



[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, January 21, 2015, 1:00 p.m.**  
 City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

Mayor Randy Peterson  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Susan Conn  
 Councilor Ginny Carlson

**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.  | Ballot Election for Council President Per Charter Chapter III Section 11                                                                                                                                                                                                                                               | 1:00 p.m. |
| 2.  | Visitor Comments                                                                                                                                                                                                                                                                                                       | 1:05 p.m. |
| 3.  | Annual Audit Report for Fiscal Year 2014/15 – <i>Kenny from Pauly, Rogers &amp; Co. PC</i>                                                                                                                                                                                                                             | 1:10 p.m. |
| 4.  | Reorganization Discussion Meeting Update - <i>John</i>                                                                                                                                                                                                                                                                 | 1:25 p.m. |
| 5.  | Review Council Operating Rules and Procedures                                                                                                                                                                                                                                                                          | 1:40 p.m. |
| 6.  | Watch Community Videos                                                                                                                                                                                                                                                                                                 | 2:00 p.m. |
| 7.  | Department Reports                                                                                                                                                                                                                                                                                                     | 2:20 p.m. |
| 8.  | Council Reports                                                                                                                                                                                                                                                                                                        | 2:40 p.m. |
| 9.  | Executive Session: ORS 192.660(2)(e) Real Property Transactions                                                                                                                                                                                                                                                        | 3:00 p.m. |
| 10. | Other Business                                                                                                                                                                                                                                                                                                         |           |
| 11. | Next Work Session Items                                                                                                                                                                                                                                                                                                |           |
| 12. | Upcoming Dates to Remember <ul style="list-style-type: none"> <li>• <b>January 21, Council Work Session, 1:00 p.m., Council Chambers</b></li> <li>• <b>January 21, Council Public Forum, 6:00 p.m., Council Chambers</b></li> <li>• <b>January 21, Council Regular Session, 7:00 p.m., Council Chambers</b></li> </ul> |           |
| 13. | Future Public Hearing(s)/Forum(s) <ul style="list-style-type: none"> <li>• Public Forum: January 21, 6:00 p.m., Smoke-Free Community</li> </ul>                                                                                                                                                                        |           |

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

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



# **City of St. Helens Columbia County, Oregon**

## **Financial Report For the Year Ended June 30, 2014**



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

MAYOR AND CITY COUNCIL MEMBERS AS OF JUNE 30, 2014

<u>NAME</u>	<u>TERM EXPIRES</u>
Randy Peterson – Mayor	December 31, 2014
Douglas Morten	December 31, 2014
Keith Locke	December 31, 2016
Susan Conn	December 31, 2014
Ginny Carlson	December 31, 2016

**CITY STAFF**

John Walsh, Administrator  
Terry Moss, Police Chief  
Sue Nelson and Neal Sheppard, Co-Interim Public Works Director  
Margaret Jeffries, Library Director  
Jon Ellis, Finance Director

**MAILING ADDRESS**

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

This Page Intentionally Left Blank



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

**TABLE OF CONTENTS**

	<u>PAGE NUMBER</u>
INDEPENDENT AUDITORS' REPORT	1
REQUIRED SUPPLEMENTARY INFORMATION:	
Management's Discussion and Analysis	i-vi
BASIC FINANCIAL STATEMENTS:	
Statement of Net Position	4
Statement of Activities	5
Balance Sheet - Governmental Funds	6
Reconciliation of Balance Sheet of Governmental Funds to the Statement of Net Position	7
Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds	8
Reconciliation of Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds – To Statement of Activities	9
Statement of Proprietary Net Position	10
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds	11
Statement of Cash Flows – Proprietary Funds	12
Notes to Basic Financial Statements	13
REQUIRED SUPPLEMENTARY INFORMATION:	
Schedule of Revenues, Expenditures and Changes in Fund Balance - Actual and Budget	
General Fund	30
Street Fund	31
SUPPLEMENTARY INFORMATION:	
Schedule of Revenues, Expenditures and Changes in Fund Balance - Actual and Budget	
Major Governmental Fund:	
Capital Improvement Fund	32
Combining Balance Sheet – Non-Major Governmental Funds	33
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Non-Major Governmental Funds	34
Schedule of Revenues, Expenditures and Changes in Fund Balance – Actual and Budget	
Non-Major Governmental Funds:	
St. Helens Visitor and Tourism Fund	35
State Revenue Sharing Fund	36
Community Development Fund	37

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

**TABLE OF CONTENTS**

**PAGE  
NUMBER**

Community Enhancement Fund	38
Water System Improvement Reserve Fund	39
Enterprise Funds:	
Water Fund	40
Sewer Fund	41
Combining Statement of Net Position – Internal Service Funds	42
Combining Statement of Revenues, Expenditures, and Changes in Net Position – Internal Service Funds	43
Combining Statement of Cash Flows – Internal Service Funds	44
Schedule of Revenues, Expenditures and Changes in Fund Balance – Actual and Budget	
Internal Service Funds:	
Fleet Maintenance Fund	45
Administrative Services Fund	46
Public Works Fund	47
Schedule of Property Tax Transactions and Balances of Taxes Uncollected - General Fund	48
INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS	49

## **FINANCIAL SECTION**

This Page Intentionally Left Blank



**PAULY, ROGERS, AND CO., P.C.**  
12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
(503) 620-2632 ♦ (503) 684-7523 FAX  
[www.paulyrogersandcpcpas.com](http://www.paulyrogersandcpcpas.com)

December 22, 2014

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, 2014, 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, 2014, 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 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 December 22, 2014, 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.

A handwritten signature in black ink, appearing to read "Ken Allen", is positioned above the printed name.

Kenneth Allen, CPA  
Municipal Auditor  
**PAULY, ROGERS AND CO., P.C.**

This Page Intentionally Left Blank

# **CITY OF ST. HELENS**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **For the Year Ended June 30, 2014**

#### **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, 2014. 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 of the City exceeded its liabilities at the close of the most recent fiscal year by \$52.24 million. Of this amount, \$8.17 million (unrestricted net position) may be used to meet the City's ongoing obligations to citizens and creditors.
- On a government-wide basis, the City's total net position increased \$2.59 million. Net position associated with governmental activities increased \$.82 million primarily reflecting increase in development activities (Building permits & System Development Charges). Net position associated with business-type activities increased \$1.8 million primarily reflecting timber revenue sales.
- On a fund basis, the City's governmental funds reported a combined ending fund balance of \$9.5 million. A \$.88 million increase from the prior year is primarily a reflection of increase in development fees and a decrease capital projects.
- The General Fund's financial position increased over last fiscal year. On June 30, 2014, the ending fund balance is \$1.83 million, an increase of \$.58 million from the previous year. The increase reflects improved local economy compounded by decreases in one time capital expenditures. The unassigned fund balance is \$1.77 million and represents 48% of operating expenditures and can be used to meet the City's ongoing obligations to citizens and creditors. City Council has designated a minimum unassigned fund balance to reflect no less than 20% of operating expenditures.

#### **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 and justice, land use and planning, street transportation, library and educational services, parks and recreation, tourism activities, and community housing services. The business-type activities include water system operations, sewer system operations, storm drain operations, fleet maintenance, administrative services and public works administrative activities.

### *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.

Information is presented separately in the governmental funds' Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances for the General and State Tax Street Funds. Other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

*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 Fleet Operations, Administrative Services and Public Works Administration. 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	
	2014	2013	2014	2013	2014	2013
<b>ASSETS</b>						
Current and other assets	\$ 10.41	\$ 9.46	\$ 7.05	\$ 5.40	\$ 17.46	\$ 14.86
Capital assets, net	16.16	16.16	32.89	32.59	49.04	48.76
Total assets	26.57	25.63	39.93	37.99	66.50	63.62
<b>LIABILITIES</b>						
Current liabilities	0.83	0.70	1.35	1.10	2.18	1.80
Long-term obligations	-	-	12.09	12.17	12.09	12.17
Total liabilities	0.83	0.70	13.44	13.27	14.27	13.97
<b>NET POSITION</b>						
Net Investment in Capital Assets	16.51	16.16	19.66	19.75	36.17	35.91
Restricted	7.22	6.54	0.68	0.13	7.90	6.67
Unrestricted	2.02	2.22	6.16	4.85	8.17	7.07
<b>TOTAL NET POSITION</b>	<b>\$ 25.74</b>	<b>\$ 24.92</b>	<b>\$ 26.50</b>	<b>\$ 24.72</b>	<b>\$ 52.24</b>	<b>\$ 49.65</b>

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The City's net position totaled \$52.24 million at June 30, 2014.

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.

<i>Changes in Net Position</i> (In \$ millions)						
	Governmental Activities		Business-type Activities		Totals	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Program revenues						
Charges for services	\$ 0.92	\$ 0.49	\$ 7.47	\$ 7.10	\$ 8.40	\$ 7.59
Operating grants and contributions	0.46	0.41	-	-	0.48	0.41
Capital grants and contributions	0.02	0.34	-	-	-	0.34
General revenues	-	-	-	-	-	-
Property taxes	1.53	1.51	-	-	1.53	1.51
Franchise taxes	1.42	1.38	-	-	1.42	1.38
Transient room taxes	0.08	0.08	-	-	0.08	0.08
Other grants and contributions	1.17	1.17	-	-	1.17	1.17
Investment earnings	0.02	0.03	0.04	0.04	0.06	0.07
Miscellaneous	0.15	0.16	1.44	0.75	1.59	0.91
Watershed logging	-	-	-	-	-	-
Transfers	0.40	0.90	(0.40)	(0.90)	-	-
Total revenues	<u>6.18</u>	<u>6.46</u>	<u>8.56</u>	<u>6.99</u>	<u>14.73</u>	<u>13.45</u>
Program expenses						
General government	0.38	0.45	-	-	0.38	0.45
Public safety	2.73	2.87	-	-	2.73	2.87
Highways and streets	0.75	0.68	-	-	0.75	0.68
Culture and recreation	1.50	1.25	-	-	1.50	1.25
Interest on long-term obligations	0.00	0.00	-	-	0.00	0.00
Water	-	-	3.07	3.20	3.07	3.20
Sewer	-	-	3.72	3.76	3.72	3.76
Total program expenses	<u>5.36</u>	<u>5.25</u>	<u>6.78</u>	<u>6.96</u>	<u>12.14</u>	<u>12.21</u>
Change in net position	0.82	1.21	1.77	0.03	2.59	1.24
Net position - beginning of year	<u>24.92</u>	<u>23.71</u>	<u>24.72</u>	<u>24.69</u>	<u>49.65</u>	<u>48.41</u>
Net position - end of year	<u>\$ 25.74</u>	<u>\$ 24.92</u>	<u>\$ 26.50</u>	<u>\$ 24.72</u>	<u>\$ 52.24</u>	<u>\$ 49.65</u>

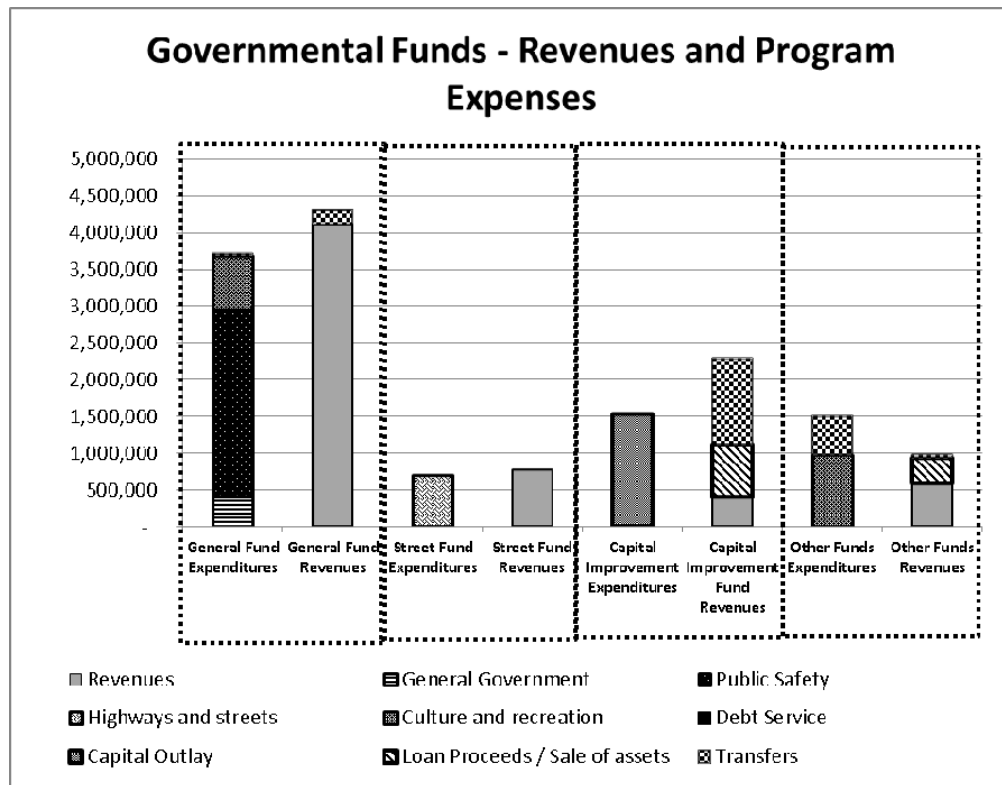
## Financial Analysis of the Government's Funds

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, unreserved 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 \$9.5 million. Approximately \$1.76 million or 19% 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.



