	(0.60)	(0.95)	0.60	0.95	-	-
Capital assets, net	24.74	24.14	32.42	32.80	57.16	56.94
Total Assets	30.28	28.54	45.94	46.15	76.22	74.69
DEFERRED OUTFLOWS						
Pensions - GASB 68	2.38	2.03	1.06	0.90	3.44	2.93
OPEB - GASB 75	0.04	0.05	0.02	0.02	0.06	0.07
Total Deferred Outflows	2.42	2.08	1.08	0.92	3.50	3.00
LIABILITIES						
Current Liabilities	1.13	0.76	1.24	1.34	2.37	2.10
Long-term obligations	8.96	8.83	12.12	12.76	21.08	21.59
Total Liabilities	10.09	9.59	13.36	14.10	23.45	23.69
DEFERRED INFLOWS						
Pensions - GASB 68	0.66	0.52	0.30	0.23	0.96	0.75
OPEB - GASB 75	0.06	0.02	0.02	0.01	0.08	0.03
Total Deferred Inflows	0.72	0.54	0.32	0.24	1.04	0.78
NET POSITION						
Net Investment in						
Capital Assets	20.73	20.12	21.87	21.30	42.60	41.42
Restricted	2.28	2.34	0.65	0.71	2.93	3.05
Unrestricted	(1.12)	(1.96)	10.81	10.72	9.69	8.76
TOTAL NET POSITION	<u>\$ 21.89</u>	<u>\$ 20.50</u>	<u>\$ 33.33</u>	<u>\$ 32.73</u>	<u>\$ 55.22</u>	<u>\$ 53.23</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The City's net position totaled \$55.22 million at June 30, 2019.

The largest portion of the City's net position represents its net investment in capital assets. These assets include current year additions to water, sewer, and storm drain infrastructure which are partially offset by issuance of debt (Loan Proceeds). These assets are used to provide services to the citizens of our City. The restricted net position represents amounts which can be used only for specific purposes as imposed by external authorities or through applicable laws and regulations. The unrestricted net position is available to the City to meet its ongoing obligations to citizens and creditors.

Statement of Activities
(In \$ millions)

	Governmental Activities		Business-Type Activities		Totals	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
Program revenues						
Charges for services	\$ 2.04	\$ 1.51	\$ 8.62	\$ 9.06	\$ 10.13	\$ 10.57
Operating grants and contributions	1.13	1.08	-	-	1.13	1.08
Capital grants and contributions	0.66	0.31	-	-	0.66	0.31
General Revenues						
Property taxes	1.87	1.77	-	-	1.87	1.77
Franchise taxes	0.87	0.89	-	-	0.87	0.89
Transient room taxes	0.12	0.12	-	-	0.12	0.12
Cannabis Taxes	0.15	0.19	-	-	0.15	0.19
Other grants and contributions	2.27	1.27	-	-	2.27	1.27
Investment earnings	0.31	0.15	0.03	0.04	0.34	0.19
Miscellaneous	0.29	0.39	0.17	0.07	0.46	0.46
Total Revenues	\$ 9.71	\$ 7.68	\$ 8.82	\$ 9.17	\$ 18.00	\$ 16.85
Program expenses						
General government	1.10	1.10	-	-	1.10	1.10
Public safety	3.81	3.56	-	-	3.81	3.56
Highways and streets	1.00	0.82	-	-	1.00	0.82
Culture and recreation	2.22	2.29	-	-	2.22	2.29
Interest on long-term obligations	0.05	0.06	-	-	0.05	0.06
Water	-	-	3.35	3.18	3.35	3.18
Sewer	-	-	3.81	3.75	3.81	3.75
Storm	-	-	1.20	1.07	1.20	1.07
Total program expenses	\$ 8.18	\$ 7.83	\$ 8.36	\$ 8.00	\$ 16.54	\$ 15.83
Other financing sources, (uses)						
Capital contributions	0.55	0.16	(0.55)	(0.16)	-	-
Transfers	(0.69)	(0.01)	0.69	0.01	-	-
Total other financing sources, (uses)	\$ (0.14)	\$ 0.15	\$ 0.14	\$ (0.15)	\$ -	\$ -
Change in net position	1.39	0.01	0.60	1.03	1.99	1.04
Net position - beginning of year	20.50	20.49	32.73	31.70	53.23	52.19
Net position - end of year	\$ 21.89	\$ 20.50	\$ 33.33	\$ 32.73	\$ 55.22	\$ 53.23

For FY 2018-19, the City had an increase in program and general revenues, mainly from Charges for Services, Property Tax, and Other Grants and Contributions. Program expenses also increased over last fiscal year resulting in a Net Position increase of \$1.99 million.

Financial Analysis of the Government's Funds

The focus of the City's governmental funds is to provide information on expendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$5.10 million. Approximately \$2.02 million or 40% of this amount constitutes unassigned fund balance which is available for spending at the government's discretion. The remainder of fund balance is assigned,

restricted, or unavailable and is not available for new spending because of contractual or regulatory requirements that limit usage.

Financial Analysis of the Proprietary Funds

The City's proprietary funds provide the same type of information as the business-type activities in the Government-wide financial statements. As of the end of the current fiscal year, the City's proprietary funds reported a combined unrestricted net position of \$10.98 million.

General Fund Budgetary Highlights

City Council and staff continue to work hard to maintain existing service levels with minimum staffing. While the local economy has seen signs of improvement and growth since the great recession, the cash flow of operating revenues still limit improvement to services. The challenge is balancing the services desired by the public with available revenues. In FY 18-19, staffing levels increased from 80.25 to 84.00;

- Administration Department from 3.00 to 4.00
- Municipal Court Department from 2.00 to 1.60
- Finance Department from 6.00 to 5.44
- Recreation Department from 1.50 to 3.00
- Police Department from 19.50 to 21.00
- Engineering Department from 3.25 to 3.00
- Operations Department from 20.00 to 21.00

Capital Asset and Debt Administration

Capital Assets: Investment in capital assets by the governmental and business-type activities as of June 30, 2019 was \$57.16 million net of accumulated depreciation, which is an increase of \$0.66 million from the prior year. The investment in capital assets includes land, buildings, and system improvements, machinery and equipment and roads. The major capital asset additions during the current fiscal year were as follows:

- Governmental activities:
 - Work in Process - \$682,176
 - Street Projects - \$46,390
 - Police Vehicles - \$49,575
 - Park Vehicles - \$25,328
 - Building Improvements - \$324,628
- Business-type activities
 - Sewer Improvements - \$8,647
 - Water Improvements - \$606,472
 - Storm Improvements - \$93,009

Additional information on the City's capital assets may be found in Note 4 to the basic financial statements.

Long-term Liabilities: The City's long-term liabilities consist of long-term debt and the proportionate share of the state-wide net pension liability.

At the end of the current fiscal year, the City saw an increase in current liabilities of \$270 thousand but a decrease in long-term liabilities of \$510 thousand. The decrease in long-term liabilities was due to principal payments on long-term loans and changes in the City's pension estimates.

Additional information on the City's pension liability and long-term debt may be found in Notes 5,6,7 and 8 to the basic financial statements.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: City of St. Helens, Attn: Matt Brown - Finance Director/Budget Officer, PO Box 278, St. Helens, OR 97051, or e-mail at mattb@ci.st-helens.or.us.

CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON

BASIC FINANCIAL STATEMENTS

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**STATEMENT OF NET POSITION
June 30, 2019**

ASSETS	BUSINESS		TOTAL
	GOVERNMENTAL	TYPE	
Current Assets:			
Cash and Investments	\$ 5,586,595	\$ 11,645,427	\$ 17,232,022
Receivables	317,418	1,358,030	1,675,448
Prepaid Items	4,500	-	4,500
Internal Balances	207,340	(207,340)	-
Supply Inventory	24,817	122,562	147,379
Total Current Assets	6,140,670	12,918,679	19,059,349
Interfund Loan	(600,000)	600,000	-
Capital Assets, net	24,744,288	32,417,427	57,161,715
Total Assets	30,284,958	45,936,106	76,221,064
DEFERRED OUTFLOWS			
Pensions - GASB 68	2,384,801	1,060,468	3,445,269
OPEB - GASB 75	37,037	15,873	52,910
Total Deferred Outflows	2,421,838	1,076,341	3,498,179
LIABILITIES			
Current Liabilities:			
Accounts Payable and Accrued Liabilities	296,585	141,038	437,623
Accrued Interest Payable	18,085	49,526	67,611
Deposits Payable	254,289	4,320	258,609
Current Portion of Long-Term Debt	565,363	1,042,888	1,608,251
Total Current Liabilities	1,134,322	1,237,772	2,372,094
Long-Term Liabilities			
Proportionate Share of the Net Pension Liability	5,233,644	2,327,285	7,560,929
Other Postemployment Benefits	280,328	120,140	400,468
Long-Term Debt, Net of Current Portion	3,446,580	9,675,622	13,122,202
Total Long-Term Liabilities	8,960,552	12,123,047	21,083,599
Total Liabilities	10,094,874	13,360,819	23,455,693
DEFERRED INFLOWS			
Pensions - GASB 68	664,892	295,663	960,555
OPEB - GASB 75	56,790	24,338	81,128
Total Deferred Inflows	721,682	320,001	1,041,683
NET POSITION			
Net Investment in Capital Assets	20,732,345	21,863,660	42,596,005
Restricted For:			
Community Enhancement	38,160	-	38,160
Urban Renewal Agency	51,595	-	51,595
Highways and Streets	1,973,974	-	1,973,974
Parks Capital Projects	218,173	-	218,173
Rate Stabilization	-	450,000	450,000
Debt Service	-	208,461	208,461
Unrestricted	(1,124,007)	10,809,506	9,685,499
Total Net Position	\$ 21,890,240	\$ 33,331,627	\$ 55,221,867

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2019**

Functions/Programs	Expenses	Program Revenues		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General Government	\$ 1,066,564	\$ 683,084	\$ -	\$ -
Public Safety	3,811,643	434,675	79,456	-
Culture and Recreation	2,217,807	684,986	81,618	659,467
Highways and Streets	1,004,178	239,278	964,287	-
Interest on Long Term Debt	49,087	-	-	-
Total Governmental Activities	8,149,279	2,042,023	1,125,361	659,467
Business-Type Activities				
Water	3,351,147	3,558,382	-	-
Sewer	3,813,768	4,067,799	-	-
Storm	1,202,856	992,391	-	-
Total Business Activities	8,367,771	8,618,572	-	-
Total Primary Government	\$ 16,517,050	\$ 10,660,595	\$ 1,125,361	\$ 659,467

General Revenues

Property Taxes
Franchise Taxes
Transient Room Taxes
Cannabis Taxes
Timber Harvest
Unrestricted Grants and Contributions
Unrestricted Investment Earnings
Miscellaneous
Capital Contributions
Transfers

Total General Revenues and Transfers

Change in Net Position

Beginning Net Position

Ending Net Position

The accompanying notes are an integral part of the basic financial statements.

Net Revenues (Expenses) and Changes in Net Position

Governmental Activities	Business-Type Activities	Total
\$ (383,480)	\$ -	\$ (383,480)
(3,297,512)	-	(3,297,512)
(791,736)	-	(791,736)
199,387	-	199,387
(49,087)	-	(49,087)
(4,322,428)	-	(4,322,428)
-	207,235	207,235
-	254,031	254,031
-	(210,465)	(210,465)
-	250,801	250,801
(4,322,428)	250,801	(4,071,627)
1,867,689	-	1,867,689
867,275	-	867,275
116,629	-	116,629
148,643	-	148,643
871,992	-	871,992
1,396,204	-	1,396,204
305,195	27,000	332,195
287,898	174,586	462,484
546,160	(546,160)	-
(690,678)	690,678	-
5,717,007	346,104	6,063,111
1,394,579	596,905	1,991,484
20,495,661	32,734,722	53,230,383
\$ 21,890,240	\$ 33,331,627	\$ 55,221,867

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2019**

	GENERAL	STREET FUND	COMMUNITY ENHANCEMENT FUND	COMMUNITY DEVELOPMENT FUND
ASSETS				
Cash and Investments	\$ 2,121,011	\$ 1,017,257	\$ 40,713	\$ 882,848
Due From Other Funds	3,282	-	-	-
Accounts Receivable	197,685	-	-	-
Property Taxes Receivable	106,138	-	-	-
Inventories	-	24,817	-	-
Prepays	-	-	-	-
Total Assets	<u>\$ 2,428,116</u>	<u>\$ 1,042,074</u>	<u>\$ 40,713</u>	<u>\$ 882,848</u>
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES				
Liabilities:				
Accounts Payable and Accrued Liabilities	\$ 126,892	\$ 48,867	\$ 2,553	\$ 106,539
Due to Other Funds	-	-	-	-
Deposits Payable	4,875	249,414	-	-
Total Liabilities	<u>131,767</u>	<u>298,281</u>	<u>2,553</u>	<u>106,539</u>
Deferred Inflows:				
Unavailable Revenue	<u>279,564</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances:				
Nonspendable:				
Inventory	-	24,817	-	-
Prepays	-	-	-	-
Restricted For:				
Community Enhancement	-	-	38,160	-
Highways and Streets	-	718,976	-	-
Parks Capital	-	-	-	-
Urban Renewal Agency	-	-	-	-
Committed For:				
Economic Development	-	-	-	776,309
Unassigned	<u>2,016,785</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fund Balances	<u>2,016,785</u>	<u>743,793</u>	<u>38,160</u>	<u>776,309</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>\$ 2,428,116</u>	<u>\$ 1,042,074</u>	<u>\$ 40,713</u>	<u>\$ 882,848</u>

The accompanying notes are an integral part of the basic financial statements.

VISITOR AND TOURISM FUND	STREET SDC FUND	PARKS SDC FUND	URBAN RENEWAL AGENCY	TOTAL
\$ -	\$ 1,254,998	\$ 218,173	51,595	\$ 5,586,595
-	-	-	-	3,282
13,595	-	-	-	211,280
-	-	-	-	106,138
-	-	-	-	24,817
4,500	-	-	-	4,500
<u>\$ 18,095</u>	<u>\$ 1,254,998</u>	<u>\$ 218,173</u>	<u>51,595</u>	<u>\$ 5,936,612</u>
\$ 11,734	\$ -	\$ -	-	\$ 296,585
3,282	-	-	-	3,282
-	-	-	-	254,289
<u>15,016</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>554,156</u>
-	-	-	-	279,564
-	-	-	-	24,817
4,500	-	-	-	4,500
-	-	-	-	38,160
-	1,254,998	-	-	1,973,974
-	-	218,173	-	218,173
-	-	-	51,595	51,595
-	-	-	-	776,309
<u>(1,421)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,015,364</u>
<u>3,079</u>	<u>1,254,998</u>	<u>218,173</u>	<u>51,595</u>	<u>5,102,892</u>
<u>\$ 18,095</u>	<u>\$ 1,254,998</u>	<u>\$ 218,173</u>	<u>51,595</u>	<u>\$ 5,936,612</u>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS
TO STATEMENT OF NET POSITION
June 30, 2019**

Explanation of certain differences between the governmental fund balance sheet
and the government-wide statement of net position.