The increase in reserves from \$8.60 million to \$9.48 million or an increase of \$.88 million primarily reflects increase in development activities (Building & System Development Charges) and transfers of reserves from enterprise operating funds to fund pending capital improvement projects. The chart below reflects governmental fund's revenue and program expenditures.



## Financial Analysis of the Proprietary's 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 \$6.16 million. The unrestricted net position increased by \$1.31 million primarily from timber sales. The identified capital infrastructure replacement and system growth needs has resulted in projected multiyear rate increases.

## 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 2013-14, staffing levels were maintained at the FY 2006-07 levels. The City strives to maintain or improve operating reserves in excess of financial policies.

## Capital Asset and Debt Administration

**Capital Assets:** Investment in capital assets by the governmental and business-type activities as of June 30, 2014 was \$49.04 million net of accumulated depreciation. The investment in capital assets includes land, buildings, and system improvements, machinery and equipment and roads.

The major capital asset events during the current fiscal year were as follows:

- Governmental activities:
  - Capital Projects In Progress
    - Gateway sculpture - \$27,900
    - Property acquisition - \$384,000
    - Library roof replacement - \$20,400
  - Sidewalks and Streets - \$283,700
- Business-type activities
  - Water Mains/Meters replacements - \$112,900
  - Water Telemetry System upgrade - \$137,500
  - Rolling Equipment - \$32,700
  - Sanitary Sewer I/I Project - \$694,400
  - Sewer Mains and Storm Drains replacements- \$258,800

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

**Long-term Debt:** At the end of the current fiscal year, the City had total debt outstanding of \$13.23 million. Of this amount, \$.2 million is reported governmental activities and \$13.03 million is reported in business-type activities. The City issued \$.7 million in debt in this fiscal year which represented an increase in the DEQ loan for Sanitary/Storm Drain Systems.

Additional information on the City's long-term debt may be found in Note 6 to the basic financial statements.

## Economic Factors and Next Year's Budgets and Rates

During the preparation of the budget for the ensuing fiscal year, several major assumptions were used:

- Health premium costs would increase 6%
- Anticipated cost of living increase of 2.5%
- Investment interest rates will be .5%
- Assessed values, the basis of property tax revenues, will grow by 2.4%
- Inflation will occur at 2.5%

## 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: Jon Ellis - Finance Director/Budget Officer, P. O. Box 278, St. Helens, Or 97051, or e-mailed to: [jellis@ci.st-helens.or.us](mailto:jellis@ci.st-helens.or.us).

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

**BASIC FINANCIAL STATEMENTS**

This Page Intentionally Left Blank

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

**STATEMENT OF NET POSITION  
June 30, 2014**

ASSETS			
	GOVERNMENTAL	BUSINESS TYPE	TOTAL
Current Assets:			
Cash and Investments	\$ 9,542,561	\$ 5,002,950	\$ 14,545,511
Receivables	875,265	1,904,463	2,779,728
Prepaid Items	7,865	-	7,865
Internal Balances	(60,508)	60,508	-
Supply Inventory	49,029	80,492	129,521
Total Current Assets	10,414,212	7,048,413	17,462,625
Interfund Loan	(350,962)	350,962	-
Capital Assets, net	16,507,670	32,534,344	49,042,014
Total Assets	26,570,920	39,933,719	66,504,639
LIABILITIES			
Current Liabilities:			
Accounts Payable and Accrued Liabilities	623,544	70,377	693,921
Accrued Interest Payable	-	131,827	131,827
Deposits Payable	7,968	203,927	211,895
Current Portion of Long-Term Debt	200,169	940,631	1,140,800
Total Current Liabilities	831,681	1,346,762	2,178,443
Long-Term Liabilities			
Loans Payable	-	12,088,362	12,088,362
Total Long-Term Liabilities	-	12,088,362	12,088,362
Total Liabilities	831,681	13,435,124	14,266,805
NET POSITION			
Net Investment in Capital Assets	16,507,670	19,659,921	36,167,591
Restricted For:			
Capital Projects	6,392,053	-	6,392,053
Community Enhancement	36,341	-	36,341
Tourism	222,633	-	222,633
Highways and Streets	557,566	-	557,566
Rate Stabilization	-	350,000	350,000
Debt Service	-	330,883	330,883
Other	6,841	-	6,841
Unrestricted	2,016,135	6,157,791	8,173,926
Total Net Position	\$ 25,739,239	\$ 26,498,595	\$ 52,237,834

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, 2014**

Functions/Programs	Expenses	Program Revenues		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General Government	\$ 375,865	\$ 282,782	\$ 3,250	\$ -
Public Safety	2,733,921	226,550	105,247	-
Culture and Recreation	1,497,574	38,271	345,795	16,500
Highways and Streets	747,615	373,275	5,650	-
Interest on Long Term Debt	962	-	-	-
Total Governmental Activities	<u>5,355,937</u>	<u>920,878</u>	<u>459,942</u>	<u>16,500</u>
Business-Type Activities				
Water	3,065,586	2,852,751	-	-
Sewer	3,715,725	4,621,374	-	-
Total Business Activities	<u>6,781,311</u>	<u>7,474,125</u>	<u>-</u>	<u>-</u>
Total Primary Government	<u>\$ 12,137,248</u>	<u>\$ 8,395,003</u>	<u>\$ 459,942</u>	<u>\$ 16,500</u>

General Revenues

Property Taxes  
Franchise Taxes  
Transient Room Taxes  
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
\$ (89,833)	\$ -	\$ (89,833)
(2,402,124)	-	(2,402,124)
(1,097,008)	-	(1,097,008)
(368,690)	-	(368,690)
(962)	-	(962)
(3,958,617)	-	(3,958,617)
-	(212,835)	(212,835)
-	905,649	905,649
-	692,814	692,814
(3,958,617)	692,814	(3,265,803)
1,529,374	-	1,529,374
1,422,800	-	1,422,800
79,223	-	79,223
1,172,350	-	1,172,350
20,349	41,569	61,918
148,804	1,442,119	1,590,923
(422,207)	422,207	-
825,000	(825,000)	-
4,775,693	1,080,895	5,856,588
817,076	1,773,709	2,590,785
24,922,163	24,724,886	49,647,049
\$ 25,739,239	\$ 26,498,595	\$ 52,237,834

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

**BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2014**

	GENERAL	STREET FUND	CAPITAL IMPROVEMENT FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
<b>ASSETS</b>					
Cash and Investments	\$ 2,026,052	\$ 587,967	\$ 6,303,813	\$ 624,729	\$ 9,542,561
Accounts Receivable	297,797	-	257,011	187,891	742,699
Property Taxes Receivable	132,566	-	-	-	132,566
Inventories	-	49,029	-	-	49,029
Due From Other Funds	16,298	-	-	-	16,298
Prepays	-	-	-	7,865	7,865
Total Assets	<u>\$ 2,472,713</u>	<u>\$ 636,996</u>	<u>\$ 6,560,824</u>	<u>\$ 820,485</u>	<u>\$ 10,491,018</u>
<b>LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts Payable and Accrued Liabilities	\$ 371,490	\$ 6,814	\$ 215,824	\$ 29,416	\$ 623,544
Deposits Payable	7,968	-	-	-	7,968
Due to Other Funds	-	-	-	16,298	16,298
Total Liabilities	<u>379,458</u>	<u>6,814</u>	<u>215,824</u>	<u>45,714</u>	<u>647,810</u>
<b>Deferred Inflows:</b>					
Unavailable Revenue	<u>264,958</u>	<u>-</u>	<u>14,398</u>	<u>80,930</u>	<u>360,286</u>
<b>Fund Balances:</b>					
<b>Nonspendable:</b>					
Inventory	-	49,029	-	-	49,029
Prepays	-	-	-	7,865	7,865
<b>Restricted For:</b>					
Capital Projects	61,451	-	6,330,602	-	6,392,053
Community Enhancement	-	-	-	36,341	36,341
Tourism	-	-	-	222,633	222,633
Highways and Streets	-	557,566	-	-	557,566
Other Purposes	-	6,841	-	-	6,841
<b>Committed For:</b>					
Arts Commission	-	-	-	43,435	43,435
Parks Capital	-	-	-	78,605	78,605
Library Equipment	-	-	-	16,850	16,850
Library Facilities	-	-	-	240,595	240,595
Library Grant Reserve	-	-	-	1,800	1,800
Economic Development	-	-	-	43,858	43,858
Police Reserve	-	-	-	1,859	1,859
<b>Assigned For:</b>					
Capital Projects	-	16,746	-	-	16,746
Unassigned	<u>1,766,846</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,766,846</u>
Total Fund Balances	<u>1,828,297</u>	<u>630,182</u>	<u>6,330,602</u>	<u>693,841</u>	<u>9,482,922</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>\$ 2,472,713</u>	<u>\$ 636,996</u>	<u>\$ 6,560,824</u>	<u>\$ 820,485</u>	<u>\$ 10,491,018</u>

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

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

**RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO STATEMENT OF NET POSITION  
June 30, 2014**

---

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

Fund Balances	\$ 9,482,922
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	16,507,670
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	(200,169)
Internal balances result from transactions between the governmental activities, business-type activities, and internal service funds.	
	(60,508)
Interfund loans that are not due within one year are not reported in the funds	
	(350,962)
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>360,286</u>
Total Net Position	<u><u>\$ 25,739,239</u></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, 2014**

	GENERAL	STREET FUND	CAPITAL IMPROVEMENT FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
<b>REVENUES</b>					
Property Taxes	\$ 1,542,416	\$ -	\$ -	\$ -	\$ 1,542,416
Transient Room Taxes	-	-	-	79,223	79,223
Franchise Fees	1,422,800	-	-	-	1,422,800
Licenses and Permits	387,244	-	-	-	387,244
Intergovernmental Revenues	387,365	741,534	25,559	449,659	1,604,117
Fines and Forfeitures	224,247	-	-	-	224,247
Systems Development Charges	-	-	364,125	-	364,125
Interest	13,058	11,539	-	1,520	26,117
Miscellaneous	138,410	7,847	7,000	48,698	201,955
Total Revenues	4,115,540	760,920	396,684	579,100	5,852,244
<b>EXPENDITURES</b>					
Current:					
General Government	401,298	-	-	-	401,298
Public Safety	2,540,791	-	-	-	2,540,791
Culture and Recreation	738,498	-	-	961,130	1,699,628
Highways and Streets	-	692,912	-	-	692,912
Capital Outlay	-	-	1,520,237	-	1,520,237
Total Expenditures	3,680,587	692,912	1,520,237	961,130	6,854,866
Excess, (Deficit) of Revenues Over, (Under) Expenditures	434,953	68,008	(1,123,553)	(382,030)	(1,002,622)
Other Financing Sources, -Uses					
Loan Proceeds	-	-	707,947	350,000	1,057,947
Transfers In	179,570	-	1,175,000	31,800	1,386,370
Transfers Out	(31,800)	-	-	(529,570)	(561,370)
Total Other Financing Sources, (Uses)	147,770	-	1,882,947	(147,770)	1,882,947
Net Change in Fund Balance	582,723	68,008	759,394	(529,800)	880,325
Beginning Fund Balance	1,245,574	562,174	5,571,208	1,223,641	8,602,597
Ending Fund Balance	\$ 1,828,297	\$ 630,182	\$ 6,330,602	\$ 693,841	\$ 9,482,922

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

**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, 2014**

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	\$	880,325
<p>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. This is the amount by which capital outlays exceeded depreciation in the current period.</p>		
Capital Outlay	\$	747,538
Depreciation Expense	<u>(403,628)</u>	<u>343,910</u>
Proceeds from long term interfund loans are reported as revenue in the governmental funds, but are considered to be debt in the government-wide statements.		(350,000)
Governmental funds record interest expense when paid. The statement of activities, however, records interest expense as it comes due.		(962)
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		(23,672)
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.		(29,607)
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		<u>(2,918)</u>
Change in Net Position	<u>\$</u>	<u>817,076</u>