Fund Balances	\$ 5,102,892
The cost of capital assets (land, buildings, improvements, machinery and equipment, infrastructure, and construction in progress) is reported as an expenditure in governmental funds. The statement of net position includes those capital assets among the assets of the City as a whole.	
Net Capital Assets	24,744,288
Accrued compensated absences are not due and payable in the current period and therefore are not reported in the funds.	
Accrued Vacation and Comp Time	(274,239)
Long term debt proceeds are reported as revenue in the governmental funds, but are increases to liabilities on the Statement of Net Position	
	(3,737,704)
Accrued interest on long term debt is reported on the Statement of Net Position but is not recorded in the funds until actually paid.	
	(18,085)
Internal balances result from transactions between the governmental activities, business-type activities, and internal service funds.	
	207,340
Interfund loans that are not due within one year are not reported in the funds	
	(600,000)
Estimated pension obligations and other postemployment benefits are reported on the Statement of Net Position. These items are not reported in the governmental funds	
Proportionate Share of the Net Pension Liability	\$ (5,233,644)
Other Postemployment Benefits	(280,328)
Deferred Outflows - GASB 68	2,384,801
Deferred Outflows - GASB 75	37,037
Deferred Inflows - GASB 68	(664,892)
Deferred Inflows - GASB 75	(56,790)
	<u>(3,813,816)</u>
The governmental funds report receivables for various items where the related revenue is not available in the current period, and therefore the funds report that revenue as unearned. The statement of net position considers the revenue to be earned immediately, and does not report a deferred inflow for unearned revenue.	
	<u>279,564</u>
Total Net Position	<u>\$ 21,890,240</u>

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Year Ended June 30, 2019**

	GENERAL	STREET FUND	COMMUNITY ENHANCEMENT FUND	COMMUNITY DEVELOPMENT FUND
REVENUES				
Property Taxes	\$ 1,846,810	\$ -	\$ -	\$ -
Grants	19,557	-	120,843	659,467
Charges for Services	3,636,239	-	1,330	-
Transient Room Taxes	-	-	-	-
Licenses and Permits	845,438	-	-	-
Intergovernmental Revenues	514,877	964,287	-	-
Fines and Forfeitures	415,328	-	-	-
Miscellaneous	456,453	93,470	14,915	418,351
Total Revenues	7,734,702	1,057,757	137,088	1,077,818
EXPENDITURES				
General Government	2,720,558	-	-	-
Public Safety	3,565,404	-	-	-
Culture and Recreation	1,139,207	-	120,932	284,990
Highways and Streets	-	1,085,561	-	-
Debt Service	-	61,991	-	274,749
Capital Outlay	-	-	-	517,728
Total Expenditures	7,425,169	1,147,552	120,932	1,077,467
Excess, (Deficit) of Revenues Over, (Under) Expenditures	309,533	(89,795)	16,156	351
Other Financing Sources, -Uses				
Timber Harvest	-	-	-	871,992
Transfers In	242,341	-	-	-
Transfers Out	(715,000)	-	(32,599)	(350,000)
Total Other Financing Sources, (Uses)	(472,659)	-	(32,599)	521,992
Net Change in Fund Balance	(163,126)	(89,795)	(16,443)	522,343
Beginning Fund Balance	2,179,911	833,588	54,603	253,966
Ending Fund Balance	\$ 2,016,785	\$ 743,793	\$ 38,160	\$ 776,309

The accompanying notes are an integral part of the basic financial statements.

VISITOR AND TOURISM FUND	STREET SDC FUND	PARKS SDC FUND	URBAN RENEWAL AGENCY	TOTAL
-	-	-	51,595	\$ 1,898,405
-	-	-	-	799,867
-	214,957	52,248	-	3,904,774
116,629	-	-	-	116,629
-	-	-	-	845,438
-	-	-	-	1,479,164
-	-	-	-	415,328
251,902	-	-	-	1,235,091
368,531	214,957	52,248	51,595	10,694,696
-	-	-	-	2,720,558
-	-	-	-	3,565,404
435,586	-	19,077	-	1,999,792
-	-	-	-	1,085,561
-	-	-	-	336,740
-	-	17,819	-	535,547
435,586	-	36,896	-	10,243,602
(67,055)	214,957	15,352	51,595	451,094
-	-	-	-	871,992
55,000	-	-	-	297,341
(240,000)	-	(420)	-	(1,338,019)
(185,000)	-	(420)	-	(168,686)
(252,055)	214,957	14,932	51,595	282,408
255,134	1,040,041	203,241	-	4,820,484
3,079	1,254,998	218,173	51,595	\$ 5,102,892

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS - TO STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2019**

Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balance and the government-wide statement of activities

Excess of Revenues over Expenditures	\$	282,408
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. Some expenditures however, are made on behalf of business-type activities and recorded as capital contributions on the Statement of Activities. Furthermore, the disposal of old capital assets creates a gain or loss that is allocated to the Statement of Activities. This is the total change in capital asset balances during the year:

Capitalized Expenditures	\$	1,128,097	
Loss on Disposal of Capital Assets		(86,925)	
Depreciation Expense		(440,289)	600,883

Governmental funds record expenses for payments on long term loans. On the government wide statements, however, the principal portion of these payments are reported as a reduction in the carrying balance of the loans on the statement of net position.		636,040
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Governmental funds record interest expense when paid. The statement of activities, however, records interest expense as it comes due.		1,613
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On the statement of activities, compensated absences are recorded as expenses as soon as they are earned by employees. The governmental funds, however, only record an expense for compensated absences when they are paid out		(33,722)
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The government-wide statements accrue revenue as it is earned. The fund statements, however, only record revenue when it is available to pay for current expenditures. This is the change in the governmental funds' deferred inflow for unavailable revenue.		(15,361)
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The change in estimated pension obligations is reflected in the Statement of Activities. The governmental funds, however, only record pension expenses as they are paid

Pensions - GASB 68	\$	(266,007)	
OPEB - GASB 75		(2,887)	(268,894)

Internal service funds are used by management to allocate costs among the City's various funds. The net revenue (expense) of the internal service funds that are attributable to the governmental activities are recorded in the statement of activities		191,612
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Change in Net Position	\$	1,394,579
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**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**STATEMENT OF PROPRIETARY NET POSITION
June 30, 2019**

	ENTERPRISE FUNDS				INTERNAL SERVICE
	WATER	SEWER	STORM	TOTAL	
ASSETS					
Current Assets					
Cash and Investments	\$ 3,925,754	\$ 3,390,180	\$ 2,494,103	\$ 9,810,037	\$ 1,835,390
Accounts Receivable	470,448	758,343	129,239	1,358,030	-
Inventory	100,258	10,815	2,351	113,424	9,138
Total Current Assets	4,496,460	4,159,338	2,625,693	11,281,491	1,844,528
Noncurrent Assets					
Interfund Loan	300,000	300,000	-	600,000	-
Capital Assets, net	13,836,486	12,087,593	6,459,505	32,383,584	33,843
Total Noncurrent Assets	14,136,486	12,387,593	6,459,505	32,983,584	33,843
Total Assets	18,632,946	16,546,931	9,085,198	44,265,075	1,878,371
DEFERRED OUTFLOWS					
Pensions - GASB 68	371,487	518,380	170,601	1,060,468	-
OPEB - GASB 75	6,349	6,878	2,646	15,873	-
Total Deferred Outflows	377,836	525,258	173,247	1,076,341	-
LIABILITIES					
Current Liabilities					
Accounts Payable and Accrued Liabilities	12,823	15,564	50,257	78,644	62,394
Accrued Interest Payable	7,810	41,716	-	49,526	-
Deposits Payable	4,320	-	-	4,320	-
Compensated Absences Payable	70,924	95,747	31,915	198,586	-
Current Portion of Long-Term Liabilities	410,000	434,302	-	844,302	-
Total Current Liabilities	505,877	587,329	82,172	1,175,378	62,394
Long-term Liabilities					
Proportionate Share of the Net Pension Liability	815,259	1,137,628	374,398	2,327,285	-
Other Post-Employment Benefits Obligation	48,056	52,061	20,023	120,140	-
Loans Payable, Net of Current Portion	3,578,000	6,097,622	-	9,675,622	-
Total Long-term Liabilities	4,441,315	7,287,311	394,421	12,123,047	-
Total Liabilities	4,947,192	7,874,640	476,593	13,298,425	62,394
DEFERRED INFLOWS					
Pensions - GASB 68	103,573	144,526	47,564	295,663	-
OPEB - GASB 75	9,735	10,547	4,056	24,338	-
Total Deferred Inflows	113,308	155,073	51,620	320,001	-
NET POSITION					
Net Investment in Capital Assets	9,848,486	5,555,669	6,459,505	21,863,660	33,843
Restricted for Rate Stabilization	150,000	300,000	-	450,000	-
Restricted for Debt Service	-	208,461	-	208,461	-
Unrestricted	3,951,796	2,978,346	2,270,727	9,200,869	1,782,134
Total Net Position	\$ 13,950,282	\$ 9,042,476	\$ 8,730,232	31,722,990	\$ 1,815,977
Reconciliation to the Statement of Net Position:					
The assets and liabilities of the internal service funds have been included in business-type activities on the statement of net position as they provide services predominantly to the enterprise funds				1,815,977	
Internal balances result from transactions between the governmental activities, business-type activities, and internal service funds				(207,340)	
NET POSITION OF BUSINESS-TYPE ACTIVITIES				\$ 33,331,627	

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
For the Year Ended June 30, 2019**

	ENTERPRISE FUNDS				INTERNAL SERVICE
	WATER	SEWER	STORM	TOTAL	
OPERATING REVENUES					
Utility Service Charges	\$ 3,484,573	\$ 3,963,710	939,337	\$ 8,387,620	\$ -
Other Service Charges	73,809	104,089	53,054	230,952	35,945
Internal Charges	-	-	-	-	4,409,650
Total Operating Revenues	3,558,382	4,067,799	992,391	8,618,572	4,445,595
OPERATING EXPENSES					
Cost of Sales and Services	2,606,679	3,382,978	1,130,055	7,119,712	3,533,364
Depreciation	826,893	559,328	174,992	1,561,213	8,127
Total Operating Expenses	3,433,572	3,942,306	1,305,047	8,680,925	3,541,491
Operating Income -Loss	124,810	125,493	(312,656)	(62,353)	904,104
NONOPERATING REVENUES, (EXPENSES)					
Interest	10,000	12,000	5,000	27,000	-
Miscellaneous	12,145	22,782	-	34,927	103,714
Gain, (Loss) on Disposal of Capital Assets	(28,053)	(60,113)	-	(88,166)	-
Loan Interest Expense	(97,615)	(177,612)	-	(275,227)	-
Total Nonoperating Revenues -Expenses	(103,523)	(202,943)	5,000	(301,466)	103,714
OTHER FINANCING SOURCES -USES					
Transfers In	-	-	2,100,000	2,100,000	692,599
Transfers Out	(1,013)	(2,100,784)	(124)	(2,101,921)	-
Capital Contributions	376,243	-	-	376,243	(922,403)
Total Other Financing Sources -Uses	375,230	(2,100,784)	2,099,876	374,322	(229,804)
Change in Net Position	396,517	(2,178,234)	1,792,220	10,503	778,014
NET POSITION, Beginning of Year	13,553,765	11,220,710	6,938,012	31,712,487	1,037,963
NET POSITION, End of Year	<u>\$ 13,950,282</u>	<u>\$ 9,042,476</u>	<u>8,730,232</u>	<u>\$ 31,722,990</u>	<u>\$ 1,815,977</u>
Reconciliation to the Statement of Activities:					
Change in Net Position (from above)				10,503	
A portion of the net revenue (expense) of the internal service funds are allocated to the business-type activities				586,402	
CHANGE IN NET POSITION OF BUSINESS TYPE ACTIVITIES				<u>\$ 596,905</u>	

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Year Ended June 30, 2019**

	ENTERPRISE FUNDS				INTERNAL SERVICE
	WATER	SEWER	STORM	TOTAL	
Cash Flows from Operating Activities:					
Cash Received from Customers	\$ 3,500,609	\$ 4,067,636	970,852	\$ 8,539,097	\$ 4,445,595
Cash Paid to Suppliers	(1,738,423)	(2,174,850)	(695,140)	(4,608,413)	(888,639)
Cash Paid to Employees	(910,155)	(1,118,760)	(363,315)	(2,392,230)	(2,671,115)
Net Cash Provided -Used by Operating Activities	852,031	774,026	(87,603)	1,538,454	885,841
Cash Flows from Noncapital Financing Activities:					
Miscellaneous Receipts	12,145	22,782	-	34,927	103,714
Transfers	(1,013)	(2,100,784)	2,099,876	(1,921)	692,599
Net Cash Provided -Used by Noncapital Financing Activities	11,132	(2,078,002)	2,099,876	33,006	796,313
Cash Flows from Capital and Related Financing Activities:					
Payment of Principal on Long Term Debt	(401,000)	(545,711)	-	(946,711)	-
Payment of Interest on Long Term Debt	(98,430)	(179,621)	-	(278,051)	-
Net Cash Provided -Used by Capital and Related Financing Activities	(499,430)	(725,332)	-	(1,224,762)	-
Cash Flows from Investing Activities:					
Interfund Loan	350,000	-	-	350,000	-
Capital Purchases	(230,229)	(8,647)	(655,903)	(894,779)	(895,636)
Interest on Investments	10,000	12,000	5,000	27,000	-
Net Cash Provided -Used by Investing Activities	129,771	3,353	(650,903)	(517,779)	(895,636)
Net Increase -Decrease in Cash and Cash Equivalents	493,504	(2,025,955)	1,361,370	(171,081)	786,518
Cash and Investments at Beginning of Year	3,432,250	5,416,135	1,132,733	9,981,118	1,048,872
Cash and Investments at End of Year	\$ 3,925,754	\$ 3,390,180	2,494,103	\$ 9,810,037	\$ 1,835,390
Reconciliation of Operating Income to Net Cash Provided by Operating Activities					
Operating Income, -Loss	\$ 124,810	\$ 125,493	(312,656)	\$ (62,353)	\$ 904,104
Noncash Items Included in Income:					
Depreciation	826,893	559,328	174,992	1,561,213	8,127
Pension Estimate	(15,204)			(15,204)	-
Decrease -Increase in Accounts Receivable	(60,725)	(163)	(21,539)	(82,427)	-
Decrease -Increase in Inventory	(14,270)	(769)	(2,351)	(17,390)	(20)
Increase -Decrease in Accounts Payable and Accrued Liabilities	(21,146)	(52,103)	22,266	(50,983)	(26,370)
Increase -Decrease in Accrued Vacation Payable	8,721	11,773	31,915	52,409	-
Increase -Decrease in Customer Deposits	2,952	130,467	19,770	153,189	-
Net Cash Provided -Used by Operating Activities	\$ 852,031	\$ 774,026	(87,603)	\$ 1,538,454	\$ 885,841
OTHER NON-CASH TRANSACTIONS					
Capital contribution - assets purchased by other funds	\$ 376,243	\$ -	-	\$ 376,243	\$ -

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting policies. The more significant of the accounting policies are described below.

A. THE FINANCIAL REPORTING ENTITY

The City of St. Helens was chartered in 1889 through an act of the state legislature. In 1903, the City became the Columbia County Seat.