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

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

**STATEMENT OF PROPRIETARY NET POSITION  
June 30, 2014**

	ENTERPRISE FUNDS			INTERNAL SERVICE
	WATER	SEWER	TOTAL	
ASSETS				
Current Assets				
Cash and Investments	\$ 2,789,206	\$ 2,050,462	\$ 4,839,668	\$ 163,282
Accounts Receivable	568,798	1,335,220	1,904,018	445
Inventory	52,118	19,185	71,303	9,189
Total Current Assets	3,410,122	3,404,867	6,814,989	172,916
Noncurrent Assets				
Interfund Loan	350,962	-	350,962	-
Capital Assets, net	15,400,762	17,059,105	32,459,867	74,477
Total Noncurrent Assets	15,751,724	17,059,105	32,810,829	74,477
Total Assets	\$ 19,161,846	\$ 20,463,972	\$ 39,625,818	\$ 247,393
LIABILITIES				
Current Liabilities				
Accounts Payable and Accrued Liabilities	\$ 26,789	\$ 23,672	\$ 50,461	\$ 19,916
Accrued Interest Payable	11,029	120,798	131,827	-
Deposits Payable	203,927	-	203,927	-
Compensated Absences Payable	59,882	94,688	154,570	-
Current Portion of Long-Term Liabilities	367,000	419,061	786,061	-
Total Current Liabilities	668,627	658,219	1,326,846	19,916
Long-term Liabilities				
Bonds & Loans Payable, Net of Current Portion	5,540,000	6,548,362	12,088,362	-
Total Liabilities	6,208,627	7,206,581	13,415,208	19,916
NET POSITION				
Invested in Capital Assets, Net of Related Debt	9,493,762	10,091,682	19,585,444	74,477
Restricted for Rate Stabalization	150,000	200,000	350,000	-
Restricted for Debt Service	-	330,883	330,883	-
Unrestricted	3,309,457	2,634,826	5,944,283	153,000
Total Net Position	\$ 12,953,219	\$ 13,257,391	26,210,610	\$ 227,477
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			227,477	
Internal balances result from transactions between the governmental activities, business-type activities, and internal service funds			60,508	
NET POSITION OF BUSINESS-TYPE ACTIVITIES			\$ 26,498,595	

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, 2014**

	ENTERPRISE FUNDS			INTERNAL SERVICE
	WATER	SEWER	TOTAL	
OPERATING REVENUES				
Utility Service Charges	\$ 2,851,532	\$ 4,617,923	\$ 7,469,455	\$ -
Other Service Charges	-	-	-	5,404
Internal Charges	-	-	-	1,627,374
Total Operating Revenues	2,851,532	4,617,923	7,469,455	1,632,778
OPERATING EXPENSES				
Personal Service	885,496	1,351,019	2,236,515	1,063,405
Materials and Services	1,255,610	1,699,878	2,955,488	580,351
Depreciation	774,084	519,396	1,293,480	8,127
Total Operating Expenses	2,915,190	3,570,293	6,485,483	1,651,883
Operating Income -Loss	(63,658)	1,047,630	983,972	(19,105)
NONOPERATING REVENUES, (EXPENSES)				
Transfers In	350,000	-	350,000	-
Transfers Out	(300,000)	(875,000)	(1,175,000)	-
Interest	21,300	20,269	41,569	-
Miscellaneous	37,249	10,543	47,792	-
Watershed Logging	1,394,327	-	1,394,327	-
Capital Contributions	276,317	145,890	422,207	-
Bond & Loan Interest Expense	(145,243)	(129,728)	(274,971)	-
Total Nonoperating Revenues -Expenses	1,633,950	(828,026)	805,924	-
Change in Net Position	1,570,292	219,604	1,789,896	(19,105)
NET POSITION, Beginning of Year	11,382,927	13,037,787	24,420,714	246,582
NET POSITION, End of Year	\$ 12,953,219	\$ 13,257,391	\$ 26,210,610	\$ 227,477

Reconciliation to the Statement of Activities:

Change in Net Position (from above) 1,789,896

A portion of the net revenue (expense) of the internal service funds  
are allocated to the business-type activities (9,937)

CHANGE IN NET POSITION OF BUSINESS TYPE ACTIVITIES \$ 1,779,959

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, 2014**

	ENTERPRISE FUNDS			INTERNAL SERVICE
	WATER	SEWER	TOTAL	
Cash Flows from Operating Activities:				
Cash Received from Customers	\$ 2,857,775	\$ 4,577,287	\$ 7,435,062	\$ 1,632,563
Cash Paid to Suppliers	(1,250,129)	(1,704,753)	(2,954,882)	(599,768)
Cash Paid to Employees	(883,310)	(1,344,976)	(2,228,286)	(1,063,405)
Net Cash Provided -Used by Operating Activities	724,336	1,527,558	2,251,894	(30,610)
Cash Flows from Noncapital Financing Activities:				
Miscellaneous Receipts	37,249	10,543	47,792	-
Transfers	(300,000)	(875,000)	(1,175,000)	-
Net Cash Provided -Used by Noncapital Financing Activities	(262,751)	(864,457)	(1,127,208)	-
Cash Flows from Capital and Related Financing Activities:				
Payment of Principal of Long Term Debt	(367,445)	(315,277)	(682,722)	-
Payment of Interest on Long Term Debt	(135,787)	(47,767)	(183,554)	-
Purchase of Capital Assets	-	(111,205)	(111,205)	-
Net Cash Provided -Used by Capital and Related Financing Activities	(503,232)	(474,249)	(977,481)	-
Cash Flows from Investing Activities:				
Waterhed Logging - net	1,394,327	-	1,394,327	-
Interest on Investments	20,338	20,269	40,607	-
Net Cash Provided -Used by Investing Activities	1,414,665	20,269	1,434,934	-
Net Increase -Decrease in Cash and Cash Equivalents	1,373,018	209,121	1,582,139	(30,610)
Cash and Investments at Beginning of Year	1,416,188	1,841,341	3,257,529	193,892
Cash and Investments at End of Year	<u>\$ 2,789,206</u>	<u>\$ 2,050,462</u>	<u>\$ 4,839,668</u>	<u>\$ 163,282</u>
Reconciliation of Operating Income to				
Net Cash Provided by Operating Activities				
Operating Income, -Loss	\$ (63,658)	\$ 1,047,630	\$ 983,972	\$ (19,105)
Noncash Items Included in Income:				
Depreciation	774,084	519,396	1,293,480	8,127
Decrease -Increase in Accounts Receivable	(60,593)	(40,636)	(101,229)	(215)
Decrease -Increase in Inventory	5,107	(1,560)	3,547	477
Increase -Decrease in Accounts Payable and Accrued Liabilities	374	(3,315)	(2,941)	(19,894)
Increase -Decrease in Accrued Vacation Payable	2,186	6,043	8,229	-
Increase -Decrease in Customer Deposits	66,836	-	66,836	-
Net Cash Provided -Used by Operating Activities	<u>\$ 724,336</u>	<u>\$ 1,527,558</u>	<u>\$ 2,251,894</u>	<u>\$ (30,610)</u>
<b>NON-CASH TRANSACTIONS</b>				
Capital Contribution - Assets Purchased by other funds	276,317	951,214	1,227,531	-
Capital Contribution - Debt proceeds received by other funds	-	(707,948)	(707,948)	-
Interfund Loan (Transfer made by Water Reserve Fund)	350,000	-	350,000	-
Interest accrued on interfund loan	962	-	962	-

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 does not have any component units.

**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.

**STATE TAX STREET FUND**

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

**CAPITAL IMPROVEMENT FUND**

This fund accounts for all capital improvement projects done by the City.

**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.

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**B. BASIS OF PRESENTATION – FUND ACCOUNTING (continued)**

**COMBINED INTERNAL SERVICE FUNDS**

These proprietary funds, which include the Fleet Maintenance, Administrative Services, and Public Works 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.

The City also includes the following fund types as other governmental funds:

Special Revenue Funds – These funds account for revenue derived from specific taxes or other revenue sources, which are designated to finance particular functions or activities. When a special revenue fund is not an operating fund, transfers are made from the special revenue fund to the operating funds authorized to make expenditures.

Water Improvement Reserve Fund – This fund accounts for monies put in to reserve for future capital improvements to water infrastructure.

**C. GOVERNMENT WIDE FINANCIAL STATEMENTS**

The government-wide financial statements (i.e. the statement of net assets and the statement of changes in net assets) 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.

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.

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

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.

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (continued)**

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.

**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.

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**G. BUDGETS (continued)**

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, 2014.

**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 Proprietary Fund types as consumed except that on the budgetary basis they are considered expenditures as purchased.

**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 in excess of two years. 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

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**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 assets. Bond premiums and discounts, as well as issuance costs, 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. 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 120 days. 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.

**L. RETIREMENT PLANS**

All eligible employees may participate in the Public Employees Retirement System (PERS). Contributions to PERS are made on a current basis as required by the plan and are charged to expenditures as funded.

**M. 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).



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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**M. FUND BALANCE (continued)**

- 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. The fund balance of the Water System Improvement Reserve fund has been assigned by management to pay for the cost of future capital projects.
- 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.

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.

**N. 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.

**O. 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.

**P. CASH AND 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**

---

**Q. 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.

**R. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets and liabilities, the statement of financial position will sometimes report a separate section for deferred outflows and inflows of resources. As a separate financial statement element, deferred outflows of resources, represents a consumption of net positions that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City does not have any items classified in this category.

Deferred inflows of resources represent an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. In the governmental funds, a deferred inflow titled "unavailable revenue" is recognized to offset any items that have been accrued as receivables where the related revenue will not be collected within 60 days.

**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:

Petty Cash	\$ 1,809
Demand Deposits	(25,895)
Investments	14,569,597
	<u>\$ 14,545,511</u>

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

**2. CASH AND INVESTMENTS (continued)**

**Investments**

The State Treasurer's Local Government Investment Pool is not registered with the U.S. Securities and Exchange Commission as an investment company. The Oregon Revised Statutes and the Oregon Investment Council govern the State's investment policies. The State Treasurer is the investment officer for the Council and is responsible for all funds in the State Treasury. These funds must be invested, and the investments managed, as a prudent investor would, exercising reasonable care, skill and caution. Investments in the Fund are further governed by 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.

Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. As of June 30, 2014 the fair value of the position in the LGIP is 100.8% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. There were no known violations of legal or contractual provisions for deposits and investments during the fiscal year.

**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:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (in months)</u>	
		<u>Less than 3</u>	<u>More than 3</u>
State Treasurer's Investment Pool	\$ 13,838,494	\$ 13,838,494	\$ -
US Bank Treasury Note	731,103	-	731,103
Total	\$ 14,569,597	\$ 13,838,494	\$ 731,103

**Concentration of Credit/Deposit Risk**

At year-end, the City's net carrying amount of deposits was -\$25,895 and the bank balance was \$144,004. Of these deposits, the entire amount was covered by federal depository insurance. If any deposits not covered by federal depository insurance would be collateralized by the State of Oregon.

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

**3. RECEIVABLES**

The details for the City's receivables at June 30, 2014 were as follows:

	Governmental Activities/Funds				Business-Type Activities/ Proprietary Funds			Totals
	General	Street	Capital Improvement	Other Governmental Funds	Water	Sewer	Internal Service	
Accounts	\$ 101,516	\$ -	\$ -	\$ -	\$ 588,509	\$ 919,354	\$ 445	\$ 1,609,824
System Development Charges	-	-	-	-	-	87,515	-	87,515
Construction Loan Draws	-	-	242,612	-	-	-	-	242,612
Business Licenses	18,070	-	-	-	-	-	-	18,070
Dog Licenses	22,669	-	-	-	-	-	-	22,669
State Revenue Sharing	27,982	-	-	-	-	-	-	27,982
Grants	1,245	-	-	178,731	-	-	-	179,976
Property Assessments	4,474	-	14,399	-	-	367,304	-	386,177
Property Taxes	132,565	-	-	-	-	-	-	132,565
Cash Held - County Treasurer	27,093	-	-	-	-	-	-	27,093
Interest	3,411	-	-	-	-	-	-	3,411
Other	-	-	-	9,160	-	-	-	9,160
Fines	2,558,370	-	-	-	-	-	-	2,558,370
Allowance for Doubtful Accounts	(2,467,032)	-	-	-	(19,711)	(38,953)	-	(2,525,696)
<b>Total</b>	<b>\$ 430,363</b>	<b>\$ -</b>	<b>\$ 257,011</b>	<b>\$ 187,891</b>	<b>\$ 568,798</b>	<b>\$ 1,335,220</b>	<b>\$ 445</b>	<b>\$ 2,779,728</b>

**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, 2014 are as follows:

	June 30, 2013	Additions	Retirements	June 30, 2014
Capital Assets Not Being Depreciated:				
Land	\$ 2,022,019	\$ -	\$ -	\$ 2,022,019
Right-Of-Way	5,259,111	-	-	5,259,111
Library Collection	1,297,493	-	-	1,297,493
Construction in Progress	25,127	476,847	-	501,974
Total	8,603,750	476,847	-	9,080,597
Depreciable Assets:				
Buildings and Improvements	4,724,445	-	-	4,724,445
Equipment	2,000,327	6,724	(95,130)	1,911,921
Infrastructure	5,832,467	263,967	-	6,096,434
Total	12,557,239	1,224,385	(95,130)	12,732,800
Less Accumulated Depreciation:				
Buildings and Improvements	(2,304,586)	(116,392)	-	(2,420,978)
Equipment	(1,266,676)	(111,560)	95,130	(1,283,106)
Infrastructure	(1,425,967)	(175,676)	-	(1,601,643)
Total	(4,997,229)	(403,628)	95,130	(5,305,727)
Total Capital Assets Being Depreciated (Net)	7,560,010	820,757	-	7,427,073
Total Capital Assets, Governmental Activities (Net)	\$ 16,163,760			\$ 16,507,670