The City is a municipal corporation governed by an elected mayor and city council. Administrative functions are delegated to individuals who report to and are responsible to the mayor and council. The chief administrative officer is the city administrator.

Accounting principles generally accepted in the United States of America require that these financial statements present the City (the primary government) and all component units, if any. Blended component units are, in substance, part of the primary government's operations, even though they are legally separate entities. Thus, blended component units are appropriately presented as funds of the primary government. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government. The City Council serves as the governing board of the City of St. Helens Urban Renewal Agency, an entity that was established for the direct benefit of development within the City. Therefore, the accounts of the Agency are included in the financial statements of the City as a fund. The Agency also issues their financial statements individually.

B. BASIS OF PRESENTATION – FUND ACCOUNTING

Financial operations are accounted for in the following major governmental and proprietary funds:

GENERAL FUND

This fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund. The principal revenue sources are property taxes, fees, licenses and state apportionments.

STREET FUND

This fund accounts for revenues received from state gas taxes that are expended on street construction and maintenance.

COMMUNITY ENHANCEMENT FUND

The purpose of this fund is to encourage opportunities for art and culture. Principal revenue sources are donations and transfers which are used to fund a number of community projects.

COMMUNITY DEVELOPMENT FUND

This fund encompasses four major areas of development including economic planning, the Boise White Paper property, the Boise Veneer Property and Forestry. Principal revenue sources are lease payments and property tax reimbursements.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

B. BASIS OF PRESENTATION – FUND ACCOUNTING (continued)

VISITOR AND TOURISM FUND

This 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 and other events throughout the year.

STREET SDC FUND

The Street SDC Fund receives revenue from systems development charges that are paid on development projects that happen throughout the City. The funds are used for increasing capacity needs based on the specific projects outlined by the City.

PARKS SDC FUND

The Parks SDC Fund receives revenue from systems development charges in which an assessment is 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. All monies are budgeted to be spent as general capital outlay for any projects that come up throughout the fiscal year.

URBAN RENEWAL AGENCY

The City of St. Helens Urban Renewal Agency was established to provide improved infrastructure and amenities to support new development in the City. The Agency receives property taxes from Columbia County that will accumulate until projects are authorized as part of the urban renewal plan.

WATER FUND

This proprietary fund accounts for water system operations. The fund is predominantly self-supported through user charges to customers.

SEWER FUND

This proprietary fund accounts for sewer system operations. The fund is predominantly self-supported through user charges to customers.

STORM FUND

This proprietary fund accounts for all projects and maintenance related to the City's stormwater system. The fund is predominantly self-supported through user charges to customers.

COMBINED INTERNAL SERVICE FUNDS

These proprietary funds, which include the Information Technology, Equipment, Public Works Operations and Facility Major Maintenance funds, are combined and presented as one individual fund in the proprietary fund financial statements. These funds account for services provided to other departments within the City that benefit from the funds' services.

C. GOVERNMENT WIDE FINANCIAL STATEMENTS

The government-wide financial statements (i.e. the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and the proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses result from providing, producing, and delivering goods in connection with a proprietary fund's principal ongoing operations.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be measurable to accrue as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received.

E. GRANTS

Unreimbursed grant expenditures due from grantor agencies are recorded in the basic financial statements as receivables and revenues. Cash received from grantor agencies in excess of related grant expenditures is recorded as Deferred Revenue in the combined balance sheet.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

F. PROPERTY TAXES RECEIVABLE

Ad valorem property taxes are a lien on all taxable property as of July 1. Property taxes are levied and payable on November 15. Taxes are administrated by the County. Collection dates are November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

Uncollected property taxes are shown in the combined balance sheet. Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. Property taxes collected within approximately sixty days of fiscal year-end are recognized as revenue. The remaining balance of taxes receivable is recorded as deferred revenue because it is not deemed available to finance operations of the current period.

G. BUDGETS

A budget is prepared for all funds in accordance with the modified accrual basis of accounting and legal requirements set forth in the Oregon Local Budget Law. For governmental fund types, the budgetary basis of accounting is the same as generally accepted accounting principles. The budget process begins early in each fiscal year with the establishment of the Budget Committee. Recommendations are developed through late winter with the Budget Committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The Council may amend the budget prior to adoption, however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is then adopted, appropriations are made and the tax levy declared no later than June 30th.

The levels of control are combined in various ways throughout the funds to make up the master appropriated amounts. Expenditures cannot legally exceed the master appropriation levels except in the case of restricted revenues which could not be estimated at the time of budget adoption. Appropriation authority may be transferred from one level of control to another by Council resolution. Appropriations lapse at the fiscal year end. Supplemental appropriations may occur if the Council approves them due to a need which exists which was not determined at the time the budget was adopted.

Budget amounts shown in the basic financial statements reflect the original budget amounts and three appropriation transfers and one supplemental budget. Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2019, except for the following cases:

1. General Fund Administration (\$11,318), Recreation (\$1,915), Transfers (\$662,500); Street Materials and Services (\$153,052); Sewer Debt Service (\$5,332), IT Services Capital Outlay (\$872), and Equipment Capital Outlay (\$3,577)

H. SUPPLY INVENTORY

Inventories are stated at the lower of cost or market, using the first-in, first-out method and are recognized as expenses in the funds as they are consumed.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

I. CAPITAL ASSETS

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life extending beyond a single financial reporting period. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets in the proprietary fund types are stated at cost, or the estimated fair market value at the date of receipt for gifts or projects constructed by others and accepted for ownership and maintenance by the City. Maintenance and repairs are expensed as incurred. Replacements which improve or extend the lives of property are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the related assets. Upon disposal of such assets, the accounts are relieved of the related costs and accumulated depreciation and resulting gains or losses are reflected in operations. Estimated useful lives used in computing depreciation are:

Buildings and improvements	25 to 40 years
Improvements other than buildings	20 to 30 years
Equipment and machinery	5 to 20 years
Vehicles	5 to 15 years
Infrastructure	25 to 50 years

J. LONG-TERM OBLIGATIONS

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflow of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

L. COMPENSATED ABSENCES

The City has a policy which permits full-time employees to earn sick leave at the rate of one day per month and accumulate a maximum of 150 days or 1200 hours. Sick leave, which does not vest, is recognized in the funds when the leave is taken.

Each employee earns vacation at rates determined by their length of employment. An employee can accumulate a maximum of 600 hours. Vacation leave is accrued as it is earned. For governmental funds, the non-current portion (the amount estimated to be used in subsequent fiscal years) is maintained separately and represents a reconciling item between the fund-level and government-wide presentations. Only the current portion is reported in the governmental funds, and is calculated based on historical trends. In business type/enterprise funds, both the current and long-term liabilities are recorded.

M. RETIREMENT PLANS

Substantially all of the City's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. GASB Statements 68 and 71 have been implemented as of July 1, 2014.

N. FUND BALANCE

In March 2009, the GASB issued Statement No. 54, Fund Balance Reporting and Governmental Fund-type Definitions. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications.

- Nonspendable fund balance represents amounts that are not in a spendable form. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

N. FUND BALANCE (continued)

The governing body has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

The governing body has adopted a minimum fund balance policy for the General Fund. Per the policy, the General Fund's ending fund balance is not to be reduced below 20% of operating expenditures.

O. NET POSITION

Net position is comprised of the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net investment in capital assets – consists of all capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position – consists of all other assets not included in the other categories previously mentioned.

If both restricted and unrestricted net position are available for use, restricted net position is assumed to be utilized first.

P. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Operating interfund transactions are reported as transfers.

Q. CASH AND CASH EQUIVALENTS

For financial reporting purposes, the City considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

For purposes of the statement of cash flows, the Proprietary Funds consider cash to include their proportional share of the cash and investment common pool since it has the general characteristics of demand deposit accounts in that the Proprietary Funds may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

R. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

S. FAIR VALUE INPUTS, METHODOLOGIES AND HIERARCHY

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based up on the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access.

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market–corroborated inputs)

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund’s own assumptions used in determining the fair value of investments)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS

Cash management policies are governed by state statutes. Statutes authorized investing in bankers acceptances, time certificates of deposit, repurchase agreements, obligations of the United States and its agencies and instrumentalities, and the Oregon State Treasurer's Local Government Investment Pool.

A cash pool is maintained that is available for use by all funds. Each fund type's portion of this pool is reported on the combined balance sheet as Cash and Investments. In addition, cash is separately held by some of the funds.

Cash and Investments (recorded at cost) consisted of:

Deposits With Financial Institutions:

Demand Deposits	\$ 788,756
Investments	<u>16,443,266</u>
	<u>\$ 17,232,022</u>

Investments

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund appears to be in compliance with all portfolio guidelines at June 30, 2019. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value.

The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. As of June 30, 2019, the fair value of the position in the LGIP is 100.65% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial statements can be found at:

[http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx)

If the link has expired please contact the Oregon Short Term Fund directly.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (continued)

Interest Rate Risk

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There were no investments that have a maturity date in excess of 18 months.

Credit Risk

Oregon Revised Statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool. The statutes do not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE. The State Investment Pool is not rated.

There were the following investments and maturities:

Investment	Rating	Fair Value	Maturity Date	Fair Value Activity Level
State Treasurer's Investment Pool	N/A	\$ 14,453,798	N/A	Quoted Market Price, Level 1
Federal Bonds	AAA	998,301	8/28/2019	Quoted Market Price, Level 1
Federal Bonds	AAA	991,167	12/14/2020	Quoted Market Price, Level 1
Total		<u>\$ 16,443,266</u>		

Concentration of Credit/Deposit Risk

At year-end, the City's net carrying amount of deposits was \$788,756 and the bank balance was \$1,314,776. Of these deposits, \$387,966 was covered by federal depository insurance. Any deposits not covered by federal depository insurance are collateralized by the State of Oregon.

3. RECEIVABLES

The details for the City's receivables at June 30, 2019 were as follows:

	Governmental Activities/Funds			Business-Type Activities/ Proprietary Funds			Totals
	General	Street	Visitor and Tourism	Water	Sewer	Storm	
Accounts	\$ -	\$ -	\$ -	\$ 487,422	\$ 450,879	\$ 129,239	\$ 1,067,540
System Development Charges	-	-	-	-	71,860	-	71,860
Liens/LIDs	-	-	-	-	251,306	-	251,306
State Revenue Sharing	12,486	-	-	-	-	-	12,486
Property Taxes	106,138	-	-	-	-	-	106,138
Franchise Taxes	3,995	-	-	-	-	-	3,995
Motel/Hotel Taxes	-	-	13,595	-	-	-	13,595
Cash Held - County Treasurer	7,778	-	-	-	-	-	7,778
Fines	3,468,529	-	-	-	-	-	3,468,529
Allowance for Doubtful Accounts	(3,295,103)	-	-	(16,974)	(15,702)	-	(3,327,779)
Total	<u>\$ 303,823</u>	<u>\$ -</u>	<u>\$ 13,595</u>	<u>\$ 470,448</u>	<u>\$ 758,343</u>	<u>\$ 129,239</u>	<u>\$ 1,675,448</u>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

4. CAPITAL ASSETS

Changes in capital assets of the governmental activities for the year ended June 30, 2019 are as follows:

	June 30, 2018	Additions	Retirements	June 30, 2019
Capital Assets Not Being Depreciated:				
Land	\$ 6,909,554	\$ -	\$ -	\$ 6,909,554
Right-Of-Way	5,259,111	-	-	5,259,111
Library Collection	1,231,012	-	-	1,231,012
Construction in Progress	1,496,426	682,176	-	2,178,602
Total	14,896,103	682,176	-	15,578,279
Depreciable Assets:				
Buildings and Improvements	6,277,034	324,628	-	6,601,662
Equipment	2,997,956	74,903	(139,983)	2,932,876
Infrastructure	6,889,287	46,390	-	6,935,677
Total	16,164,277	445,921	(139,983)	16,470,215
Less Accumulated Depreciation:				
Buildings and Improvements	(2,902,123)	(126,388)	-	(3,028,511)
Equipment	(1,651,324)	(109,066)	53,058	(1,707,332)
Infrastructure	(2,363,528)	(204,835)	-	(2,568,363)
Total	(6,916,975)	(440,289)	53,058	(7,304,206)
Total Capital Assets Being Depreciated (Net)	9,247,302	5,632	(86,925)	9,166,009
Total Capital Assets, Governmental Activities (Net)	\$ 24,143,405			\$ 24,744,288

Governmental depreciation was allocated to the functions as follows:

General Government	\$ 127,819
Public Safety	167,512
Culture and Recreation	93,955
Highways and Streets	51,003
Total Governmental Activities	\$ 440,289

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

4. CAPITAL ASSETS (continued)

Changes in Business-Type capital assets for the year ended June 30, 2019 are as follows:

Depreciation expense for business-type activities is charged to the functions and programs as follows:

	2018	Additions	Retirements	2019
Capital Assets Not Being Depreciated:				
Land	\$ 1,006,535	\$ -	\$ -	\$ 1,006,535
Construction In Progress	-	-	-	-
Total	1,006,535	-	-	1,006,535
Depreciable Assets:				
Buildings and Improvements	30,024,191	571,541	-	30,595,732
Equipment	8,576,960	376,243	(163,169)	8,790,034
Infrastructure	20,369,081	323,238	-	20,692,319
Total	58,970,232	1,271,022	(163,169)	60,078,085
Less Accumulated Depreciation:				
Buildings and Improvements	(12,777,438)	(946,133)	-	(13,723,571)
Equipment	(4,999,514)	(183,431)	75,003	(5,107,942)
Infrastructure	(9,395,904)	(439,776)	-	(9,835,680)
Total	(27,172,856)	(1,569,340)	75,003	(28,667,193)
Total Capital Assets Being Depreciated (Net)	31,797,376	(298,318)	(88,166)	31,410,892
Total Net Capital Assets				
Business-Type Activities	<u>\$ 32,803,911</u>			<u>\$ 32,417,427</u>

Water	\$ 826,893
Sewer	559,328
Storm	174,992
Internal Service Fund	8,127
Total Business-Type Activities	<u>\$ 1,569,340</u>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN

Plan Description – The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2018-CAFR.pdf>

If the link is expired please contact Oregon PERS for this information.

- a. **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.
 - i. **Pension Benefits.** The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, and 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results. A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier 1 general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier 2 members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.
 - ii. **Death Benefits.** Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided on or more of the following contributions are met:
 - member was employed by PERS employer at the time of death,
 - member died within 120 days after termination of PERS covered employment,
 - member died as a result of injury sustained while employed in a PERS-covered job, or
 - member was on an official leave of absence from a PERS-covered job at the time of death.
 - iii. **Disability Benefits.** A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.
 - iv. **Benefit Changes After Retirement.** Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (continued)

b. **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.

i. **Pension Benefits.** This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

ii. **Death Benefits.** Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

iii. **Disability Benefits.** A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

iv. **Benefit Changes After Retirement.** Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

Contributions – PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2015 actuarial valuation, which became effective July 1, 2017. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2019 were \$1,058,654, excluding amounts to fund employer specific liabilities. In addition approximately \$288,724 in employee contributions were paid or picked up by the City in fiscal 2019. At June 30, 2019, the City reported a net pension liability of \$7,560,929 for its proportionate share of the net pension liability. The pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation dated December 31, 2016. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of the measurement date of June 30, 2018 and 2017, the City's proportion was .05 percent and .05 percent, respectively. Pension expense for the year ended June 30, 2019 was \$399,803.