Governmental depreciation was allocated to the functions as follows:

General Government	\$ 30,363
Public Safety	192,241
Culture and Recreation	128,597
Highways and Streets	52,427
Total Governmental Activities	\$ 403,628

**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, 2014 are as follows:

	June 30, 2013	Additions	Retirements	June 30, 2014
Capital Assets Not Being Depreciated:				
Land	\$ 1,006,535	\$ -	\$ -	\$ 1,006,535
Construction In Progress	2,731,868	553,443	-	3,285,311
Total	3,738,403	553,443	-	4,291,846
Depreciable Assets:				
Buildings and Improvements	25,281,775	493,716	-	25,775,491
Equipment	7,858,683	67,796	-	7,926,479
Infrastructure	15,571,348	126,405	-	15,697,753
Total	48,711,806	687,917	-	49,399,723
Less Accumulated Depreciation:				
Buildings and Improvements	(8,410,278)	(767,251)	-	(9,177,529)
Equipment	(3,741,433)	(268,179)	-	(4,009,612)
Infrastructure	(7,703,907)	(266,177)	-	(7,970,084)
Total	(19,855,618)	(1,301,607)	-	(21,157,225)
Total Capital Assets Being Depreciated (Net)	28,856,188	(613,690)	-	28,242,498
Total Net Capital Assets				
Business-Type Activities	<u>\$ 32,594,591</u>			<u>\$ 32,534,344</u>

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

Water	\$ 774,084
Sewer	519,396
Internal Service Fund	8,127
Total Business-Type Activities	<u>\$ 1,301,607</u>

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**5. DEFERRED INFLOWS – UNAVAILABLE REVENUE**

The governmental funds only recognize revenue that is available within 60 days. Revenues that have been accrued as receivables but that are not available in that timeframe are considered to be unearned, and are classified as deferred inflows on the governmental fund's balance sheet.

The General Fund had unavailable revenue totaling \$264,958, which consisted of \$132,565, \$127,919, and \$4,474 of property taxes, court fines, and unbounded assessments respectively. The Capital Improvement Fund had unavailable revenue of \$14,398, which represented unavailable system development charges. Finally, the Other Governmental Funds had \$80,930 of unavailable revenue related to community development block grants.

**6. RETIREMENT PLANS**

Plan Description:

The City is a participating employer in the State of Oregon Public Employees Retirement System Plan. PERS is a defined benefit pension plan that provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to members and their beneficiaries. Benefits are established by state statute. In the 2003 legislative session, the Oregon Legislative Assembly created a successor plan for PERS. The Oregon Public Service Retirement Plan ("OPSRP") is effective for all new employees hired on or after August 29, 2003, and applies to any inactive PERS members who returned to employment following a six month or greater break in service. The new plan consists of a defined benefit program (the Individual Account Program or "IAP"). The Pension Program portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated by a formula for members who attain normal retirement age. The formula takes into account final average salary and years of service and a factor that varies based on type of service (general verses police or fire).

Both PERS and OPSRP are administered by the Oregon Public Employees Retirement Board ("OPERB"). The comprehensive annual financial report of the funds administered by the OPERB may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, Oregon 97281-3700, by calling (503) 598-7377, or by accessing the PERS website at [www.oregon.gov/PERS](http://www.oregon.gov/PERS).

Description of Funding Policy:

Plan members are required to contribute six percent of their annual covered salary. ORS 238.225 requires the City to contribute at an actuarially determined rate(s). In 2003, the Oregon Legislature revised OPERF operations and how benefits for existing and new employees are calculated and funded. Accordingly, employers may now have two rates to use in calculating the amount owed to fund the liabilities of employees benefits in OPERF. The new plan, established in 2003, is called the Oregon Public Service Retirement Plan (OPSRP) and the current rates are: PERS-General Service 19.31%, OPSRP-General Service 14.66%, and OPSRP-Police and Fire 17.39%, respectively, of annual covered payroll. The contribution requirement of plan members are established under ORS Chapter 238, and may be amended by an act of the Oregon legislature.

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

**6. RETIREMENT PLANS (continued)**

The City's contribution to the plan for the years ending June 30, 2014, 2013, and 2012, were equal to the City's required contributions for each year as follows:

Year Ended June 30	City Contribution	City Paid Member Contribution	Totals
2014	\$ 681,758	\$ 232,472	\$ 914,230
2013	\$ 666,853	\$ 230,204	\$ 897,057
2012	\$ 722,471	\$ 248,999	\$ 971,470

**7. LONG-TERM DEBT**

Long term debt for governmental activities changed as follows for the year ended June 30, 2014:

Debt Item	Balance July 1, 2013	Additions	Reductions	Balance June 30, 2014	Balance Due Within One Year
Compensated Absences	\$ 176,497	\$ 200,169	\$ (176,497)	\$ 200,169	\$ 200,169
Total Long-Term Debt	<u>\$ 176,497</u>	<u>\$ 200,169</u>	<u>\$ (176,497)</u>	<u>\$ 200,169</u>	<u>\$ 200,169</u>

Long term debt for business-type activities changed as follows for the year ended June 30, 2014:

Debt Item	Balance July 1, 2013	Issued	Matured and Redeemed	Balance June 30, 2014	Balance Due Within One Year
DEQ Loan (R06801)	\$ 1,850,000	\$ -	\$ (100,000)	\$ 1,750,000	\$ 100,000
DEQ Loan (R80160)	121,320	-	(80,277)	41,043	41,043
DEQ Loan (R80162)	419,761	102,616	-	522,377	56,606
DEQ Loan (R80163)	2,271,671	605,332	-	2,877,003	88,412
OECD Loan (GO4004)	132,445	-	(132,445)	-	-
Capital One - Water Refunding Note	6,142,000	-	(235,000)	5,907,000	367,000
Capital One - Sewer Refunding Note	1,912,000	-	(135,000)	1,777,000	133,000
Total Loans Payable	<u>\$ 12,849,197</u>	<u>\$ 707,948</u>	<u>\$ (682,722)</u>	<u>\$ 12,874,423</u>	<u>\$ 786,061</u>
Compensated Absences	<u>146,341</u>	<u>154,570</u>	<u>(146,341)</u>	<u>154,570</u>	<u>154,570</u>
Total Long-Term Debt	<u>\$ 12,995,538</u>	<u>\$ 862,518</u>	<u>\$ (829,063)</u>	<u>\$ 13,028,993</u>	<u>\$ 940,631</u>

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**7. LONG-TERM DEBT (continued)**

Details for business-type loans payable as of June 30, 2014 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 R80160)

The City pays semi-annual installments, including principal and 3% interest. 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 are set to begin 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 continues to draw down on this construction loan, which has been authorized for an amount up to a maximum of \$4,559,700. Payments are set to begin in 2014 and will be due in semi-annual installments, including principal and 2.83% interest. Net operating revenues of the sewer system have been pledged.

Oregon Economic and Community Development Department (Loan G04004)

During 2012-2013, the City paid down and refinanced all but \$132,445 of principal on this Construction loan. Proceeds from Capital One Water Refunding Note were used to pay off the principal balance. The final principal and interest payments have been made as of June 30, 2014.

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.



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

**NOTES TO BASIC FINANCIAL STATEMENTS**

**7. LONG-TERM DEBT (continued)**

Future maturities of business-type debt are as follows:

Fiscal Year	DEQ R06801		DEQ R80160		DEQ R80162		DEQ R80163	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2014-2015	100,000	-	41,043	616	56,606	20,168	88,412	111,020
2015-2016	100,000	-	-	-	114,276	5,466	180,595	63,889
2016-2017	100,000	-	-	-	115,709	4,033	185,743	120,121
2017-2018	100,000	-	-	-	117,159	2,583	191,036	114,828
2018-2019	100,000	-	-	-	118,627	1,113	196,480	109,384
2019-2024	500,000	-	-	-	-	-	1,069,659	459,661
2024-2029	500,000	-	-	-	-	-	965,078	298,293
2029-2034	250,000	-	-	-	-	-	-	-
Total	<u>\$ 1,750,000</u>	<u>\$ -</u>	<u>\$ 41,043</u>	<u>\$ 616</u>	<u>\$ 522,377</u>	<u>\$ 33,363</u>	<u>\$ 2,877,003</u>	<u>\$ 1,277,196</u>

Fiscal Year	Capital One - Water		Capital One - Sewer		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2014-2015	367,000	134,502	133,000	40,196	786,061	306,502
2015-2016	377,000	125,761	136,000	37,036	907,871	232,152
2016-2017	382,000	116,843	138,000	33,817	921,452	274,814
2017-2018	392,000	107,748	141,000	30,539	941,195	255,698
2018-2019	401,000	98,430	144,000	27,190	960,107	236,117
2019-2024	2,157,000	344,405	760,000	83,544	4,486,659	887,610
2024-2029	1,597,000	104,378	325,000	7,671	3,387,078	410,342
2029-2034	234,000	2,744	-	-	484,000	2,744
Total	<u>\$ 5,907,000</u>	<u>\$ 1,034,811</u>	<u>\$ 1,777,000</u>	<u>\$ 259,993</u>	<u>\$ 12,874,423</u>	<u>\$ 2,605,979</u>

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) Sewer Separation Project loan, as well as the 2003/2004 I&I Correction Projects, the Wastewater I&I Infiltration Reduction loan, and the Wastewater Facilities Planning loan (of which R80162 and R80163 are not currently in re-payment).

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 \$1,390,039, while 105% of the debt service requirement was \$381,196. Additionally, ODEQ requires the City to document and maintain a reserve for debt service. At June 30, 2014, the reserve requirement for the Sewer Fund was \$330,883. 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, 2014, the Water Fund had a debt ratio of 1.54 and the Sewer Fund had a debt ratio of 3.83.

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

**8. INTERFUND BALANCES AND TRANSFERS**

Interfund Loan (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 is scheduled to be paid back over a period of five years and bears interest at a rate of 0.5%, equal to the rate of return on moneys invested in the Local Government Investment Pool at the time of approval. Actual payments begin in year four, with \$150,000 of principal and \$11,725 of interest paid to the Water Fund. The loan is scheduled to be paid off in year 5 with principal and interest payments of \$200,000 and \$4,200 respectively. The loan may be prepaid in whole or in part before the maturity date, without penalty, and with interest accrued to the date of the prepayment. In addition, the City Administrator is authorized to revise the repayment schedule, so long as the repayment term does not exceed ten years from the date that the loan was made. Interest of \$962 has accrued as of June 30, 2014.

Due To/From Other Funds (Short Term):

\$16,298 is reported as due to the General Fund from the Community Development Fund (Other Governmental Fund). This short term balance is in place for the purpose of covering the Community Development Fund's overdrawn balance of pooled cash.

Interfund transfers during the year ended June 30, 2014 were as follows:

<u>Governmental Funds</u>	<u>Transfers</u>	
	<u>In</u>	<u>Out</u>
General	\$ 179,570	\$ 31,800
Capital Improvement	1,175,000	-
Other	31,800	529,570
 <u>Proprietary Funds</u>		
Water	350,000	300,000
Sewer	-	875,000
 Total Transfers	 <u>\$ 1,736,370</u>	 <u>\$ 1,736,370</u>

Transfers were used to fund operations between funds.

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

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**9. 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 2013-2014, the Capital Improvement Fund spent \$276,317 and \$951,214 respectively for capital assets in the Water and Sewer Fund. In addition, the Sewer Fund paid for \$97,376 of general government capital assets. The Capital Improvement Fund also received \$707,948 of long term debt proceeds for the Sewer Fund. On the Statement of Activities, these transactions resulted in a net capital contribution to the Business-Type Activities of \$422,207.

**10. 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.

**11. 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. As of June 30, 2014, City employees had accumulated 2,201 days of sick leave. 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. As of June 30, 2014 \$91,086 of sick leave has been earned by eligible retirees and could be converted to their VEBA account upon retirement.