The rates in effect for the year ended June 30, 2019 were:

- (1) Tier 1/Tier 2 – 21.39%
- (2) OPSRP general services – 18.01%
- (3) OPSRP police and fire – 22.78%

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (continued)

	Deferred Outflow of Resources	Deferred Inflow of Resources
Difference between expected and actual experience	\$ 257,200	\$ -
Changes in assumptions	1,757,902	-
Net difference between projected and actual earnings on pension plan investments	-	335,748
Net changes in proportionate share	-	606,922
Differences between City contributions and proportionate share of contributions	371,513	17,885
Subtotal - Amortized Deferrals (below)	2,386,615	960,555
City contributions subsequent to measuring date	1,058,654	-
Deferred outflow (inflow) of resources	<u>\$ 3,445,269</u>	<u>\$ 960,555</u>

The amount of contributions subsequent to the measurement date will be included as a reduction of the net pension liability in the fiscal year ended June 30, 2020.

Amounts reported as deferred outflows or inflow of resources related to pension will be recognized in pension expense as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ 838,162
2021	564,435
2022	(123,107)
2023	98,366
2024	48,204
Thereafter	-
Total	<u>\$ 1,426,060</u>

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated March 4, 2019. Oregon PERS produces an independently audited CAFR which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2018-CAFR.pdf>

Actuarial Valuations – The employer contribution rates effective July 1, 2017 through June 30, 2019, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year), (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (continued)

Actuarial Methods and Assumptions:

Valuation Date	December 31, 2016 rolled forward to June 30, 2018
Experience Study Report	2016, Published July 26, 2017
Actuarial cost method	Entry Age Normal
Amortization method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
Asset valuation method	Market value of assets
Inflation rate	2.50 percent
Investment rate of return	7.20 percent
Projected salary increase	3.50 percent overall payroll growth
Cost of Living Adjustment	Blend of 2% COLA and graded COLA (1.25%/.15%) in accordance with Moro decision, blend based on service.
Mortality	Healthy retirees and beneficiaries: RP-2014 Healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active members: RP-2014 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 Disabled retirees, sex-distinct, generational with Unisex, Social Security Data Scale.

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2016 Experience Study which is reviewed for the four-year period ending December 31, 2016.

Assumed Asset Allocation:

Asset Class/Strategy	Low Range	High Range	OIC Target
Cash	0.0%	3.0%	0.0%
Debt Securities	15.0%	25.0%	20.0%
Public Equity	32.5%	42.5%	37.5%
Real Estate	9.5%	15.5%	12.5%
Private Equity	13.5%	21.5%	17.5%
Alternative Investments	0.0%	12.5%	12.5%
Opportunity Portfolio	0.0%	3.0%	0.0%
Total			100.0%

(Source: June 30, 2018 PERS CAFR; p. 98)

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (continued)

Long-Term Expected Rate of Return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015, revised as of June 7, 2017, the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target Allocation	Compound Annual (Geometric) Return
Core Fixed Income	8.00%	3.49%
Short-Term Bonds	8.00%	3.38%
Bank/Leveraged Loans	3.00%	5.09%
High Yield Bonds	1.00%	6.45%
Large/Mid Cap US Equities	15.75%	6.30%
Small Cap US Equities	1.31%	6.69%
Micro Cap US Equities	1.31%	6.80%
Developed Foreign Equities	13.13%	6.71%
Emerging Market Equities	4.13%	7.45%
Non-US Small Cap Equities	1.88%	7.01%
Private Equity	17.50%	7.82%
Real Estate (Property)	10.00%	5.51%
Real Estate (REITS)	2.50%	6.37%
Hedge Fund of Funds - Diversified	2.50%	4.09%
Hedge Fund - Event-driven	0.63%	5.86%
Timber	1.88%	5.62%
Farmland	1.88%	6.15%
Infrastructure	3.75%	6.60%
Commodities	1.88%	3.84%
<i>Assumed Inflation - Mean</i>		<i>2.50%</i>

(Source: June 30, 2018 PERS CAFR; p. 72)

Discount Rate – The discount rate used to measure the total pension liability as of the measurement date of June 30, 2018 and 2017, was 7.20 percent and 7.50 percent, respectively, for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (continued)

Sensitivity of the City's proportionate share of the net pension liability to changes in the discount rate – The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.20 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate.

	1% Decrease (6.20%)	Discount Rate (7.20%)	1% Increase (8.20%)
City's proportionate share of the net pension liability	\$ 12,635,740	\$ 7,560,929	\$ 3,372,087

Changes Subsequent to the Measurement Date

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting change, if available.

There are no changes subsequent to the June 30, 2018 Measurement Date that meet this requirement and thus would require a brief description under the GASB standard.

Deferred Compensation Plan

A deferred compensation plan is available to employees wherein they may execute an individual agreement with the City for amounts earned by them to not be paid until a future date when certain circumstances are met. These circumstances are: termination by reason of death, disability, resignation, or retirement. Payment to the employee will be made over a period not to exceed 15 years. The deferred compensation plan is one which is authorized under IRC Section 457 and has been approved in its specifics by a private ruling from the Internal Revenue Service. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the City.

OPSRP Individual Account Program (OPSRP IAP)

Plan Description:

Employees of the City are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003. Chapter 238A created the Oregon Public Service Retirement Plan (OPSRP), which consists of the Defined Benefit Pension Program and the Individual Account Program (IAP). Membership includes public employees hired on or after August 29, 2003. PERS members retain their existing defined benefit plan accounts, but member contributions are deposited into the member's IAP account. OPSRP is part of OPERS, and is administered by the OPERS Board.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. DEFINED BENEFIT PENSION PLAN (continued)

Pension Benefits:

Participants in OPERS defined benefit pension plans also participate in their defined contribution plan. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits:

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions:

Employees of the City pay six (6) percent of their covered payroll. For the year ended June 30, 2019, the City picked up \$288,724 of contributions on its employees' behalf.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online, or by contacting PERS at the following address: PO Box 23700 Tigard, OR 97281-3700.

<http://www.oregon.gov/pers/EMP/Pages/GASB.aspx>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

6. OTHER POSTEMPLOYMENT BENEFIT PLAN – RHIA

Plan Description:

As a member of Oregon Public Employees Retirement System (OPERS) the City contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants after January 1, 2004. OPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700.

Funding Policy:

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 dollars or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of \$60 dollars shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating cities are contractually required to contribute to RHIA at a rate assessed each year by OPERS, and the City currently contributes 0.53% of annual covered OPERF payroll and 0.45% of OPSRP payroll under a contractual requirement in effect until June 30, 2019. The OPERS Board of Trustees sets the employer contribution rates based on the annual required contribution of the employers (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a period not to exceed thirty years. The City's contributions to RHIA for the years ended June 30, 2017, 2018 and 2019 were \$20,328, \$20,771 and \$21,277, respectively, which equaled the required contributions each year.

At June 30, 2019, the City's net OPEB liability/(asset) and deferred inflows and outflows were not considered significant by management and were not accrued on the government wide statements.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

7. OTHER POSTEMPLOYMENT BENEFIT PLAN – HEALTHCARE SUBSIDY

Actuarial Methods and Assumptions:

The City engaged an actuary to perform an evaluation as of July 1, 2018 using the entry age actuarial cost method. The OPEB Liability was determined using the following actuarial assumptions:

Discount Rate Per Year		3.87%
General Inflation Rate Per Year		2.50%
Salary Scale Per Year		3.50%
Annual Medical Premium Increase Rate	2018	6.00%
Range 7%-4.75% through 2066		

Mortality rates derived from the basic table: RP 2014, Employee/Healthy Annuitant, sex distinct mortality tables blended 50/50 blue collar and white collar, set back one year for males. Mortality is projected on a generational basis using the Unisex Social Security Data Scale.

Disability rates are not used.

Changes in Medical Benefit OPEB Liability:

	Total Pension Liability	Fiduciary Net Position	Net Pension Liability
Balance at June 30, 2018	\$ 463,479	\$ -	\$ 463,479
Changes for the year:			
Service Cost	32,783	-	32,783
Interest	16,623	-	16,623
Changes in Benefit Terms	-	-	-
Differences between expected and actual experience	17,149	-	17,149
Changes in assumptions or other input	(65,157)	-	(65,157)
Employer Contributions	-	64,409	(64,409)
Benefit payments	(64,409)	(64,409)	-
Net changes for the year	\$ (63,011)	\$ -	\$ (63,011)
Total Pension Liability at June 30, 2019	<u>\$ 400,468</u>	<u>\$ -</u>	<u>\$ 400,468</u>

Sensitivity of the Net Other Post-Employment Benefit Liability to changes in Discount and Trend Rates:

The following presents the net other post-employment benefit liability (NOL), calculated using the discount rate of 3.87%, as well as what the liability would be if it was calculated using a discount rate one percentage point lower (2.87%) or one percentage point higher (4.87%) than the current rate.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

7. OTHER POSTEMPLOYMENT BENEFIT PLAN – HEALTHCARE SUBSIDY (continued)

	1% Decrease (2.87%)	Current Discount Rate (3.87%)	1% Increase (4.87%)
Net OPEB Liability	\$436,484	\$400,468	\$367,694

The following presents the net other post-employment benefit liability (NOL), calculated using the current health care trend rates, as well as what the liability would be if it was calculated using a trend rate one percentage point lower or one percentage point higher than the current rate.

	1% Decrease	Current Health Care Trend Rates	1% Increase
Net OPEB Liability	\$355,721	\$400,468	\$454,423

Deferred Inflows/Outflows of Resources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Difference between expected and actual experience	\$ 15,451	\$ -
Changes in assumptions	-	(81,128)
City contributions subsequent to measuring date	37,459	-
Total at June 30, 2019	<u>\$ 52,910</u>	<u>\$ (81,128)</u>

Other amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ (7,824)
2021	(7,824)
2022	(7,824)
2023	(7,824)
2024	(7,824)
Thereafter	(26,557)

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

8. DEBT

Long term obligations for governmental activities included compensated absences and direct borrowings. Changes were as follows for the year ended June 30, 2019:

Debt Item	Balance June 30, 2018	Additions	Reductions	Balance June 30, 2019	Due Within One Year
Compensated Absences	\$ 240,517	\$ 274,239	\$ (240,517)	\$ 274,239	\$ 274,239
Boise White Paper Note	2,575,000	-	(150,000)	2,425,000	150,000
Columbia Bank Note	743,433	-	(92,749)	650,684	96,840
US Bank Note	705,311	-	(43,291)	662,020	44,284
Total Long-Term Obligations	<u>\$ 4,264,261</u>	<u>\$ 274,239</u>	<u>\$ (526,557)</u>	<u>\$ 4,011,943</u>	<u>\$ 565,363</u>

Details of governmental direct borrowings are as follows:

Columbia Bank Note

The City signed a Financing Agreement in the amount of \$1,000,000 with Columbia Bank for the purpose of purchasing real property. The loan bears interest at 4.38% annually and is scheduled to be paid off in 2025. In the event of default the bank may increase the interest rate by an additional 5%. Future maturities are as follows:

	Principal	Interest
2019-2020	96,840	27,908
2020-2021	101,262	23,487
2021-2022	105,809	18,941
2022-2023	110,560	14,189
2023-2024	115,502	9,247
2024-2025	120,711	4,039
	<u>\$ 650,684</u>	<u>\$ 97,811</u>

Boise White Paper Note

The City financed \$3,000,000 of a purchase of real property from Boise White Paper, LLC through a promissory note. The note has no stated interest rate and principal payments are to be made in monthly installments equal to one half of all rent collected from current or future leases on the real estate secured by the deed of trust. The remaining principal balance if not paid in full by the end of the year 2035 shall be forgiven. Based on current rents, future principal payments are projected at \$150,000 per year through fiscal year 2035 and \$25,000 in fiscal year 2036. In the event of default, lender has the right to charge interest at an annual rate of 6%

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

8. DEBT (continued)

US Bank Note

The City financed \$747,631 of costs to replace street lighting. The stated interest rate is 2.29%. Principal and interest are paid in annual installments with a maturity date of August, 2031.

In the event of default, the following remedies are available:

- a) Declare all outstanding balances due and payable or increase the interest rate to 12%.
- b) Terminate the loan or demand that the related property be returned to the lender.
- c) By written notice to any escrow agent who is holding proceeds of the property schedule, lender may instruct such escrow agent to release all such proceeds and any earnings thereon.
- d) Any other action, at law or in equity that is permitted by applicable law.

Future principal and interest payments for the US Bank Note are as follows:

	<u>Principal</u>	<u>Interest</u>
2019-2020	44,284	15,190
2020-2021	45,300	14,174
2021-2022	46,340	13,135
2022-2023	47,403	12,071
2023-2024	48,491	10,984
2024-2029	259,663	37,710
2029-2033	170,539	7,885
	<u>\$ 662,020</u>	<u>\$ 111,149</u>

Long term obligations for business-type activities consisted of compensated absences and direct borrowings. Long term obligations changed as follows for the year ended June 30, 2019:

<u>Debt Item</u>	<u>Balance June 30, 2018</u>	<u>Issued</u>	<u>Matured and Redeemed</u>	<u>Balance June 30, 2019</u>	<u>Balance Due Within One Year</u>
DEQ Loan (R06801)	\$ 1,350,000	\$ -	\$ (100,000)	\$ 1,250,000	\$ 100,000
DEQ Loan (R80162)	118,627	-	(118,627)	-	-
DEQ Loan (R80163)	4,380,008	-	(183,084)	4,196,924	188,302
Capital One - Water Refunding Note	4,389,000	-	(401,000)	3,988,000	410,000
Capital One - Sewer Refunding Note	1,229,000	-	(144,000)	1,085,000	146,000
Total Direct Borrowings	<u>\$ 11,466,635</u>	<u>\$ -</u>	<u>\$ (946,711)</u>	<u>\$ 10,519,924</u>	<u>\$ 844,302</u>
Compensated Absences	<u>174,168</u>	<u>198,586</u>	<u>(174,168)</u>	<u>198,586</u>	<u>198,586</u>
Total Long-Term Obligations	<u>\$ 11,640,803</u>	<u>\$ 198,586</u>	<u>\$(1,120,879)</u>	<u>\$ 10,718,510</u>	<u>\$ 1,042,888</u>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

8. DEBT (continued)

Details for business-type direct borrowings as of June 30, 2019 were as follows:

State of Oregon Department of Environmental Quality (Loan R06801)

This is an interest free loan. The City makes principal payments of \$50,000 on a semi-annual basis. Net operating revenues of the sewer system have been pledged.

State of Oregon Department of Environmental Quality (Loan R80162)

The City continues to draw down on this construction loan, which has been authorized for a maximum amount of \$550,000. Payments began in 2014 and will be due in semi-annual installments, including principal and 1.25% interest. Net operating revenues of the sewer system have been pledged.

State of Oregon Department of Environmental Quality (Loan R80163)

The City has finished drawing down on this construction loan with a final principal amount of \$4,558,019. Payments begin in March of 2017 and will be due in semi-annual installments, including principal and 2.83% interest. Net operating revenues of the sewer system have been pledged.