**12. 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.

This Page Intentionally Left Blank

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

**REQUIRED SUPPLEMENTARY INFORMATION**

This Page Intentionally Left Blank

**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, 2014**

	<u>GENERAL FUND</u>			VARIANCE POSITIVE (NEGATIVE)
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
<b>REVENUES</b>				
Property Taxes	\$ 1,491,400	\$ 1,491,400	\$ 1,542,416	\$ 51,016
Franchise Fees	1,442,000	1,442,000	1,422,800	(19,200)
Licenses and Permits	255,720	255,720	387,244	131,524
Fines and Forfeitures	214,000	214,000	224,247	10,247
Intergovernmental	398,500	398,500	387,365	(11,135)
Interest	10,000	10,000	13,058	3,058
Miscellaneous	99,910	99,910	138,410	38,500
Total Revenues	3,911,530	3,911,530	4,115,540	204,010
<b>EXPENDITURES</b>				
Mayor and City Council				
Personal Services	32,350	32,350	32,331	19
Materials and Services	22,060	22,060	20,814	1,246
Total Mayor and City Council	54,410	54,410 (1)	53,145	1,265
Municipal Court				
Personal Services	156,940	156,940	158,711	(1,771)
Materials and Services	178,580	178,580	164,460	14,120
Total Municipal Court	335,520	335,520 (1)	323,171	12,349
Planning				
Personal Services	98,030	98,030	97,738	292
Materials and Services	63,960	63,960	61,716	2,244
Total Planning	161,990	161,990 (1)	159,454	2,536
Building				
Personal Services	147,150	62,150	45,931	16,219
Materials and Services	36,780	128,380	94,778	33,602
Total Police	183,930	190,530 (1)	140,709	49,821
Police				
Personal Services	1,945,150	1,923,150	1,789,736	133,414
Materials and Services	421,500	473,500	427,884	45,616
Total Police	2,366,650	2,396,650 (1)	2,217,620	179,030
Library				
Personal Services	374,780	369,780	369,254	526
Materials and Services	157,940	162,940	158,306	4,634
Total Library	532,720	532,720 (1)	527,560	5,160
Parks				
Personal Services	101,440	101,440	94,574	6,866
Materials and Services	128,890	128,890	116,364	12,526
Total Parks	230,330	230,330 (1)	210,938	19,392
Non-Departmental				
Personal Services	29,570	29,570	25,892	3,678
Materials and Services	22,800	33,800	22,098	11,702
Total Non-Departmental	52,370	63,370 (1)	47,990	15,380
Contingency	778,000	698,600 (1)	-	698,600
Total Expenditures	4,695,920	4,664,120	3,680,587	284,933
Excess, (Deficit) of Revenues Over, (Under)				
Expenditures	(784,390)	(752,590)	434,953	1,187,543
<b>OTHER FINANCING SOURCES, (USES)</b>				
Transfers In	182,781	182,781	179,570	(3,211)
Transfers Out	-	(31,800) (1)	(31,800)	-
Total Other Financing Sources, (Uses)	182,781	150,981	147,770	(3,211)
Net Change in Fund Balance	(601,609)	(601,609)	582,723	1,184,332
Beginning Fund Balance	1,030,357	1,030,357	1,245,574	215,217
Ending Fund Balance	\$ 428,748	\$ 428,748	\$ 1,828,297	\$ 1,399,549

(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, 2014**

	<u>STREET FUND</u>			
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Intergovernmental	\$ 760,000	\$ 760,000	\$ 741,534	\$ (18,466)
Interest	15,000	15,000	11,539	(3,461)
Miscellaneous	3,000	3,000	7,847	4,847
Total Revenues	778,000	778,000	760,920	(17,080)
EXPENDITURES				
Personal Services	386,980	386,980	368,453	18,527
Materials and Services	458,850	458,850	324,202	134,648
Capital Outlay	20,000	20,000	257	19,743
Total Streets	865,830	865,830 (1)	692,912	172,918
Contingency	100,000	100,000 (1)	-	100,000
Total Expenditures	965,830	965,830	692,912	272,918
Net Change in Fund Balance	(187,830)	(187,830)	68,008	255,838
Beginning Fund Balance	498,588	498,588	562,174	63,586
Ending Fund Balance	\$ 310,758	\$ 310,758	\$ 630,182	\$ 319,424

(1) Appropriation Level



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

**SUPPLEMENTARY INFORMATION**

This Page Intentionally Left Blank

**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, 2014**

<u>CAPITAL IMPROVEMENT FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Intergovernmental	\$ 300,000	\$ 300,000	\$ 25,559	\$ (274,441)
System Development Charges	119,000	119,000	364,125	245,125
Miscellaneous	-	-	7,000	7,000
Total Revenues	419,000	419,000	396,684	(22,316)
EXPENDITURES				
Capital O' Resolution 1628 (6)	3,690,000	3,690,000 (1)	1,520,237	2,169,763
Contingency	408,000	408,000 (1)	-	408,000
Total Expenditures	4,098,000	4,098,000	1,520,237	2,577,763
Excess, (Deficit) of Revenues Over (Under) Expenditures	(3,679,000)	(3,679,000)	(1,123,553)	2,555,447
OTHER FINANCING SOURCES, (USES)				
Loan Proceeds	1,250,000	1,250,000	707,947	(542,053)
Transfers In	1,175,000	1,175,000	1,175,000	-
Total Other Financing Sources, (Uses)	2,425,000	2,425,000	1,882,947	(542,053)
Net Change in Fund Balance	(1,254,000)	(1,254,000)	759,394	2,013,394
Beginning Fund Balance	5,416,464	5,416,464	5,571,208	154,744
Ending Fund Balance	\$ 4,162,464	\$ 4,162,464	\$ 6,330,602	\$ 2,168,138

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON  
COMBINING BALANCE SHEET  
NON-MAJOR GOVERNMENTAL FUNDS  
June 30, 2014**

	ST. HELENS VISITORS AND TOURISM	STATE REVENUE SHARING	COMMUNITY DEVELOPMENT	COMMUNITY ENHANCEMENT
<b>ASSETS</b>				
Cash and Investments	\$ 214,438	\$ -	\$ -	\$ 410,291
Accounts Receivable	9,160	-	105,160	73,571
Prepays	7,865	-	-	-
Total Assets	<u>\$ 231,463</u>	<u>\$ -</u>	<u>\$ 105,160</u>	<u>\$ 483,862</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts Payable and Accrued Liabilities	\$ 965	\$ -	\$ 7,932	\$ 20,519
Due to Other Funds	-	-	16,298	-
Total Liabilities	<u>965</u>	<u>-</u>	<u>24,230</u>	<u>20,519</u>
<b>Deferred Inflows:</b>				
Unavailable Revenue	<u>-</u>	<u>-</u>	<u>80,930</u>	<u>-</u>
<b>Fund Balances:</b>				
Nonspendable:				
Prepays	7,865	-	-	-
Restricted For:				
Community Enhancement	-	-	-	36,341
Tourism	222,633	-	-	-
Committed For:				
Arts Commission	-	-	-	43,435
Parks Capital	-	-	-	78,605
Library Equipment	-	-	-	16,850
Library Facilities	-	-	-	240,595
Library Grant Reserve	-	-	-	1,800
Economic Development	-	-	-	43,858
Police Reserve	-	-	-	1,859
Total Fund Balances	<u>230,498</u>	<u>-</u>	<u>-</u>	<u>463,343</u>
Total Liabilities, Deferred Inflows and Fund Balances	<u>\$ 231,463</u>	<u>\$ -</u>	<u>\$ 105,160</u>	<u>\$ 483,862</u>

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

---

WATER SYSTEM IMPROVEMENT RESERVE		TOTAL
\$	-	\$ 624,729
	-	187,891
	-	7,865
	-	
<u>\$</u>	<u>-</u>	<u>\$ 820,485</u>
\$	-	\$ 29,416
	-	16,298
	-	45,714
	-	80,930
	-	7,865
	-	36,341
	-	222,633
	-	43,435
	-	78,605
	-	16,850
	-	240,595
	-	1,800
	-	43,858
	-	1,859
	-	693,841
<u>\$</u>	<u>-</u>	<u>\$ 820,485</u>

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

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

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES - NON-MAJOR GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2014**

	ST. HELENS VISITORS AND TOURISM	STATE REVENUE SHARING	COMMUNITY DEVELOPMENT
REVENUES			
Transient Room Tax	\$ 79,223	\$ -	\$ -
Intergovernmental	2,193	-	318,671
Interest	-	-	-
Miscellaneous	6,860	-	10,869
Total Revenues	88,276	-	329,540
EXPENDITURES			
Current:			
Visitor and Tourism	158,431	-	-
Community Enhancement	-	-	-
Community Block Grants	-	-	329,540
Total Expenditures	158,431	-	329,540
Excess of Revenues Over, -Under Expenditures	(70,155)	-	-
Other Financing Sources, (Uses)			
Interfund Loan Proceeds	-	-	-
Transfers In	19,000	-	-
Transfers Out	-	(131,652)	-
Total Other Financing Sources, (Uses)	19,000	(131,652)	-
Net Change in Fund Balance	(51,155)	(131,652)	-
Beginning Fund Balance	281,653	131,652	-
Ending Fund Balance	\$ 230,498	\$ -	\$ -

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

---

COMMUNITY ENHANCEMENT	WATER SYSTEM IMPROVEMENT RESERVE	TOTAL
\$ -	\$ -	\$ 79,223
128,795	-	449,659
1,520	-	1,520
30,969	-	48,698
161,284	-	579,100
-	-	158,431
473,159	-	473,159
-	-	329,540
473,159	-	961,130
(311,875)	-	(382,030)
350,000	-	350,000
12,800	-	31,800
(47,918)	(350,000)	(529,570)
314,882	(350,000)	(147,770)
3,007	(350,000)	(529,800)
460,336	350,000	1,223,641
\$ 463,343	\$ -	\$ 693,841

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

**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, 2014**

ST. HELENS VISITORS AND TOURISM FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Transient Room Tax	\$ 73,130	\$ 73,130	\$ 79,223	\$ 6,093
Intergovernmental	10,000	10,000	2,193	(7,807)
Miscellaneous	40,000	40,000	6,860	(33,140)
Total Revenues	123,130	123,130	88,276	(34,854)
EXPENDITURES				
Materials and Services	114,450	158,450	158,431	19
Total Visitors and Tourism	114,450	158,450	(1) 158,431	19
Contingency	25,000	-	(1) -	-
Total Expenditures	139,450	158,450	158,431	19
OTHER FINANCING SOURCES, -USES				
Transfers In	-	19,000	19,000	-
Total Other Financing Sources, -Uses	-	19,000	19,000	-
Net Change in Fund Balance	(16,320)	(16,320)	(51,155)	(34,873)
Beginning Fund Balance	283,726	283,726	281,653	(2,073)
Ending Fund Balance	\$ 267,406	\$ 267,406	\$ 230,498	\$ (36,908)

(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, 2014**

STATE REVENUE SHARING FUND

OTHER FINANCING SOURCES, (USES)

Transfers Out	\$ (132,781)	\$ (132,781)	(1) \$ (131,652)	\$ 1,129
Total Other Financing Sources, (Uses)	<u>(132,781)</u>	<u>(132,781)</u>	<u>(131,652)</u>	<u>1,129</u>
Net Change in Fund Balance	(132,781)	(132,781)	(131,652)	1,129
Beginning Fund Balance	<u>132,781</u>	<u>132,781</u>	<u>131,652</u>	<u>(1,129)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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, 2014**

COMMUNITY DEVELOPMENT FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Intergovernmental	\$ 400,000	\$ 400,000	\$ 318,671	\$ (81,329)
Miscellaneous	56,830	56,830	10,869	(45,961)
Total Revenues	456,830	456,830	329,540	(127,290)
EXPENDITURES				
Materials and Services	56,830	56,830	10,869	45,961
Capital Outlay	400,000	400,000	318,671	81,329
Total Community Development	456,830	456,830	(1) 329,540	127,290
Total Expenditures	456,830	456,830	329,540	127,290
Net Change in Fund Balance	-	-	-	-
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

(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, 2014**

COMMUNITY ENHANCEMENT FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
<b>REVENUES</b>				
Intergovernmental	\$ 403,460	\$ 436,460	\$ 128,795	\$ (307,665)
Interest	2,000	2,000	1,520	(480)
Miscellaneous	24,960	30,260	30,969	709
Total Revenues	430,420	468,720	161,284	(307,436)
<b>EXPENDITURES</b>				
Public Arts	47,250	49,250 (1)	34,095	15,155
Library	46,224	151,134 (1)	90,418	60,716
Parks	314,860	335,860 (1)	24,213	311,647
Police	17,230	23,730 (1)	3,642	20,088
Administration	10,000	10,000 (1)	7,655	2,345
Economic development	2,800,000	2,738,690 (1)	313,136	2,425,554
Contingency	183,545	161,545 (1)	-	161,545
Total Expenditures	3,419,109	3,470,209	473,159	2,997,050
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(2,988,689)	(3,001,489)	(311,875)	2,689,614
<b>OTHER FINANCING SOURCES, (USES)</b>				
Interfund Loan	350,000	350,000	350,000	-
Bond Proceeds	2,500,000	2,500,000	-	(2,500,000)
Transfers In	-	12,800	12,800	-
Transfers Out	(50,000)	(50,000) (2)	(47,918)	2,082
Total Other Financing Sources, -Uses	2,800,000	2,812,800	314,882	(2,497,918)
Net Change in Fund Balance	(188,689)	(188,689)	3,007	191,696
Beginning Fund Balance	454,380	454,380	460,336	5,956
Ending Fund Balance	\$ 265,691	\$ 265,691	\$ 463,343	\$ 197,652

(1) Appropriation Level

(2) Transfers combined with Economic Development for appropriation purposes

**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, 2014**

WATER SYSTEM IMPROVEMENT RESERVE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
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	(350,000)	(350,000)	(350,000)	-
Beginning Fund Balance	350,000	350,000	350,000	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