Capital One – Water Refunding Note

In June of 2013, the City signed an agreement with Capital One for \$6,142,000 to refund OECD Loans G04004 and S04004. Principal payments are due annually on December 1. Interest is due semi-annually on June 1 and accrues at a rate of 2.35%. Payments are scheduled through December 1, 2029. Net operating revenues of the water system have been pledged.

Capital One – Sewer Refunding Note

In June of 2013, the City signed an agreement with Capital One for \$1,912,000 to refund DEQ Loan R80161. Principal payments are due annually on December 1. Interest is due semi-annually on June 1 and accrues at a rate of 2.35%. Payments are scheduled through December 1, 2025. Net operating revenues of the sewer system have been pledged.

Default Remedies

DEQ Loans

In the event of default, the State of Oregon may:

- a) Declare the outstanding loan amount plus any unpaid accrued interest, fees and any other immediately due and payable.
- b) Cease making disbursement of loan proceeds.
- c) Appoint a receiver to operate the facility that produces pledged revenues and collect gross revenues.
- d) Set and collect utility rates and charges
- e) Pay or settle any liens on the facility of the project or pay other sums required to be paid by the borrower in connection with the project, at DEQs discretion, using the loan proceeds and such additional money as may be required.
- f) Direct the State Treasurer to withhold any amounts otherwise due to the City from the State.
- g) Pursue any other legal remedies available.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

8. DEBT (continued)

Debt Covenants

Net operating revenues, defined as gross operating revenue less operating expenses of the facility, are irrevocably pledged for payment of certain loan obligations. Net operating revenues of the Sewer Fund are pledged to the Oregon Department of Environmental Quality (ODEQ) loans.

The ODEQ requires the City to maintain sewer rates and fees sufficient to generate net operating revenues in each fiscal year of at least 105% of the debt service requirement for the fiscal year. Net operating revenue for the current fiscal year was \$768,896, while 105% of the debt service requirement was \$761,599. Additionally, ODEQ requires the City to document and maintain a reserve for debt service. At June 30, 2019, the reserve requirement for the Sewer Fund was \$208,461. The City presents this amount as restricted net position.

The Capital One loans are backed by the full faith and credit of the City and require a debt ratio of 1.1 for the Water and Sewer Funds. At June 30, 2019, the Water Fund had a debt ratio of 1.33 and the Sewer Fund had a debt ratio of 1.06.

Future maturities of business-type debt are as follows:

Fiscal Year	DEQ R06801		DEQ R80162		DEQ R80163	
	Principal	Interest	Principal	Interest	Principal	Interest
2019-2020	100,000	-	-	-	188,302	117,450
2020-2021	100,000	-	-	-	193,669	112,083
2021-2022	100,000	-	-	-	199,188	106,564
2022-2023	100,000	-	-	-	204,865	100,887
2023-2024	100,000	-	-	-	210,704	95,048
2024-2029	500,000	-	-	-	1,147,092	381,668
2029-2034	250,000	-	-	-	1,320,143	208,617
2034-2038	-	-	-	-	732,961	31,405
Total	\$ 1,250,000	\$ -	\$ -	\$ -	\$ 4,196,924	\$ 1,153,722

Fiscal Year	Capital One - Water		Capital One - Sewer		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2019-2020	410,000	88,901	146,000	23,782	844,302	230,133
2020-2021	419,000	79,160	149,000	20,316	861,669	211,559
2021-2022	433,000	69,149	152,000	16,780	884,188	192,493
2022-2023	443,000	58,856	155,000	13,172	902,865	172,915
2023-2024	452,000	48,339	158,000	9,494	920,704	152,881
2024-2029	1,597,000	104,378	325,000	7,671	3,569,092	493,717
2029-2034	234,000	2,744	-	-	1,804,143	211,361
2034-2038	-	-	-	-	732,961	31,405
Total	\$ 3,988,000	\$ 451,527	\$ 1,085,000	\$ 91,215	\$ 10,519,924	\$ 1,696,464

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

9. INTERFUND BALANCES AND TRANSFERS

Interfund Loans (Long Term):

In June of 2014, the City Council approved a capital loan for \$350,000 from the Water Fund to the Community Enhancement Fund (Other Governmental Fund). The purpose of the loan was to finance the assessment, design and potential development of the Boise property. The loan was paid back at the beginning of the 2018-2019 year and accrued interest was waived.

In August of 2017, the City Council approved a capital loan for \$600,000 (half paid by the Water Fund and half paid by the Sewer Fund) to the Community Development Fund. The purpose of the loan was to help the fund finance its expenditures during 2017-2018. The loan bears no interest and is due to be paid back in 2022-2023.

Interfund transfers during the year ended June 30, 2019 were as follows:

Governmental Funds	Transfers	
	In	Out
General	\$ 242,341	\$ 715,000
Parks SDC	-	420
Community Enhancement	-	32,599
Community Development	-	350,000
Visitor and Tourism	55,000	240,000
<u>Proprietary Funds</u>		
Water	350,000	1,013
Sewer	-	2,100,784
Storm	2,100,000	124
Internal Service	692,599	-
Total Transfers	<u>\$ 3,439,940</u>	<u>\$ 3,439,940</u>

Transfers were used to fund operations between funds. Please note that the \$350,000 transferred from Community Development to Water was for the purpose of paying back the interfund loan. The transaction was treated as a debt principal payment on the GAAP statements and therefore does not appear on those statements of income.

10. CAPITAL CONTRIBUTIONS

In certain cases, the governmental and proprietary funds will receive resources or pay costs for each other. When this happens, the transaction must be recorded as a capital contribution in the government-wide statements so that the resources are allocated correctly between the governmental and business-type activities. During 2018-2019, Internal Service Funds spent \$922,403 on capital expenditures that benefited other funds throughout the City. The Water Fund received \$376,243 in contributions from Internal Service Funds. Additionally, the Statement of Activities reports \$546,160 received by the Governmental activities during the year.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

11. PROPERTY TAX LIMITATIONS

The State of Oregon has a constitutional limit on property taxes for schools and nonschool government operations. The limitation provides that property taxes for nonschool operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt.

An additional limit reduces the amount of operating property tax revenues available to the City for its 1997-98 fiscal year, and thereafter. This reduction was accomplished by rolling property values back to their 1995-96 values less 10% and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The Constitution also sets restrictive voter approval requirements for most tax and many fee increases and new bond issues.

12. CONTINGENCIES – EARNED SICK LEAVE

Portions of accumulated sick leave at any point in time can be expected to be redeemed before termination of employment; however, such redemptions cannot be reasonably estimated. Additionally, eligible retirees of the City are allowed to request to have accumulated sick leave up to 960 hours deposited into their Voluntary Employee Benefit Association (VEBA) account.

13. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Commercial insurance is purchased to minimize its exposure to these risks. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

14. PROPERTY TAX ABATEMENTS

As of June 30, 2019, the City provides tax abatements through an Enterprise Zone (ORS 285C.175). The Oregon Enterprise Zone program is a State of Oregon economic development program established, that allows for property tax exemptions for up to five years. In exchange for receiving property tax exemption, participating firms are required to meet the program requirements set by state statute and the local sponsor. The Enterprise Zone program allows industrial firms that will be making a substantial new capital investment a waiver of 100% of the amount of real property taxes attributable to the new investment for a 5-year period after completion. Land or existing machinery or equipment is not tax exempt; therefore, there is no loss of current property tax levies to local taxing jurisdiction. For the fiscal year ended June 30, 2019, the City and URA abated property taxes totaling \$76,261 and \$2,758 respectively under this program.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

REQUIRED SUPPLEMENTARY INFORMATION

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**REQUIRED SUPPLEMENTARY INFORMATION
For the fiscal year ended June 30, 2019**

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Year Ended June 30,	(a) Employer's proportion of the net pension liability (NPL)	(b) Employer's proportionate share of the net pension liability (NPL)	(c) City's covered payroll	(b/c) NPL as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2019	0.05 %	\$ 7,560,929	\$ 4,518,396	167.3 %	82.1 %
2018	0.05	6,866,507	4,232,437	162.2	83.1
2017	0.06	8,459,661	4,069,867	207.9	80.5
2016	0.06	3,696,876	3,973,045	93.0	91.9
2015	0.07	(1,497,881)	3,874,533	(38.7)	103.6
2014	0.07	3,372,241	3,775,459	89.3	92.0

The amounts presented for each fiscal year were actuarially determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

SCHEDULE OF CONTRIBUTIONS

	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a percent of covered payroll
2019	\$ 1,058,654	\$ 1,058,654	\$ -	\$ 4,812,064	22.0 %
2018	994,047	994,047	-	4,518,396	22.0
2017	776,489	776,489	-	4,232,437	18.3
2016	762,343	762,343	-	4,069,867	18.7
2015	693,888	693,888	-	3,973,045	17.5
2014	681,758	681,758	-	3,874,533	17.6

The amounts presented for each fiscal year were actuarially determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF CHANGES IN OTHER POST-EMPLOYMENT BENEFITS LIABILITY AND RELATED RATIOS
For the Year Ended June 30, 2019**

	<u>2019</u>	<u>2018</u>
Total Other Post Employment Benefits Liability, Beginning of Year	\$ 463,479	\$ 520,494
<u>Changes for the year:</u>		
Service Cost	32,783	35,110
Interest	16,623	14,727
Changes in Benefit Terms	-	-
Effect of economic/demographic gains or losses	17,149	-
Changes in assumptions or other input	(65,157)	(28,564)
Employer Contributions	-	-
Benefit Payments	<u>(64,409)</u>	<u>(78,288)</u>
Net changes for the year	<u>(63,011)</u>	<u>(57,015)</u>
 Total Other Post Employment Benefits Liability, End of Year	 <u>\$ 400,468</u>	 <u>\$ 463,479</u>
 Fiduciary Net Position - Beginning	 \$ -	 \$ -
Contributions - Employer	64,409	78,288
Contributions - Employee	-	-
Net Investment Income	(64,409)	(78,288)
Benefit Payments	-	-
Administrative Expense	<u>-</u>	<u>-</u>
Net changes for the year	<u>-</u>	<u>-</u>
 Fiduciary Net Position - Ending	 <u>\$ -</u>	 <u>\$ -</u>
 Net Liability for Other Post Employment Benefits - End of Year	 <u>\$ 400,468</u>	 <u>\$ 463,479</u>
 Fiduciary Net Position as a percentage of the total Single Employer Pension Liability	 0%	 0%
Covered Payroll	\$ 4,518,396	\$ 4,232,437
Net Single Employer Pension Plan as a Percentage of Covered Payroll	9%	11%

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

	<u>GENERAL FUND</u>			VARIANCE POSITIVE (NEGATIVE)
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
REVENUES				
Local Taxes	\$ 1,870,000	\$ 1,870,000	\$ 1,846,810	\$ (23,190)
Intergovernmental Revenue	581,000	581,000	514,877	(66,123)
Grants	40,000	40,000	19,557	(20,443)
Charges for Services	3,590,500	3,590,500	3,636,239	45,739
Licenses, Permits, Fees	503,500	503,500	845,438	341,938
Fines	265,000	265,000	415,328	150,328
Miscellaneous	142,000	142,000	456,453	314,453
Total Revenues	6,992,000	6,992,000	7,734,702	742,702
EXPENDITURES				
Administration	410,000	423,000 (1)	434,318	(11,318)
City Recorder	297,000	297,000 (1)	282,316	14,684
City Council	100,650	113,050 (1)	108,580	4,470
Court	362,050	501,500 (1)	478,299	23,201
Police	3,059,500	3,100,000 (1)	3,087,105	12,895
Library	677,500	683,400 (1)	667,468	15,932
Finance	842,500	869,500 (1)	825,899	43,601
Parks	354,500	357,500 (1)	333,824	23,676
Recreation	78,500	136,000 (1)	137,915	(1,915)
Planning	283,500	287,500 (1)	272,847	14,653
Building	269,000	387,000 (1)	362,156	24,844
Non-Departmental	198,000	445,000 (1)	434,442	10,558
Contingency	1,000,000	534,661 (1)	-	534,661
Total Expenditures	7,932,700	8,135,111	7,425,169	709,942
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(940,700)	(1,143,111)	309,533	1,452,644
OTHER FINANCING SOURCES, (USES)				
Transfers In	265,000	265,000	242,341	(22,659)
Transfers Out	-	(52,500) (1)	(715,000)	(662,500)
Total Other Financing Sources, (Uses)	265,000	212,500	(472,659)	(685,159)
Net Change in Fund Balance	(675,700)	(930,611)	(163,126)	767,485
Beginning Fund Balance	1,925,000	2,179,911	2,179,911	-
Ending Fund Balance	\$ 1,249,300	\$ 1,249,300	\$ 2,016,785	\$ 767,485

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(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

	<u>STREET FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Intergovernmental	\$ 1,160,000	\$ 1,215,000	\$ 964,287	\$ (250,713)
Miscellaneous	17,000	81,000	93,470	12,470
Total Revenues	<u>1,177,000</u>	<u>1,296,000</u>	<u>1,057,757</u>	<u>(238,243)</u>
EXPENDITURES				
Personnel Services	404,000	404,000 (1)	404,000	-
Materials and Services	475,500	528,509 (1)	681,561	(153,052)
Debt Service	60,000	61,991 (1)	61,991	-
Total Streets	<u>939,500</u>	<u>994,500</u>	<u>1,147,552</u>	<u>(153,052)</u>
Capital Outlay	190,000	190,000 (1)	-	190,000
Contingency	<u>500,000</u>	<u>517,588</u> (1)	<u>-</u>	<u>517,588</u>
Total Expenditures	<u>1,629,500</u>	<u>1,702,088</u>	<u>1,147,552</u>	<u>554,536</u>
Excess, (Deficit) of Revenues Over (Under) Expenditures	(452,500)	(406,088)	(89,795)	316,293
Net Change in Fund Balance	(452,500)	(406,088)	(89,795)	316,293
Beginning Fund Balance	<u>880,000</u>	<u>833,588</u>	<u>833,588</u>	<u>-</u>
Ending Fund Balance	<u>\$ 427,500</u>	<u>\$ 427,500</u>	<u>\$ 743,793</u>	<u>\$ 316,293</u>

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

COMMUNITY ENHANCEMENT FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Intergovernmental	\$ 142,000	\$ 142,000	\$ 120,843	\$ (21,157)
Charges for Services	3,000	3,000	1,330	(1,670)
Miscellaneous	4,000	4,000	14,915	10,915
	<u>149,000</u>	<u>149,000</u>	<u>137,088</u>	<u>(11,912)</u>
Total Revenues				
EXPENDITURES				
Materials and Services	167,600	167,600	(1) 120,932	46,668
Contingency	<u>-</u>	<u>3,404</u>	(1) <u>-</u>	<u>3,404</u>
Total Expenditures	<u>167,600</u>	<u>171,004</u>	<u>120,932</u>	<u>50,072</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(18,600)	(22,004)	16,156	38,160
OTHER FINANCING SOURCES, (USES)				
Transfers Out	<u>(32,599)</u>	<u>(32,599)</u>	(1) <u>(32,599)</u>	<u>-</u>
Total Other Financing Sources, -Uses	<u>(32,599)</u>	<u>(32,599)</u>	<u>(32,599)</u>	<u>-</u>
Net Change in Fund Balance	(51,199)	(54,603)	(16,443)	38,160
Beginning Fund Balance	<u>51,199</u>	<u>54,603</u>	<u>54,603</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,160</u>	<u>\$ 38,160</u>

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

COMMUNITY DEVELOPMENT FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Charges for Service	\$ 15,000	\$ -	\$ -	\$ -
Grants	1,800,000	900,000	659,467	(240,533)
Miscellaneous	930,000	1,287,000	1,290,343	3,343
Total Revenues	2,745,000	2,187,000	1,949,810	(237,190)
EXPENDITURES				
Materials and Services	2,225,000	824,500 (1)	802,718	21,782
Debt Service	282,500	280,000 (1)	274,749	5,251
Contingency	187,500	986,466 (1)	-	986,466
Total Community Development	2,695,000	2,090,966	1,077,467	1,013,499
Total Expenditures	2,695,000	2,090,966	1,077,467	1,013,499
OTHER FINANCING SOURCES, -USES				
Transfers Out	(350,000)	(350,000) (1)	(350,000)	-
Total Other Financing Sources, -Uses	(350,000)	(350,000)	(350,000)	-
Net Change in Fund Balance	(300,000)	(253,966)	522,343	776,309
Beginning Fund Balance	300,000	253,966	253,966	-
Ending Fund Balance	\$ -	\$ -	\$ 776,309	\$ 776,309

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

ST. HELENS VISITORS AND TOURISM FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Transient Room Tax	\$ 200,000	\$ 140,000	\$ 116,629	\$ (23,371)
Miscellaneous	225,000	262,000	251,902	(10,098)
Total Revenues	425,000	402,000	368,531	(33,469)
EXPENDITURES				
Materials and Services	334,000	472,000	435,586	36,414
Total Visitors and Tourism	334,000	472,000	(1) 435,586	36,414
Contingency	71,000	134	(1) -	134
Total Expenditures	405,000	472,134	435,586	36,548
Excess, (Deficit) of Revenues Over (Under) Expenditures	20,000	(70,134)	(67,055)	3,079
OTHER FINANCING SOURCES, -USES				
Transfers In	-	55,000	55,000	-
Transfers Out	(240,000)	(240,000)	(1) (240,000)	-
Net Change in Fund Balance	(220,000)	(255,134)	(252,055)	3,079
Beginning Fund Balance	220,000	255,134	255,134	-
Ending Fund Balance	\$ -	\$ -	\$ 3,079	\$ 3,079

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

	<u>STREET SDC FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 35,000	\$ 200,000	\$ 214,957	\$ 14,957
Total Revenues	35,000	200,000	214,957	14,957
EXPENDITURES				
Materials and Services	375,000	375,000	(1) -	375,000
Capital Outlay	695,000	860,041	(1) -	860,041
Total Expenditures	1,070,000	1,235,041	-	1,235,041
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(1,035,000)	(1,035,041)	214,957	1,249,998
OTHER FINANCING SOURCES, (USES)				
Transfers Out	(5,000)	(5,000)	(1) -	5,000
Net Change in Fund Balance	(1,040,000)	(1,040,041)	214,957	1,254,998
Beginning Fund Balance	1,040,000	1,040,041	1,040,041	-
Ending Fund Balance	\$ -	\$ -	\$ 1,254,998	\$ 1,254,998

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

	<u>PARK SDC FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 20,000	\$ 20,000	\$ 52,248	\$ 32,248
Total Revenues	<u>20,000</u>	<u>20,000</u>	<u>52,248</u>	<u>32,248</u>
EXPENDITURES				
Materials and Services	130,000	130,000	(1) 19,077	110,923
Capital Outlay	<u>112,500</u>	<u>90,741</u>	(1) <u>17,819</u>	<u>72,922</u>
Total Expenditures	<u>242,500</u>	<u>220,741</u>	<u>36,896</u>	<u>183,845</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(222,500)	(200,741)	15,352	216,093
OTHER FINANCING SOURCES, (USES)				
Transfers Out	<u>(2,500)</u>	<u>(2,500)</u>	(1) <u>(420)</u>	<u>2,080</u>
Total Other Financing Sources, -Uses	<u>(2,500)</u>	<u>(2,500)</u>	<u>(420)</u>	<u>2,080</u>
Net Change in Fund Balance	(225,000)	(203,241)	14,932	218,173
Beginning Fund Balance	<u>225,000</u>	<u>203,241</u>	<u>203,241</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 218,173</u>	<u>\$ 218,173</u>
(1) Appropriation Level				

CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON

SUPPLEMENTARY INFORMATION

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

CITY OF ST. HELENS URBAN RENEWAL AGENCY

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Taxes	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 51,595</u>	<u>\$ 51,595</u>
Total Revenues	<u> -</u>	<u> -</u>	<u> 51,595</u>	<u> 51,595</u>
Beginning Fund Balance	<u> -</u>	<u> -</u>	<u> -</u>	<u> -</u>
Ending Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 51,595</u></u>	<u><u>\$ 51,595</u></u>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET - BUDGETARY (NON-GAAP) BASIS
For the Year Ended June 30, 2019**

<u>WATER FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 3,280,000	\$ 3,280,000	\$ 3,484,573	\$ 204,573
Miscellaneous	-	20,000	22,145	2,145
Total Revenues	<u>3,280,000</u>	<u>3,300,000</u>	<u>3,506,718</u>	<u>206,718</u>
EXPENDITURES				
Operations				
Distribution	2,106,000	2,196,492	2,191,369	5,123
Filtration	445,500	464,008	416,072	47,936
Capital Outlay	455,000	455,000	232,779	222,221
Total Operations	<u>3,006,500</u>	<u>3,115,500</u>	(1) <u>2,840,220</u>	<u>275,280</u>
Debt Service	500,000	510,000	(1) 499,430	10,570
Contingency	<u>500,000</u>	<u>355,111</u>	(1) -	<u>355,111</u>
Total Expenditures	<u>4,006,500</u>	<u>3,980,611</u>	<u>3,339,650</u>	<u>640,961</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(726,500)	(680,611)	167,068	847,679
OTHER FINANCING SOURCES, (USES)				
Transfers In	<u>175,000</u>	<u>175,000</u>	<u>350,000</u>	<u>175,000</u>
Total Other Financing Sources, (Uses)	<u>175,000</u>	<u>175,000</u>	<u>350,000</u>	<u>175,000</u>
Net Change in Fund Balance	(551,500)	(505,611)	517,068	1,022,679
Beginning Fund Balance	<u>3,280,000</u>	<u>3,254,111</u>	<u>3,254,111</u>	-
Ending Fund Balance	<u>\$ 2,728,500</u>	<u>\$ 2,748,500</u>	3,771,179	<u>\$ 1,022,679</u>
Reconciliation to GAAP Net Position:				
Water SDC Fund Balance			708,138	
Net Capital Assets			13,836,486	
Deferred Outflows			377,836	
Deferred Inflows			(113,308)	
Proportionate Share of the Net Pension Liability			(815,259)	
OPEB - GASB 75			(48,056)	
Deferred Revenue			300,000	
Accrued Interest			(7,810)	
Long-Term Debt			(3,988,000)	
Compensated Absences			(70,924)	
Net Position			<u>\$ 13,950,282</u>	

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET - BUDGETARY (NON-GAAP) BASIS
For the Year Ended June 30, 2019**

<u>SEWER FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 3,926,000	\$ 4,131,000	\$ 3,963,710	\$ (167,290)
Interest	12,000	-	12,000	12,000
Miscellaneous	1,000	13,000	42,661	29,661
Total Revenues	<u>3,939,000</u>	<u>4,144,000</u>	<u>4,018,371</u>	<u>(125,629)</u>
EXPENDITURES				
Operations				
Collections	2,126,000	2,126,000	2,109,766	16,234
Primary Treatment	363,000	363,000	321,456	41,544
Secondary Treatment	962,000	1,053,000	588,988	464,012
Pump Services	227,500	227,500	220,528	6,972
Capital Outlay	300,000	300,000	8,647	291,353
Total Operations	<u>3,978,500</u>	<u>4,069,500</u>	(1) <u>3,249,385</u>	<u>820,115</u>
Debt Service	697,000	720,000	(1) 725,332	(5,332)
Contingency	500,000	662,277	(1) -	662,277
Total Expenditures	<u>5,175,500</u>	<u>5,451,777</u>	<u>3,974,717</u>	<u>1,477,060</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	<u>(1,236,500)</u>	<u>(1,307,777)</u>	<u>43,654</u>	<u>1,351,431</u>
OTHER FINANCING SOURCES, (USES)				
Transfers In	175,000	175,000	-	(175,000)
Transfers Out	<u>(2,100,000)</u>	<u>(2,100,000)</u>	(1) <u>(2,100,000)</u>	<u>-</u>
Total Other Financing Sources, (Uses)	<u>(1,925,000)</u>	<u>(1,925,000)</u>	<u>(2,100,000)</u>	<u>(175,000)</u>
Net Change in Fund Balance	<u>(3,161,500)</u>	<u>(3,232,777)</u>	<u>(2,056,346)</u>	<u>1,176,431</u>
Beginning Fund Balance	<u>4,500,000</u>	<u>4,571,277</u>	<u>4,571,277</u>	<u>-</u>
Ending Fund Balance	<u>\$ 1,338,500</u>	<u>\$ 1,338,500</u>	<u>\$ 2,514,931</u>	<u>\$ 1,176,431</u>
Reconciliation to GAAP Net Position:				
Sewer SDC Fund Balance			1,305,677	
Net Capital Assets			12,087,593	
Deferred Outflows			525,258	
Deferred Inflows			(155,073)	
Proportionate Share of the Net Pension Liability			(1,137,628)	
OPEB - GASB 75			(52,061)	
Deferred Revenue			623,166	
Accrued Interest			(41,716)	
Long-Term Debt			(6,531,924)	
Compensated Absences			(95,747)	
Net Position			<u>\$ 9,042,476</u>	

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET - BUDGETARY (NON-GAAP) BASIS
For the Year Ended June 30, 2019**

<u>STORM FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Charges for Services	\$ 900,000	\$ 910,500	\$ 939,337	\$ 28,837
Interest	5,000	5,000	5,000	-
Miscellaneous	1,000	6,000	-	(6,000)
Total Revenues	906,000	921,500	944,337	22,837
EXPENDITURES				
Operations	1,093,000	1,098,000	(1) 1,075,287	22,713
Capital Outlay	965,000	965,000	(1) 686,977	278,023
Contingency	500,000	952,252	(1) -	952,252
Total Expenditures	2,558,000	3,015,252	1,762,264	1,252,988
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(1,652,000)	(2,093,752)	(817,927)	1,275,825
OTHER FINANCING SOURCES, (USES)				
Transfers In	2,100,000	2,100,000	2,100,000	-
Total Other Financing Sources, (Uses)	2,100,000	2,100,000	2,100,000	-
Net Change in Fund Balance	448,000	6,248	1,282,073	1,275,825
Beginning Fund Balance	600,000	1,041,752	1,041,752	-
Ending Fund Balance	<u>\$ 1,048,000</u>	<u>\$ 1,048,000</u>	2,323,825	<u>\$ 1,275,825</u>
Reconciliation to GAAP Net Position:				
Storm SDC Fund			251,611	
Net Capital Assets			6,459,505	
Deferred Outflows			173,247	
Deferred Inflows			(51,620)	
Proportionate Share of the Net Pension Liability			(374,398)	
OPEB - GASB 75			(20,023)	
Compensated Absences			(31,915)	
Net Position			<u>\$ 8,730,232</u>	
(1) Appropriation Level				

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

<u>WATER SDC FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 60,000	\$ 60,000	\$ 73,809	\$ 13,809
Total Revenues	<u>60,000</u>	<u>60,000</u>	<u>73,809</u>	<u>13,809</u>
EXPENDITURES				
Materials and Services	200,000	200,000	(1) -	200,000
Capital Outlay	<u>485,000</u>	<u>493,513</u>	(1) <u>3,171</u>	<u>490,342</u>
Total Expenditures	<u>685,000</u>	<u>693,513</u>	<u>3,171</u>	<u>690,342</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(625,000)	(633,513)	70,638	704,151
OTHER FINANCING SOURCES, (USES)				
Transfers Out	<u>(5,000)</u>	<u>(5,000)</u>	(1) <u>(1,013)</u>	<u>3,987</u>
Total Other Financing Sources, -Uses	<u>(5,000)</u>	<u>(5,000)</u>	<u>(1,013)</u>	<u>3,987</u>
Net Change in Fund Balance	(630,000)	(638,513)	69,625	708,138
Beginning Fund Balance	<u>630,000</u>	<u>638,513</u>	<u>638,513</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 708,138</u>	<u>\$ 708,138</u>

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

	<u>SEWER SDC</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 65,000	\$ 65,000	\$ 104,089	\$ 39,089
Total Revenues	<u>65,000</u>	<u>65,000</u>	<u>104,089</u>	<u>39,089</u>
EXPENDITURES				
Materials and Services	500,000	500,000	(1) -	500,000
Capital Outlay	<u>820,000</u>	<u>757,372</u>	(1) -	<u>757,372</u>
Total Expenditures	<u>1,320,000</u>	<u>1,257,372</u>	<u>-</u>	<u>1,257,372</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(1,255,000)	(1,192,372)	104,089	1,296,461
OTHER FINANCING SOURCES, (USES)				
Transfers Out	<u>(10,000)</u>	<u>(10,000)</u>	(1) (784)	<u>9,216</u>
Total Other Financing Sources, -Uses	<u>(10,000)</u>	<u>(10,000)</u>	<u>(784)</u>	<u>9,216</u>
Net Change in Fund Balance	(1,265,000)	(1,202,372)	103,305	1,305,677
Beginning Fund Balance	<u>1,265,000</u>	<u>1,202,372</u>	<u>1,202,372</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,305,677</u>	<u>\$ 1,305,677</u>

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

	<u>STORM SDC FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 20,000	\$ 20,000	\$ 53,054	\$ 33,054
Total Revenues	<u>20,000</u>	<u>20,000</u>	<u>53,054</u>	<u>33,054</u>
EXPENDITURES				
Materials and Services	100,000	100,000 (1)	-	100,000
Capital Outlay	<u>112,500</u>	<u>116,181 (1)</u>	<u>-</u>	<u>116,181</u>
Total Expenditures	<u>212,500</u>	<u>216,181</u>	<u>-</u>	<u>216,181</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(192,500)	(196,181)	53,054	249,235
OTHER FINANCING SOURCES, (USES)				
Transfers Out	<u>(2,500)</u>	<u>(2,500) (1)</u>	<u>(124)</u>	<u>2,376</u>
Total Other Financing Sources, -Uses	<u>(2,500)</u>	<u>(2,500)</u>	<u>(124)</u>	<u>2,376</u>
Net Change in Fund Balance	(195,000)	(198,681)	52,930	251,611
Beginning Fund Balance	<u>195,000</u>	<u>198,681</u>	<u>198,681</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 251,611</u>	<u>\$ 251,611</u>
(1) Appropriation Level				