(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, 2014**

	<u>WATER FUND</u>			VARIANCE POSITIVE (NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
REVENUES				
Charges for Services	\$ 2,920,000	\$ 2,920,000	\$ 2,851,532	\$ (68,468)
Interest	20,000	20,000	20,338	338
Miscellaneous	34,000	34,000	37,249	3,249
Total Revenues	<u>2,974,000</u>	<u>2,974,000</u>	<u>2,909,119</u>	<u>(64,881)</u>
EXPENDITURES				
Water Filtration Plant				
Personal Services	220,830	225,830	220,460	5,370
Materials and Services	139,850	139,850	113,897	25,953
Capital Outlay	-	24,000	24,900	(900)
Debt Service	544,680	539,680	503,232	36,448
Total Water Filtration Plant	<u>905,360</u>	<u>929,360</u>	<u>(1) 862,489</u>	<u>66,871</u>
Water Production/Delivery				
Personal Services	689,660	689,660	662,850	26,810
Materials and Services	1,100,230	1,163,930	1,116,813	47,117
Total Water Production/Delivery	<u>1,789,890</u>	<u>1,853,590</u>	<u>(1) 1,779,663</u>	<u>73,927</u>
Contingency	<u>840,000</u>	<u>752,300</u>	<u>(1) -</u>	<u>752,300</u>
Total Expenditures	<u>3,535,250</u>	<u>3,535,250</u>	<u>2,642,152</u>	<u>893,098</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(561,250)	(561,250)	266,967	828,217
OTHER FINANCING SOURCES, (USES)				
Timber Revenue	-	-	1,394,327	1,394,327
Transfers Out	<u>(300,000)</u>	<u>(300,000)</u>	<u>(2) (300,000)</u>	<u>-</u>
Total Other Financing Sources, (Uses)	<u>(300,000)</u>	<u>(300,000)</u>	<u>1,094,327</u>	<u>1,394,327</u>
Net Change in Fund Balance	(861,250)	(861,250)	1,361,294	2,222,544
Beginning Fund Balance	<u>1,784,079</u>	<u>1,784,079</u>	<u>1,818,112</u>	<u>34,033</u>
Ending Fund Balance	<u>\$ 922,829</u>	<u>\$ 922,829</u>	<u>3,179,406</u>	<u>\$ 2,256,577</u>
Reconciling Items:				
Net Capital Assets			15,400,762	
Deferred Revenue			350,962	
Accrued Interest			(11,029)	
Long-Term Debt			(5,907,000)	
Compensated Absences			(59,882)	
Net Position			<u>\$ 12,953,219</u>	

(1) Appropriation Level

(2) Combined with Production/Delivery for appropriation purposes

**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, 2014**

<u>SEWER FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
<b>REVENUES</b>				
Charges for Services	\$ 4,511,000	\$ 4,511,000	\$ 4,617,923	\$ 106,923
Interest	25,000	25,000	27,478	2,478
Miscellaneous	5,000	5,000	10,543	5,543
Total Revenues	<u>4,541,000</u>	<u>4,541,000</u>	<u>4,655,944</u>	<u>114,944</u>
<b>EXPENDITURES</b>				
Sewer Collections				
Personal Services	743,170	743,170	719,223	23,947
Materials and Services	959,800	981,250	881,321	99,929
Debt Service	449,270	449,270	363,044	86,226
Capital Outlay	20,000	20,000	19,533	467
Total Sewer Collections	<u>2,172,240</u>	<u>2,193,690</u>	(1) <u>1,983,121</u>	<u>210,569</u>
Sewer Secondary				
Personal Services	176,520	176,520	171,680	4,840
Materials and Services	328,210	428,210	405,516	22,694
Total Sewer Secondary	<u>504,730</u>	<u>604,730</u>	(1) <u>577,196</u>	<u>27,534</u>
Sewer Primary				
Personal Services	141,490	141,490	139,481	2,009
Materials and Services	239,240	239,240	203,669	35,571
Total Sewer Primary	<u>380,730</u>	<u>380,730</u>	(1) <u>343,150</u>	<u>37,580</u>
Pumps				
Personal Services	115,380	120,380	118,618	1,762
Materials and Services	58,820	77,320	64,433	12,887
Total Pumps	<u>174,200</u>	<u>197,700</u>	(1) <u>183,051</u>	<u>14,649</u>
Storm Water				
Personal Services	209,340	209,340	195,974	13,366
Materials and Services	251,510	251,510	236,611	14,899
Total Storm Water	<u>460,850</u>	<u>460,850</u>	(1) <u>432,585</u>	<u>28,265</u>
Contingency	<u>554,000</u>	<u>409,050</u>	(1) -	<u>409,050</u>
Total Expenditures	<u>4,246,750</u>	<u>4,246,750</u>	<u>3,519,103</u>	<u>727,647</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	<u>294,250</u>	<u>294,250</u>	<u>1,136,841</u>	<u>842,591</u>
<b>OTHER FINANCING SOURCES, (USES)</b>				
Transfers Out	<u>(915,000)</u>	<u>(915,000)</u>	(2) <u>(875,000)</u>	<u>40,000</u>
Total Other Financing Sources, (Uses)	<u>(915,000)</u>	<u>(915,000)</u>	<u>(875,000)</u>	<u>40,000</u>
Net Change in Fund Balance	(620,750)	(620,750)	261,841	882,591
Beginning Fund Balance	<u>2,528,229</u>	<u>2,528,229</u>	<u>2,664,535</u>	<u>136,306</u>
Ending Fund Balance	<u>\$ 1,907,479</u>	<u>\$ 1,907,479</u>	<u>\$ 2,926,376</u>	<u>\$ 1,018,897</u>
<b>Reconciling Items:</b>				
Net Capital Assets			17,059,105	
Deferred Revenue			454,819	
Accrued Interest			(120,798)	
Long-Term Debt			(6,967,423)	
Compensated Absences			(94,688)	
Net Position			<u>\$ 13,257,391</u>	

(1) Appropriation Level

(2) Combined with Collections and Storm Water for appropriation purposes

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

**COMBINING STATEMENT OF NET POSITION  
INTERNAL SERVICE FUNDS  
June 30, 2014**

	FLEET MAINTENANCE	ADMINISTRATIVE SERVICES	PUBLIC WORKS	TOTAL
<b>ASSETS</b>				
Current:				
Cash and Investments	\$ 55,462	\$ 103,565	\$ 4,255	\$ 163,282
Accounts Receivable	-	-	445	445
Inventories	9,189	-	-	9,189
Total Current Assets	<u>64,651</u>	<u>103,565</u>	<u>4,700</u>	<u>172,916</u>
Capital Assets, (Net)	<u>74,477</u>	<u>-</u>	<u>-</u>	<u>74,477</u>
Total Assets	<u><u>\$ 139,128</u></u>	<u><u>\$ 103,565</u></u>	<u><u>\$ 4,700</u></u>	<u><u>\$ 247,393</u></u>
<b>LIABILITIES AND NET POSITION</b>				
Liabilities:				
Accounts Payable and Accrued Liabilities	<u>\$ 8,380</u>	<u>\$ 8,361</u>	<u>\$ 3,175</u>	<u>\$ 19,916</u>
Total Liabilities	<u>8,380</u>	<u>8,361</u>	<u>3,175</u>	<u>19,916</u>
Net Position:				
Invested in Capital Assets, Net of Related Debt	74,477	-	-	74,477
Unrestricted	<u>56,271</u>	<u>95,204</u>	<u>1,525</u>	<u>153,000</u>
Total Net Position	<u>130,748</u>	<u>95,204</u>	<u>1,525</u>	<u>227,477</u>
Total Liabilities and Net Position	<u><u>\$ 139,128</u></u>	<u><u>\$ 103,565</u></u>	<u><u>\$ 4,700</u></u>	<u><u>\$ 247,393</u></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, 2014**

	<u>FLEET MAINTENANCE</u>	<u>ADMINISTRATIVE SERVICES</u>	<u>PUBLIC WORKS</u>	<u>TOTAL</u>
OPERATING REVENUES				
Internal Charges	\$ 250,000	\$ 1,205,639	\$ 171,735	\$ 1,627,374
Charges for Services	-	-	5,404	5,404
	<u>250,000</u>	<u>1,205,639</u>	<u>177,139</u>	<u>1,632,778</u>
Total Revenues				
OPERATING EXPENDITURES				
Personal Services	189,222	846,347	27,836	1,063,405
Materials and Services	65,606	366,967	147,778	580,351
Depreciation	8,127	-	-	8,127
	<u>262,955</u>	<u>1,213,314</u>	<u>175,614</u>	<u>1,651,883</u>
Total Expenditures				
Operating Income, (Loss)	(12,955)	(7,675)	1,525	(19,105)
Beginning Net Position	<u>143,703</u>	<u>102,879</u>	<u>-</u>	<u>246,582</u>
Ending Net Position	<u>\$ 130,748</u>	<u>\$ 95,204</u>	<u>\$ 1,525</u>	<u>\$ 227,477</u>



**CITY OF ST. HELENS**  
**COLUMBIA COUNTY, OREGON**  
**COMBINING STATEMENT OF CASH FLOWS**  
**INTERNAL SERVICE FUNDS**  
**For the Year Ended June 30, 2014**

	FLEET MAINTENANCE	ADMINISTRATIVE SERVICES	PUBLIC WORKS	TOTAL
Cash Flows from Operating Activities:				
Cash Received from Customers	\$ 250,000	\$ 1,205,869	\$ 176,694	\$ 1,632,563
Cash Paid to Suppliers	(63,102)	(385,142)	(151,524)	(599,768)
Cash Paid to Employees	(189,222)	(846,347)	(27,836)	(1,063,405)
Net Cash Provided -Used by Operating Activities	(2,324)	(25,620)	(2,666)	(30,610)
Cash and Investments at Beginning of Year	57,786	129,185	6,921	193,892
Cash and Investments at End of Year	<u>\$ 55,462</u>	<u>\$ 103,565</u>	<u>\$ 4,255</u>	<u>\$ 163,282</u>
Reconciliation of Operating Income to				
Net Cash Provided by Operating Activities				
Operating Income, -Loss	\$ (12,955)	\$ (7,675)	\$ 1,525	\$ (19,105)
Noncash Items Included in Income:				
Depreciation	8,127	-	-	8,127
Decrease -Increase in Accounts Receivable	-	230	(445)	(215)
Decrease -Increase in Inventory	477	-	-	477
Increase -Decrease in Accounts Payable and Accrued Liabilities	2,027	(18,175)	(3,746)	(19,894)
Net Cash Provided -Used by Operating Activities	<u>\$ (2,324)</u>	<u>\$ (25,620)</u>	<u>\$ (2,666)</u>	<u>\$ (30,610)</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, 2014**

<u>FLEET MAINTENANCE FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
<b>REVENUES</b>				
Charges for Interfund Services	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>
Total Revenue	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>-</u>
<b>EXPENDITURES</b>				
Fleet Maintenance				
Personal Services	192,790	192,790	189,222	3,568
Materials and Services	<u>76,460</u>	<u>76,460</u>	<u>65,130</u>	<u>11,330</u>
Total Fleet Maintenance	<u>269,250</u>	<u>269,250</u>	(1) <u>254,352</u>	<u>14,898</u>
Contingency	<u>11,987</u>	<u>11,987</u>	(1) <u>-</u>	<u>11,987</u>
Total Expenditures	<u>281,237</u>	<u>281,237</u>	<u>254,352</u>	<u>26,885</u>
Net Change in Fund Balance	(31,237)	(31,237)	(4,352)	26,885
Beginning Fund Balance	<u>34,147</u>	<u>34,147</u>	<u>51,433</u>	<u>17,286</u>
Ending Fund Balance	<u>\$ 2,910</u>	<u>\$ 2,910</u>	47,081	<u>\$ 44,171</u>
Reconciling Items:				
Net Capital Assets			74,477	
Inventory			<u>9,189</u>	
Net Position			<u>\$ 130,748</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, 2014**

<u>ADMINISTRATIVE SERVICES FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Indirect Cost Allocation	\$ 1,262,390	\$ 1,262,390	\$ 1,205,639	\$ (56,751)
Total Charges for Interfund Services	1,262,390	1,262,390	1,205,639	(56,751)
EXPENDITURES				
City Administrator				
Personal Services	161,160	161,160	153,330	7,830
Materials and Services	70,860	79,860	56,089	79,860
Total City Administrator	232,020	241,020	(1) 209,419	31,601
City Recorder				
Personal Services	229,480	229,480	222,925	6,555
Materials and Services	58,960	58,960	35,570	23,390
Capital Outlay	-	-	-	-
Total City Recorder	288,440	288,440	(1) 258,495	29,945
Finance				
Personal Services	470,200	470,200	470,092	108
Materials and Services	155,950	167,950	159,890	8,060
Capital Outlay	2,500	2,500	2,779	(279)
Total Finance	628,650	640,650	(1) 632,761	7,889
City Hall Facilities				
Materials and Services	91,210	91,210	89,955	1,255
Capital Outlay	-	-	-	-
Total City Hall Facilities	91,210	91,210	(1) 89,955	1,255
IT/Self-Insurance				
Materials and Services	25,000	25,000	4,150	20,850
Capital Outlay	32,000	32,000	18,534	13,466
Total IT/Self-Insurance	57,000	57,000	(1) 22,684	34,316
Contingency	73,157	52,157	(1) -	52,157
Total Expenditures	1,370,477	1,370,477	1,213,314	157,163
Net Change in Fund Balance	(108,087)	(108,087)	(7,675)	100,412
Beginning Fund Balance	108,087	108,087	102,879	(5,208)
Ending Fund Balance	\$ -	\$ -	\$ 95,204	\$ 95,204