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**COMBINING STATEMENT OF NET POSITION
INTERNAL SERVICE FUNDS
June 30, 2019**

	INFORMATION TECHNOLOGY	EQUIPMENT	PUBLIC WORKS OPERATIONS	FACILITY MAJOR MAINTENANCE	TOTAL
ASSETS					
Current:					
Cash and Investments	\$ 139,159	\$ 446,772	\$ 788,341	461,118	\$ 1,835,390
Inventories	-	9,138	-	-	9,138
Total Current Assets	139,159	455,910	788,341	461,118	1,844,528
Capital Assets, (Net)	-	33,843	-	-	33,843
Total Assets	<u>\$ 139,159</u>	<u>\$ 489,753</u>	<u>\$ 788,341</u>	<u>461,118</u>	<u>\$ 1,878,371</u>
LIABILITIES AND NET POSITION					
Liabilities:					
Accounts Payable and Accrued Liabilities	\$ 1,080	\$ 5,830	\$ 28,717	26,767	\$ 62,394
Total Liabilities	1,080	5,830	28,717	26,767	62,394
Net Position:					
Net Investment in Capital Assets	-	33,843	-	-	33,843
Unrestricted	138,079	450,080	759,624	434,351	1,782,134
Total Net Position	138,079	483,923	759,624	434,351	1,815,977
Total Liabilities and Net Position	<u>\$ 139,159</u>	<u>\$ 489,753</u>	<u>\$ 788,341</u>	<u>461,118</u>	<u>\$ 1,878,371</u>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN NET POSITION - INTERNAL SERVICE FUNDS
For the Year Ended June 30, 2019**

	INFORMATION TECHNOLOGY	EQUIPMENT	PUBLIC WORKS OPERATIONS	FACILITY MAJOR MAINTENANCE	TOTAL
OPERATING REVENUES					
Internal Charges	\$ 369,000	\$ 656,650	\$ 3,334,000	50,000	\$ 4,409,650
Charges for Services	-	-	35,945	-	35,945
Total Revenues	369,000	656,650	3,369,945	50,000	4,445,595
OPERATING EXPENDITURES					
Operations	319,076	430,671	2,778,474	5,143	3,533,364
Depreciation	-	8,127	-	-	8,127
Total Expenditures	319,076	438,798	2,778,474	5,143	3,541,491
Operating Income, (Loss)	49,924	217,852	591,471	44,857	904,104
NONOPERATING REVENUES, (EXPENDITURES)					
Miscellaneous	-	-	28,452	75,262	103,714
Income Before Other Financing Items	49,924	217,852	619,923	120,119	1,007,818
OTHER FINANCING SOURCES, (USES)					
Transfers	-	32,599	-	660,000	692,599
Capital Contributions	-	(376,243)	-	(546,160)	(922,403)
Total Other Financing Sources, (Uses)	-	(343,644)	-	113,840	(229,804)
Change in Net Position	49,924	(125,792)	619,923	233,959	778,014
Beginning Net Position	88,155	609,715	139,701	200,392	1,037,963
Ending Net Position	\$ 138,079	\$ 483,923	\$ 759,624	434,351	\$ 1,815,977

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON
COMBINING STATEMENT OF CASH FLOWS
INTERNAL SERVICE FUNDS
For the Year Ended June 30, 2019**

	INFORMATION TECHNOLOGY	EQUIPMENT	PUBLIC WORKS	FACILITY MAJOR MAINTENANCE	TOTAL
Cash Flows from Operating Activities:					
Cash Received from Customers	\$ 369,000	\$ 656,650	\$ 3,369,945	50,000	\$ 4,445,595
Cash Paid to Suppliers	(297,617)	(219,727)	(366,152)	(5,143)	(888,639)
Cash Paid to Employees	(22,115)	(254,079)	(2,394,921)	-	(2,671,115)
Net Cash Provided -Used by Operating Activities	49,268	182,844	608,872	44,857	885,841
Cash Flows from Noncapital Financing Activities:					
Transfers	-	32,599	-	660,000	692,599
Assets Purchased for Other Funds	-	(376,243)	-	(519,393)	(895,636)
Miscellaneous Revenues/Expenditures	-	-	28,452	75,262	103,714
Net Cash Provided -Used by Noncapital Financing Activities	-	(343,644)	28,452	215,869	(99,323)
Net Increase -Decrease in Cash and Cash Equivalents	49,268	(160,800)	637,324	260,726	786,518
Cash and Investments at Beginning of Year	89,891	607,572	151,017	200,392	1,048,872
Cash and Investments at End of Year	<u>\$ 139,159</u>	<u>\$ 446,772</u>	<u>\$ 788,341</u>	<u>461,118</u>	<u>\$ 1,835,390</u>
Reconciliation of Operating Income to					
Net Cash Provided by Operating Activities					
Operating Income, -Loss	\$ 49,924	\$ 217,852	\$ 591,471	44,857	\$ 904,104
Noncash Items Included in Income:					
Depreciation	-	8,127	-	-	8,127
Decrease -Increase in Accounts Receivable					
Decrease -Increase in Inventory	-	(20)	-	-	(20)
Increase -Decrease in Accounts Payable and Accrued Liabilities	(656)	(43,115)	17,401	-	(26,370)
Net Cash Provided -Used by Operating Activities	<u>\$ 49,268</u>	<u>\$ 182,844</u>	<u>\$ 608,872</u>	<u>44,857</u>	<u>\$ 885,841</u>

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

INFORMATION TECHNOLOGY FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Charges for Interfund Services	\$ 350,000	\$ 369,000	\$ 369,000	\$ -
Total Revenue	350,000	369,000	369,000	-
EXPENDITURES				
Operations	283,000	312,500 (1)	301,204	11,296
Capital Outlay	17,000	17,000 (1)	17,872	(872)
Contingency	115,000	127,655 (1)	-	127,655
Total Expenditures	415,000	457,155	319,076	138,079
Net Change in Fund Balance	(65,000)	(88,155)	49,924	138,079
Beginning Fund Balance	65,000	88,155	88,155	-
Ending Fund Balance	\$ -	\$ -	\$ 138,079	\$ 138,079

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

<u>EQUIPMENT FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Interfund Services	<u>\$ 663,000</u>	<u>\$ 663,000</u>	<u>\$ 656,650</u>	<u>\$ (6,350)</u>
Total Revenue	<u>663,000</u>	<u>663,000</u>	<u>656,650</u>	<u>(6,350)</u>
EXPENDITURES				
Operations	372,500	447,500 (1)	378,337	69,163
Capital outlay	240,000	425,000 (1)	428,577	(3,577)
Contingency	<u>523,099</u>	<u>432,814</u> (1)	<u>-</u>	<u>432,814</u>
Total Expenditures	<u>1,135,599</u>	<u>1,305,314</u>	<u>806,914</u>	<u>498,400</u>
Excess, (Deficit) of Revenues Over (Under) Expenditures	(472,599)	(642,314)	(150,264)	492,050
OTHER FINANCING SOURCES, -USES				
Transfers In	<u>32,599</u>	<u>32,599</u>	<u>32,599</u>	<u>-</u>
Total Other Financing Sources, -Uses	<u>32,599</u>	<u>32,599</u>	<u>32,599</u>	<u>-</u>
Net Change in Fund Balance	(440,000)	(609,715)	(117,665)	492,050
Beginning Fund Balance	<u>440,000</u>	<u>609,715</u>	<u>567,745</u>	<u>(41,970)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>450,080</u>	<u>\$ 450,080</u>
Reconciling Items:				
Net Capital Assets			<u>33,843</u>	
Net Position			<u>\$ 483,923</u>	

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

<u>PUBLIC WORKS FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Miscellaneous	\$ -	\$ 30,000	\$ 28,452	\$ (1,548)
Engineering Fees	45,000	20,000	35,945	15,945
Charges for Interfund Services	<u>3,299,000</u>	<u>3,334,000</u>	<u>3,334,000</u>	<u>-</u>
Total Revenues	<u>3,344,000</u>	<u>3,384,000</u>	<u>3,398,397</u>	<u>14,397</u>
EXPENDITURES				
Operations	<u>3,363,000</u>	<u>3,098,000</u>	(1) <u>2,778,474</u>	<u>319,526</u>
Contingency	<u>21,000</u>	<u>425,701</u>	(1) <u>-</u>	<u>425,701</u>
Total Expenditures	<u>3,384,000</u>	<u>3,523,701</u>	<u>2,778,474</u>	<u>745,227</u>
Net Change in Fund Balance	(40,000)	(139,701)	619,923	759,624
Beginning Fund Balance	<u>40,000</u>	<u>139,701</u>	<u>139,701</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 759,624</u>	<u>\$ 759,624</u>

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET
For the Year Ended June 30, 2019**

FACILITY MAJOR MAINTENANCE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Internal Charges	\$ 65,000	\$ 65,000	\$ 50,000	\$ (15,000)
Intergovernmental	-	80,000	-	(80,000)
Miscellaneous	555,000	717,000	75,262	(641,738)
Total Revenues	620,000	862,000	125,262	(736,738)
EXPENDITURES				
Operations	110,000	10,000 (1)	8,907	1,093
Capital Outlay	120,000	550,000 (1)	542,396	7,604
Contingency	570,000	502,392 (1)	-	502,392
Total Expenditures	800,000	1,062,392	551,303	511,089
Excess, (Deficit) of Revenues Over (Under) Expenditures	(180,000)	(200,392)	(426,041)	(225,649)
OTHER FINANCING SOURCES, (USES)				
Transfers In	-	-	660,000	660,000
Total Other Financing Sources, (Uses)	-	-	660,000	660,000
Net Change in Fund Balance	(180,000)	(200,392)	233,959	434,351
Beginning Fund Balance	180,000	200,392	200,392	-
Ending Fund Balance	\$ -	\$ -	\$ 434,351	\$ 434,351

(1) Appropriation Level

**CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON**

**INDEPENDENT AUDITORS' REPORT REQUIRED BY
OREGON STATE REGULATIONS**



PAULY, ROGERS, AND Co., P.C.
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February 12, 2020

Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the City of St. Helens as of and for the year ended June 30, 2019, and have issued our report thereon dated February 12, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the City of St. Helens' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the City of St. Helens was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except for the following:

1. We noted seven instances where actual expenditures exceeded appropriations as noted on page 16.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

Independent Auditors' Report Required by Oregon State Regulations

This report is intended solely for the information and use of the council members and management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

UNSIGNED DRAFT



265 Strand Street, St. Helens, OR 97051
phone: 503.397.6272 fax: 503.366.7932
www.ci.st-helens.or.us

February 19, 2020

CITY OF ST. HELENS MUNICIPAL COURT REPORT

The Municipal Court started 2020 off well. We were very proud to have Melanie Payne receive the honor of the Employee Recognition Award. It was very well-deserved. The dust is finally starting to settle from the 2019 changes in the court. While it was a difficult time for the staff, they handled it with amazing grace and displayed an inspiring commitment to the City and their jobs.

Software Conversion

The final software conversion from Full Court to the Tyler system for the St. Helens Municipal Court occurred in late 2019. Circuit courts and many of the other municipal courts use the Tyler system. Preparation for the conversion was a major project for the court staff and very time consuming. They processed all the backlog and updated all the forms and offense codes. Ms. Payne and Ms. Messenger completed all the preparation on time and the conversion went well. We have all been trained and are feeling more adjusted to the new software.

Parking Cases – With parking citations, each ticket lists the license plate number of the car but not a name. Prior to the Tyler system, the Full Court system did not allow data to be input for parking citations because it only allowed individual names to be input. Because of that, the court had to track all parking citations through an excel spreadsheet which made tracking and collecting the fines difficult. The new system allows court staff to enter name and/or a vehicle license plate. With the Tyler system, the Court can stay on top of the parking tickets, generate reports for people who have not paid, and collect the fines in short order.

Collections Cases – Prior to the software conversion, the court staff had to manually input all the data for each case sent to collections. The process was very labor intensive. The collections cases had not been input by the prior court clerk for approximately six months. The court decided to hold off sending the cases to collections until the conversion was complete because the new system is significantly quicker. We anticipate that by the end of the day the staff will have sent all 676 files to collections. The collections cases will be sent on a monthly basis moving forward.

Staffing

Ms. Payne and Ms. Messenger make a great team. They have divided the labor well and work hard to ensure great customer service and efficient operation of the Municipal Court. Ms. Payne is the primary clerk for the pre-resolution criminal matters, entering convictions and judgments, public records, fingerprint cards, jury trials, and collections matters. She is also the master of the court's forms and macros in the new system. Ms. Messenger handles the probations, criminal show cause matters, traffic violations, and parking tickets. She is also the primary person in charge of payments and phone service. We continue to rely on having two full time clerks and feel it is necessary to continue with two full time clerks in order to maintain court operations.

Columbia Community Mental Health

The Municipal Court continues to have substance abuse and mental health assessments at the court twice a month with Columbia Community Mental Health. We hope to continue to forge a great working relationship once the new Executive Director is appointed.

Court Appointed Attorneys

One of our court appointed attorneys accepted a new position in Portland. The court will publish an advertisement in the Oregon State Bar Journal to hire at least one new court appointed attorney to handle the indigent defense cases.

Bailiff Position

The St. Helens Police Department continues to provide the court with security during court days. The officers are doing an excellent job and their service is greatly appreciated. A number of applicants have been interviewed but because it is a part time position with no benefits the applicant pool is very limited.

Court Dates

The court is continuing to work towards having court one day per week, with the third Monday off generally. One idea is to move the Thursday Review hearings to Monday afternoon at 3pm. We will discuss the option with court staff in the near future.


Goals for 2020

The Court has three primary goals for 2020:

1. Enable court staff to submit all traffic and criminal convictions to Oregon Department of Motor Vehicles and the Oregon State Police electronically;

2. Reduce the number of court dates to one day per week;
3. Hire a new criminal defense attorney to represent indigent defendants.

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	19 February 2020	
Subject:	January Public Works Department Activity Summary	

Engineering

1. Presented overview of the Public Works Department at the State of the City Address.
2. Received plans and started review of public improvements for project on McNulty Way.
3. Worked with Developer and Contractor to resolve issues for the Vet's office on N. 15th Street.
4. Reviewed conceptual plans for S. 1st Intersection and N. Vernonia sidewalk projects.
5. See complete report.

Parks

In addition to cleaning restrooms, general parks maintenance, and collecting garbage:

1. Installed new automatic locking doors on the restrooms in McCormick Park.
2. Pruned trees and shrubs around the Library and in McCormick and Columbia View Parks.
3. Inspected suspect trees on Whitetail Avenue and S. 8th Street.
4. Assisted Tina with moving items from the former "haunted house" location on Cowlitz Street.
5. See complete report.

Public Works Operations & Maintenance

1. Installed 9 new radio read meters, replaced 2 meters and 48 registers.
2. Took down Christmas lights and decorations from the Plaza and in front of City Hall.
3. Repaired a section of curb on S. 1st Street adjacent to the on street parking stalls.
4. Worked on various portions of the Utility Billing Department remodel.
5. Serviced and/or made repairs on 28 vehicles and/or equipment.
6. Installed a new drain to help with stormwater in the parking area for the McCormick Dog Park.
7. See complete reports.