(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, 2014**

<u>PUBLIC WORKS FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
<b>REVENUES</b>				
Indirect Cost Allocation	\$ 199,130	\$ 199,130	\$ 171,735	\$ (27,395)
Charges for Services	-	-	5,404	5,404
Total Revenues	<u>199,130</u>	<u>199,130</u>	<u>177,139</u>	<u>(21,991)</u>
<b>EXPENDITURES</b>				
Engineering				
Personal Services	33,970	33,970	27,836	6,134
Materials and Services	24,500	24,500	17,445	7,055
Capital Outlay	6,500	6,500	6,106	394
Total Engineering	<u>64,970</u>	<u>64,970</u>	(1) <u>51,387</u>	<u>13,583</u>
Operations				
Materials and Services	<u>134,160</u>	<u>134,160</u>	<u>124,227</u>	<u>9,933</u>
Total Operations	<u>134,160</u>	<u>134,160</u>	(1) <u>124,227</u>	<u>9,933</u>
Contingency	<u>40,000</u>	<u>40,000</u>	(1) -	<u>40,000</u>
Total Expenditures	<u>239,130</u>	<u>239,130</u>	<u>175,614</u>	<u>63,516</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(40,000)	(40,000)	1,525	41,525
<b>OTHER FINANCING SOURCES, (USES)</b>				
Transfers In	<u>40,000</u>	<u>40,000</u>	-	<u>(40,000)</u>
Total Other Financing Sources, (Uses)	<u>40,000</u>	<u>40,000</u>	-	<u>(40,000)</u>
Net Change in Fund Balance	-	-	1,525	1,525
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,525</u>	<u>\$ 1,525</u>

(1) Appropriation Level

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

**SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES  
OF TAXES UNCOLLECTED - GENERAL FUND  
For the Year Ended June 30, 2014**

<u>TAX YEAR</u>	<u>IMPOSED LEVY OR UNCOL- LECTED AT 7-1-13</u>	<u>DEDUCT DISCOUNTS</u>	<u>ADJUST- MENTS TO ROLLS</u>	<u>INTEREST</u>	<u>CASH COLLEC- TIONS BY COUNTY TREAS- URER</u>	<u>BALANCE UNCOL- LECTED OR UNSEG- REGATED AT 6-30-14</u>
CURRENT:						
2013-2014	<u>\$ 1,555,738</u>	<u>\$ 40,396</u>	<u>\$ (259)</u>	<u>\$ 777</u>	<u>\$ 1,456,866</u>	<u>\$ 58,994</u>
PRIOR YEARS:						
2012-2013	69,205	1	(3,427)	2,123	32,680	35,220
2011-2012	37,643	-	(153)	2,566	19,801	20,255
2010-2011	27,021	1	(154)	3,928	20,636	10,158
2009-2010	10,030	-	(164)	1,858	8,215	3,509
Prior	<u>7,444</u>	<u>-</u>	<u>(315)</u>	<u>1,519</u>	<u>4,218</u>	<u>4,430</u>
Total Prior	<u>151,343</u>	<u>2</u>	<u>(4,213)</u>	<u>11,994</u>	<u>85,550</u>	<u>73,572</u>
Total	<u><u>\$ 1,707,081</u></u>	<u><u>\$ 40,398</u></u>	<u><u>\$ (4,472)</u></u>	<u><u>\$ 12,771</u></u>	<u><u>\$ 1,542,416</u></u>	<u><u>\$ 132,566</u></u>

This Page Intentionally Left Blank

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

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

This Page Intentionally Left Blank





**PAULY, ROGERS, AND CO., P.C.**  
12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
(503) 620-2632 ♦ (503) 684-7523 FAX  
[www.paulyrogersandcpcpas.com](http://www.paulyrogersandcpcpas.com)

December 22, 2014

### **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, 2014, and have issued our report thereon dated December 22, 2014. 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.

#### **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.

A handwritten signature in black ink, appearing to read "Ken Allen", is positioned above the printed name.

Kenneth Allen, CPA

Municipal Auditor

**PAULY, ROGERS AND CO., P.C.**



**Memorandum**

To: Mayor and City Council  
From: John Walsh, City Administrator  
Subject: **Reorganization Discussion Meeting Update**  
Date: January 16, 2014

---

On January 14<sup>th</sup> Mayor Peterson and I met with representatives of the Chamber of Commerce, SHEDCO and St. Helens Community Foundation to further explore reorganization concepts aimed at improving the delivery of programs and services in our community. These similar missioned organizations recognize the overlap of common interests and have agreed to work toward possible solutions designed to create efficiencies, better leverage public and private resources and improve outcomes.

After much discussion the group's prevailing reorganization concept was to empower the Chamber of Commerce as the central agency for visitor information, small business support and provide a limited role in organizing and executing community events. Under this model, the City would move from service provider to a service facilitator role and support the reorganization by providing resources (funding and support) to achieve specific program and service outcomes. It was the consensus of the group that this model deserved further exploration and that each group would confirm with their respective executive board or committee prior to investing additional time and effort in the project.

Attached is information related to the proposal and we would like the Council's concurrence on the general reorganization concept.

Regards,

A handwritten signature in blue ink, appearing to be 'J. Walsh', is written below the word 'Regards,'.

## Standard Response Report

To be used to file responses from community organizations and outline each organizations thoughts and ideas regarding coordination and consolidation.

**Name of Organization:**

City of St. Helens (City)

**WHAT IS TO BE DONE?** (What will it look like?)

Reorganization of similar purposed civic organizations resulting in the improved the delivery of community programs and services. Success will be defined by the creation of efficiencies which will better leverage public resources to improve the delivery of programs and services resulting in a stronger Chamber of Commerce and a more vibrant Main Street Corridor.

**WHAT ROLE WILL THIS ORGANIZATION PLAY?** (What will we do?)

The City desires to provide the support and resources needed to achieve desired program and service outcomes.

**HOW WE WILL DO IT?** (The steps that must be taken to accomplish what we want)

The reorganization will empower the Chamber of Commerce as the central agency for Visitor Information and Small Business Support including a limited role in organizing and executing community events. The City's desires to provide resources in support of these programs and services.

City expectations of Chamber:

Visitor Information

- Chamber will operate the Visitor Information Center with predictable and visitor friendly hours.

Business Support

- Support and promote all St. Helens businesses regardless of Chamber affiliation
- House the Main Street Program coordinator
- Coordinate with SHEDCO on the operation of the Main Street Program

Community Events and Promotion

- Coordinate/Collaborate with Community Foundation on Events, Insurances and Promotion
- Coordinate/Collaborate with SHEDCO on Main Street Program operation and events

#### City - Potential City Resources:

- Grant writing resources
- Continued participation in AmeriCorps Program (RARE & VISTA)
- General Fund revenue
- Transient Room Tax revenue
- Business License revenue
- Coordinate/Collaborate with City on City sponsored events

#### **WHO WILL DO IT? (Who will be involved?)**

City will assume lead on legal documents to develop the Agreement

#### **WHEN WILL "IT/WHAT" OR THE STEPS BE DONE?**

Given the reorganization partners willingness to collaborate, an Inter-Governmental Agreement (IGA) or similar Agreement could be developed to clearly define respective roles and responsibilities.

#### **WHAT ROLE WE SEE FOR OTHERS?**

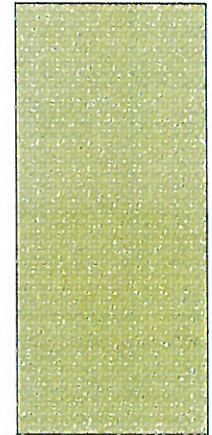
The collaboration should result in clearly defined roles which will improve performance and reduce redundancy.

#### **HOW WILL WE MEASURE SUCCESS?**

Success will be defined by the creation of efficiencies which will better leverage public resources to improve the delivery of programs and services resulting in a stronger Chamber of Commerce and a more vibrant Main Street Corridor.