Water Filtration Facility

1. Produced 38.5 million gallons of filtered drinking water, an average of 1.24 million gal/day.
2. City computer outage severely affected daily operation of plant – operators were required to monitor and be on site almost 24 hours.
3. Working to upgrade the SCADA system.

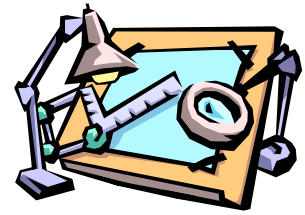
Waste Water Treatment Plant

1. Welcomed new Pretreatment Coordinator, Sam Ortiz.
2. Prepping to replace the auger at the headworks.
3. Troubleshooting issues with pump at PS#11.
4. Responded to two after hours call outs; computer outage required overtime.
5. See complete report.



Engineering Department Status Report

11 February 2020



DEVELOPMENT PROJECTS

Greystone Estates Subdivision

No change in status: Construction continues to move forward on the 80-lot subdivision located between Kelly Streets and Commons Drive. The Developer is on track to complete the new sanitary sewer, storm drain, water, and streets by mid-2020.

St. Helens Place Apartment Project

No change in status: Frontage improvements are under construction on Matzen Street and McBride Street including widening the streets and installing new sidewalks and lighting, and constructing a new half-street, Brayden Street, on the south side of the development. The approved public improvements include new storm drainage, extension of the water and sanitary sewer systems, and street trees around the entire site. The new apartment buildings are being constructed concurrently with the public improvements.

Columbia Vet Clinic

The contractor discovered that the abandoned sanitary sewer main that had served the site several decades ago was no longer usable needed to be lowered to meet the elevation requirements for the new building. Ultimately, they replaced the entire sanitary sewer under St. Helens Street so that the basement of the new building could gravity flow to the public sewer. This is now complete and the Contractor is preparing to pave. Once the paving is completed and the sidewalk repaired, they will be done with the public improvements required for the project.

Hanna's Place Development

No change in status: Still no new activity on this project since the pre-construction meeting was held for the public improvements. This project will be a 10-lot subdivision on N. 15th Street, north of St. Helens Street

N. 9th & Wyeth Street Development

The 2-inch watermain extension has been installed. The sanitary sewer was previously completed. Paving of the right-of-way is the remaining portion of the public improvement for this 4-lot development.

Control Solutions Development at McNulty & Industrial Way

Revised plans were recently submitted by the design engineer, Lower Columbia Engineering. These are currently being reviewed. Public infrastructure improvements will include a new storm drain system and frontage improvements including sidewalks on McNulty Way and Industrial Way.

New Middle School Project

Work is nearly complete on the frontage improvements, which include widening the street, storm drain improvements, and sidewalks around the perimeter of the site on N. 16th and West Streets. The termination of the sidewalk on West Street will include a ramp that will provide connection to the nearby driveway.

Potential Subdivision, Hankey Road

No new information from this potential developer.

Potential New Retail Store at Violett's Villa Property

Met with Planning Dept. and potential developer for the property across from the new Legacy Health building.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The Contractor working to complete the sidewalks on the south side of the roadway and then move the traffic control and work to the north side of the roadway. Once the sidewalks are complete, the roadway will be paved for the full length of the project and the bicycle lanes striped. This is a joint Columbia County – City of St. Helens project.

N. Vernonia Road Sidewalk Project

The design consultant is working on their 60% complete plans to be submitted for review by staff before the drawings are finalized and put out for bid. Construction is still on schedule to take place this summer.

Wayfinding Installation Project

The corrected signage has been installed. This project is now complete with exception of a few remaining bicycle & pedestrian signs that will be installed at certain locations by the Public Works staff once other nearby work is complete (i.e. the veterinarian's office on N. 15th Street).

S. 1st Street and St. Helens Street Intersection Improvement Project

The design team from Kittelson & Associates and Greenworks presented their conceptual design for the intersection to the City Council at the February 5 Work Session with positive feedback. They are now working to finalize the designs and will provide one more draft before the finished set of plans is completed.

Columbia Boulevard Sidewalk Safe Routes to School Grant Project

The final scope of work and fee schedule from the design consultant, David Evans and Associates has been provided for Council approval. This is scheduled to be on the consent agenda at the February 19 Council Session. Plans would be completed by September 2020 and work conducted as soon as the weather allowed in early 2021.

WATER SYSTEM PROJECTS

2MG Reservoir Rehabilitation Project

Staff has a meeting scheduled with the Contractor on Friday February 14 to discuss options and how to move forward.

Various Waterline Improvements Project

Bids open on Tuesday February 11 for the project that is currently out to bid to replace watermain on N. 7th, N. 9th, and N. 11th Streets. These locations have undersized mains as identified in the most current Water Master Plan and should be upsized to provide better water service and allow for compliant fire hydrants in those areas. The bid date had to be moved because of the recent computer outage.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were four permits issued in January, three for sidewalk repairs and one for NW natural to install a new service.

Miscellaneous Projects

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks and improve the Highway strip landscaping.

Attended a board meeting for the American Public Works Association Oregon Chapter Scholarship Foundation Board.

Participated and presented an overview of the Public Works Department at the State of the City Address at the new Middle School.

Helped to plan and implement the reception for retiring Parks Specialist, Paul Gerdes.

Training Workshops and Committee Meetings

Participated in the monthly Parks Commission Meeting.

Participated in the monthly Columbia County Traffic Safety Commission meeting.

Facilitated the monthly Joint Utility Coordinating meeting with representatives of the major franchise utilities.



Parks Department for January 2020



Daily duties were performed which include: cleaning restrooms, garbage pickup, and general parks maintenance.

Removed poop (not dog) from the ally at City Hall
Installed timed locking doors on the ballfield restrooms

Unloaded a gazebo at the Industrial Park property for Tina

Picked up glass at Campbell Park

Replaced a toilet seat at the McCormick Park restrooms

Removed blackberries at the City Hall parking lot

Removed a downed tree on the Industrial Park property

Checked on a tree on Whitetail Avenue

Received lift truck training

Chipped up Christmas trees

Cleaned up the storage rooms at the Parks office

Assisted Public Works on installing a drain in the parking lot next to the Parks office

Pruned trees and shrubs at Columbia View Park

Met with Councilor Morten at the Public Works Shops

Cleaned and washed Parks trucks

Reset power to the Veterans Memorial

Swept up glass on 18th Street

Picked up limbs at the Library

Pruned and trimmed trees and shrubs at the Library

Transported a deer to the tree farm

Cleaned the shop bay for Paul's retirement lunch

Pruned trees at McCormick Park

Repaired bathroom stalls at McCormick Park

Installed timed locking doors at McCormick Park restrooms

Moved a large window for Tina

Checked out a tree on S 8th Street

Moved stuff out of the haunted house on Cowlitz to the new location on S. 1st Street

Cleaned the chemical storage room at the Parks Shops

Obtained another pickup from the Building Department

Cleaned and outfitted the newly acquired pickup

Moved tables and chairs to the Parks Shop

Set up tables and chairs for Paul's retirement luncheon

Said "goodbye" to Paul Gerdes, long time Parks Specialist, who retired on January 31 after 21 years with the City

Public Works Work Report

January 2020

Water Dept:

Read meters and heavy users
Installed 9 new meters, replaced 2 meters & 48 registers
Took down Christmas lights and decorations
Filled potholes on Railroad Ave. & N. 6th St.
Removed meter at 1170 Deer Island Rd. – house being torn down
Put gravel in parking area at Parks Shop
Hauled off several loads of old concrete & asphalt
Cut out abandoned service line on Gable Rd.
Put 1 foot riser on hydrant on Gable Rd.
Replaced shut-off at 364 N. 18th St.
Made taps for service lines at 1661 & 1671 Wyeth St.
Took load of concrete to River St. for stairs
Cold patched pothole at N. 14th St & West St.
Replaced shut-off at 325 S. 4th St.
Put gravel on S. 2nd St.
Fixed fence at Veneer property by WWTP
Cleaned up shop & yard

Sewer Dept:

Jettied and unplugged sewer at 405 Lemont St.
Pulled and cleaned pump #1 at Pump Station #11
Took down Christmas lights and decorations
Cleaned up around Gracie's
Cleaned ditch at Cowlitz St & S. 2nd St.
Worked on roads at tree farm
Curb repair on S. 1st St.
Reconnected hose for WWTP sewer pump
Cleaned pit at dump station
Installed storm drain at Parks Shop
Helped work on stairs at Grey Cliffs Park
TVed line for TFT on Gable Rd.
Wire located N. 9th St. for water line replacement
Cleaned up shop and yard

Building Maintenance/Other

Took down Christmas lights and decorations
Sheetrocked Utility Billing Dept.
Worked on street signs and Wayfinding project
Repaired curb on S. 1st St.
Worked on door lock at Senior Center
Worked on lock and lights at Library
Got paint bids for Parks Shop & caretaker's house
Got bid for part of the windows in Senior Center
Changed more lights at Library
Poured concrete steps at Grey Cliffs Park
Measured windows at Senior Center
Changed lights at City Hall
Worked on windows in Utility Billing Dept.

Picked up blinds for Utility Billing Dept.

Moved gaming tables, chairs & tables to Rec. Dept. for banquet

Installed no-slip on steps at City Hall

Moved gaming tables, chairs & tables back out of Rec. Dept. after banquet

Cleaned up around shop and yard

Call-Outs

Plugged sewer at 214 N. 9th St.

Water on after plumbing repair at 314 N. 9th St.

Max came to PW shop to work on computers on MLK Day

Vandal broke window at 621 Columbia Blvd.

Miscellaneous:

Swept streets

Marked 82 locates

Checked wells & reservoirs daily



City of St. Helens, Oregon
Public Works
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal

January 2020

Water Production: **38.5** million gallons, which averages **1.24** million gallons per day

Week 1 Produced and sent December OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

Week 2 Rogers machine on site to service compressors. Grinder pump station high alarm, found that the discharge hose came off the pump during the night. Scott and the crew came over and assisted us in getting the hose put back on the pump, all better now. Testing the raw water pumps that we thought had failed and it seems to be isolated to the VFD failed instead of the actual pump on the floor. Contacting Advanced electric to come out and submit a bid to remove and replace the VFD that controls and operates the raw water pump. United Fire on site to test our fire pulls, smoke detectors and inspect and repair our failed sensor.

Week 3. No internet or phone, we are having to drive in to the WFF to answer any alarm that goes off and to perform our daily integrity tests on the membranes over the weekend.

Week 4. We still do not have access to our VPN remote access program to the WFF, it is considered a security risk to the City's server system that was hacked 2 weeks ago. Our VPN program is a secure program that we have paid for, it is not freeware and it is provided to us by a reliable VPN provider, I do hope that we are going to be extended our remote access program. Having to come in to the WFF during the 24 hours of a day to answer alarms and take care of the process is truly "shackling" the WFF operators to our job. Perhaps we can hire a third operator and have 3 shifts so someone will be here 24 hours a day to run the facility? Advanced Electric on site troubleshooting our failed VFD drive for the raw water pump. He found some faults in the communication card and reset several toggles to see if that will correct the problem we are experiencing with the drive. Advanced Electric is also looking into our need to upgrade the SCADA system so the 15 year old computers can be retired and the new computers can be programmed to operate the WFF. United Fire on site to do our 5 year sprinkler inspection.

Week 5. Advanced Electric on site to discuss our needs for upgrading the SCADA system and begin analyzing what we need to install to bring us up to the current standards for operating SCADA with new software. They are looking at being able to use the new servers we purchased for the Ignition upgrade and are discussing that Rockwell has changed their format as to how they are operating current water and wastewater treatment systems. Advanced Electric just upgraded the Longview Three rivers wastewater and water treatment SCADA systems and have a large pool of integrators that deal with water treatment systems and the SCADA process. They are returning to our facility, perhaps this week, to finally create a "backup" of the SCADA system that talks to our PLC (programmable logic controller) so that if we lose the ONLY computer that has the PLC program on it, we will be able to talk with the PLC and not lose all the programming that is in place. The SCADA computer that has the ONLY program that can modify and control the PLC is going on 15 years old. We appreciate the genuine concern and support we are receiving from Advanced Electric, we finally have local

support for our aging computer system. Advanced is putting together a bid as to the cost and what the task will entail. This feels so good to finally have local support and find an integrator that is working and dealing with SCADA systems in our immediate area. Advanced Electric, this is Adam Hamer, one of the Hamer brothers, and his company deals exclusively with matters dealing with the water and wastewater industry and their SCADA operating process. They have a team of 75 trained integrators that are licensed with Rockwell automation, our operating system. This provides a zone of easiness instead of a feeling of worry as to when the next domino will fall over. Advanced Electric on site making a true backup system of our failing SCADA computer so if it fails, we still have the original program and operating system available to bring the WFF back to life to continue making drinking water. However, we still do not have remote access to our SCADA system so we have to drive in to the WFF whenever we get an operational alarm that needs to be corrected and to perform our daily tasks to keep the WFF running and in compliance every day over the weekend.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

January 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- Working on insulating secondary building.
- 1/10-Replaced the fluorescent lighting in sample building with LEDs.
- 1/23-Aerator #11 tripped. Reset and running. Will keep an eye on it.

Primary System Report

- 1/23-Started taking apart the auger/compactor for screen two in preparation of new auger.

Pump Stations

- 1/7-PS#4-Built retaining wall to prevent control pad from being undermined.
- 1/15-PS#2-John painted ceiling.
- 1/21-PS#11-Pulled pump #1 to check if plugged. A few rags, but nothing that would cause issues. Also cleaned grease out of wetwell.
- 1/22-PS#11-Arne here to troubleshoot switch. Found limit switch full of water. Dried it up and repositioned to prevent reoccurrence.
- 1/27-PS#4-Cleaned floats and wetwell.

Sodium Hypochlorite System

- 5560 gallons used this month.
- 1/23-Hypo delivery-5150 gallons

Call-outs

- 1/14-John stayed late with IT.
- 1/18-1700-PS #11 pump 1 failure. Stewart in. Checked flow, lubed checkvalve arm. Pump working.
- 1/18-2300-PS#11 pump 1 failure. Stewart in. Pump still running normally. Turned off that specific alarm notification.

Plant

- 1/2-Cleaned South contact tank.
- 1/3-Roger fixed lab door. It won't slam shut anymore.
- 1/10-United Fire here to test heat and smoke detectors. They found the alarms in the shop signal burglary instead of fire. Called American Security to fix.
- 1/14-All computers off because of virus. No phones either.
- 1/15-American Security here to troubleshoot the alarms. Got them fixed.
- 1/21-Max down to work on computers.
- 1/24-Replaced water filters on MilliPore unit.

- 1/29-E-Coli test failed. Started retest procedure, five consecutive tests at four hour intervals. Sam and John in to set up tests at 2030 and 0030, and Aaron in to read off on 1/30 at 0005.

Pretreatment

- Sam getting familiar with the program.

Other

- 1/5-10-Quarterly sampling.
- 1/9-Copper BLM testing on river.
- 1/13-Sam Ortiz started as the new Pretreatment Coordinator.
- 1/15-Recollected VOCs for quarterly sampling.
- 1/30-?-CCYC down cleaning up debris and trash beyond vac truck dump for new path.

Next Month

- Install new auger in headworks.