MAIN STREET





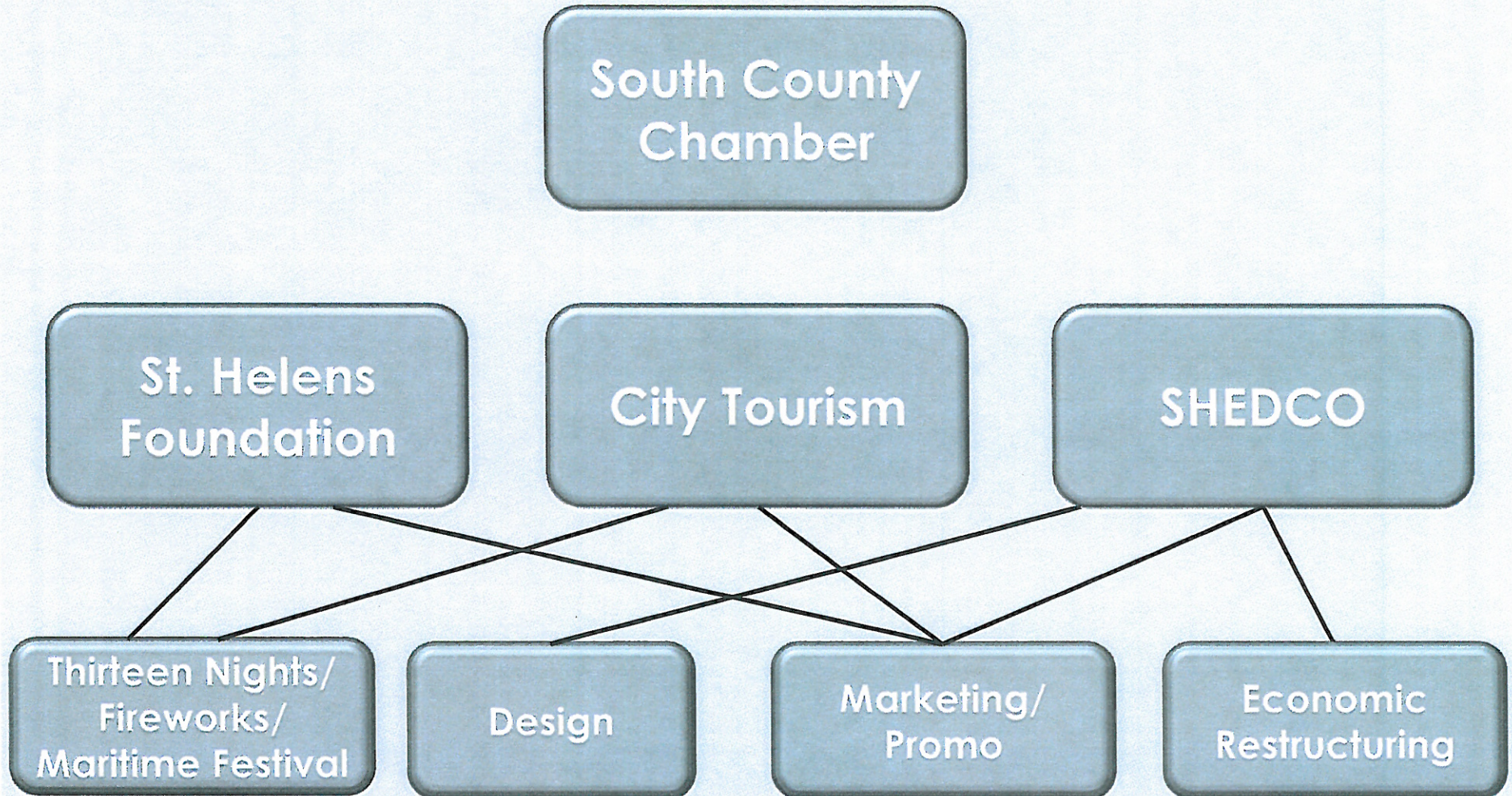
South County  
Chamber

St. Helens  
Foundation

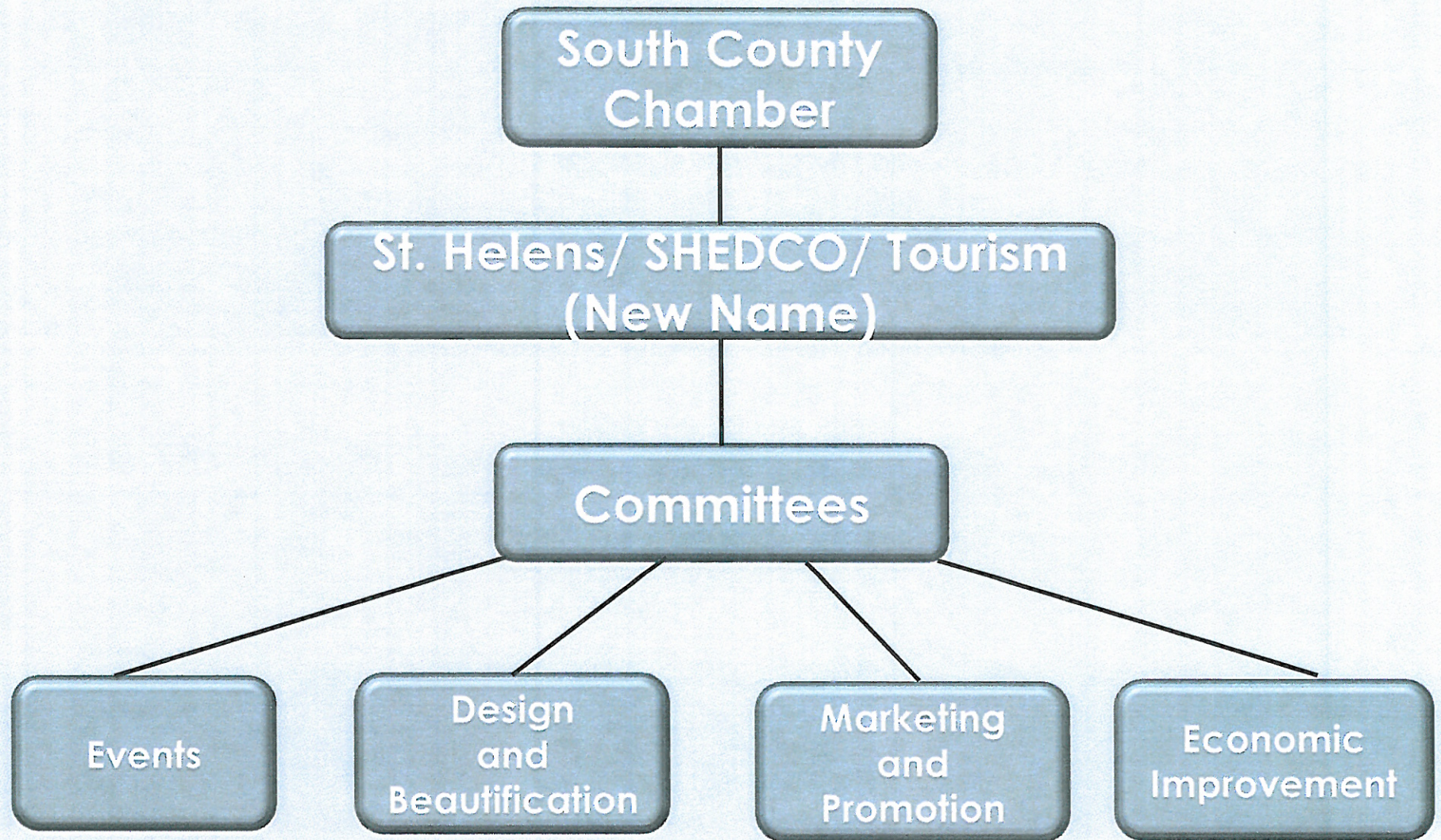
City Tourism

SHEDCO

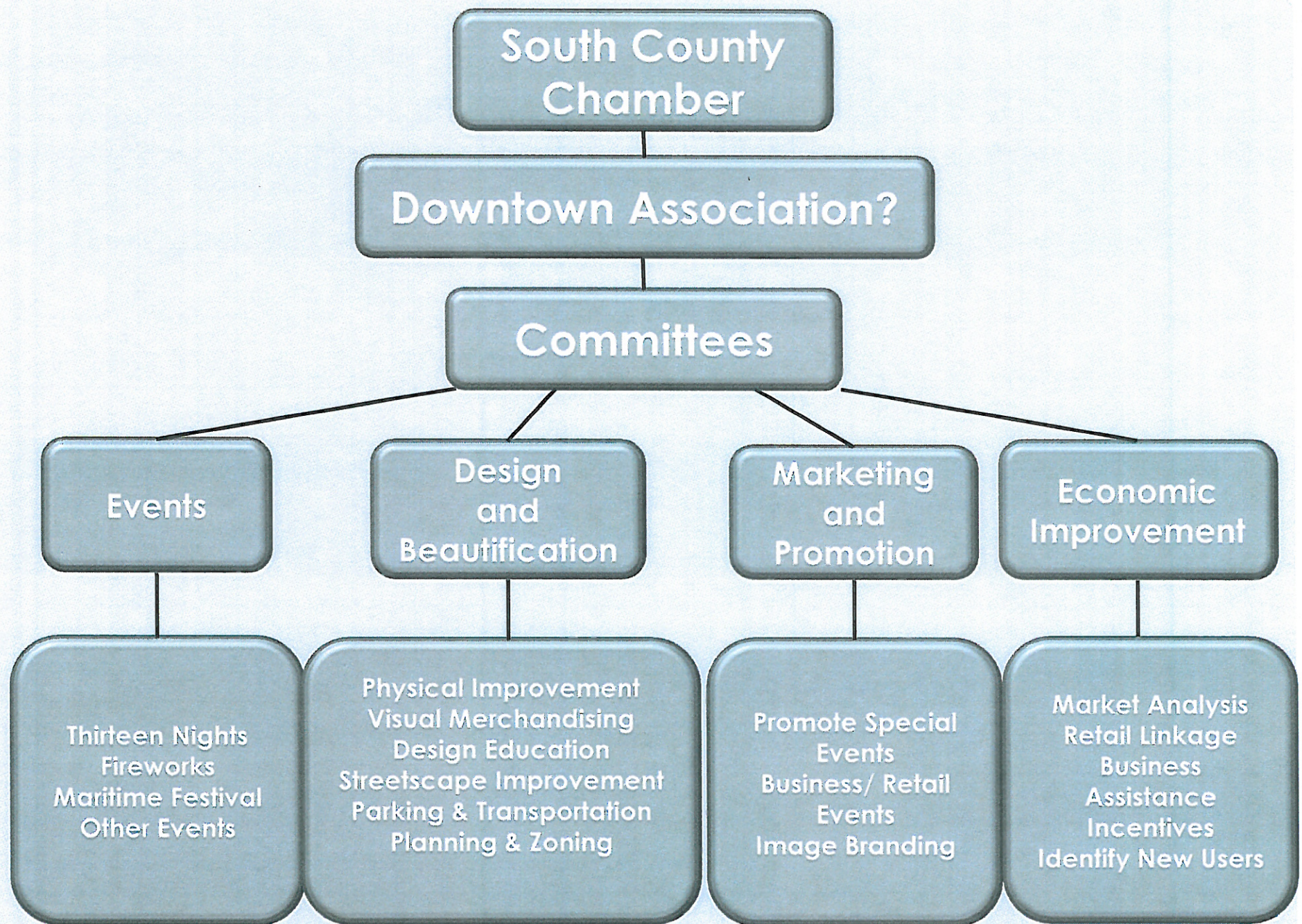














## Advantages:

- Increase in Real Estate Values
- Improvement in Tax Base
- Employment Center
- Business Center
- Tourism Draw
- Provides the city with a sense of community and place
- Historic Area
- Shopping and Service Center
- Private and Public Investment



## **How are other cities spending Tourism and Business License Funds?**

### **City of Seaside – Room Tax & Business License Fund:**

*(per City of Seaside 2014-15 Adopted Budget, pp. 133-135, and telephone conversation with city staff)*

#### Room Taxes:

50.1% of room taxes are spent on the Seaside Convention Center, 20.1% on the city operated Seaside Visitor's Bureau and 28.8% are transferred to the City's General Fund (\*) and used for various city services including "public safety, capital improvements & maintenance, public works, promenade improvement, and emergency readiness" .

#### Business License Fees:

Seaside collects \$158,465 in business license fees. \$100,000 of Business License Fees go to the Community Development Department (General Fund) and \$35,079 on the "Chamber of Commerce", and 23,386 on the "Seaside Downtown Development Association" (Mainstreet).

### **City of Astoria "Promote Astoria Fund":**

The city of Astoria earns about 1 million in hotel/motel taxes each year, 53.9 percent goes into the General Fund and 46.1% goes into the Promote Astoria Fund.

*(per City of Astoria Financial Analyst John Snyder, based on Adopted Budget Fiscal Year 2014/15, pp 126, 127, and 127-1)*

The Promote Astoria fund finances the Astoria Chamber of Commerce as a Visitor's Center for \$115,000, the Astoria Downtown Historic District Association (Mainstreet) for \$20,000, funds "Arts and Cultural Promotion" for 30,000, and funds advertising for Astoria and surrounding communities through the "Lower Columbia Tourism Committee" for \$117,000 (which contracts with the Swearingen Advertising Agency, a Portland advertising firm). Astoria is also repaying a bond / loan "debt service" for the new "Heritage Square" a new public plaza in the center of Astoria (about \$78,000) and budgets \$250,000 for "tourist related facilities" which are City facilities that they have determined are "tourist attractions," they include the Astoria Column, the River Walk, and various other monuments & sculptures around town.

### **City of Monmouth – Tourism Fund (Hotel-Motel Tax):**

*(per conversation with City of Monmouth Finance Director Mark Dunmire and City of Monmouth Adopted Budget 2014-15, pp. 82 to 84)*

Monmouth receives about \$42,000 in hotel/motel taxes. In 2013 Monmouth funded the Chamber of Commerce to run the Chamber as visitor's center for \$5000, spent \$10,000 for the farmers market, transferred \$10,000 to the General Fund, spent \$6,000 on radio ads and spent \$11,000 on various community events (music in the park, art auction, 4<sup>th</sup> of July, and others).

**Wallowa County:** Wallowa County Transient Lodging Tax Ordinance

*(Entire ordinance published on the Wallowa County website at:*

*[http://www.co.wallowa.or.us/administration/treasurer/transient\\_lodging\\_tax.html](http://www.co.wallowa.or.us/administration/treasurer/transient_lodging_tax.html) )*

**Section 18. TAX REVENUE DISTRIBUTION**

The total net Transient Lodging Tax receipts after collection and other administrative costs shall be distributed as provided for in this Ordinance by the Wallowa County Treasurer with said distribution not to exceed the following guidelines and any unexpended revenue to be retained in the Transient Lodging Agency Fund from year to year:

- (1) Twenty percent (20%) of the funds collected to the Wallowa County Health Care District Emergency Services Department; ten percent (10%) to the Wallowa County Search and Rescue Unit; five percent (5%) to the Wallowa County Solid Waste Program. Such funds disbursed by the Wallowa County Treasurer shall be used solely for supplies, maintenance, training, and operation of the Wallowa County Health Care District Emergency Services Department, the Wallowa County Search and Rescue Unit and the Wallowa County Solid Waste Program.
- (2) Fifteen percent (15%) to tourism, recreation, economic development, city or county park, or other worthy County projects as recommended by the Board.
- (3) Fifty percent (50%) to the Wallowa County Chamber of Commerce of which at least fifty percent (50%) of such funds will be budgeted annually by the Chamber for tourism and business development promotion within Wallowa County.

# Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: January 16, 2015

Subject: Council Operating Rules and Procedures

## Background

Every now and then, it's a good idea to review our City policies and procedures to be sure that they still say what we practice and what we want them to say. One of those documents is the Council Operating Rules and Procedures (CORP). Does it conflict with our Charter? Or with current practice? The CORP was adopted in 2008, so, it's been seven years. It's time to review it.

## Recommendation

Staff recommends reviewing the attached CORP and Charter, compare them and make changes as needed, if any.

**Attachments:** Council Operating Rules and Procedures  
City Charter

**City of St. Helens  
CITY COUNCIL  
OPERATING RULES AND PROCEDURES**

**SECTION I – AUTHORITY**

These operating procedures and policies are adopted under the authority granted in the St. Helens Charter, Chapter IV, Section 13.

**SECTION II – OFFICERS OF THE CITY COUNCIL**

1. **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council.
2. **President of the Council** – At its first meeting of each odd-numbered year, the Council by ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor's absence.

**SECTION III –MEETINGS OF THE CITY COUNCIL**

**1. Meetings**

All meetings of the council or the boards, committees, and commissions of the city shall be in conformance with Chapter 192, Oregon Revised Statutes, Public Meetings.

**A. Regular Meetings**

The regular meetings of the Council shall be on the first and third Wednesdays of each month, except when that day falls on a legal holiday in which event the council shall meet on the next following regular business day. Unless otherwise noticed, regular meetings shall be held on the days appointed at 7:30 p.m.

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its regular meetings for the year.

**B. Special Meetings**

A special meeting may be called either by the Mayor or two (2) members of the Council. Written notice of the time and place of such special meeting and the subjects to be acted upon shall be delivered in writing to interested persons, the media and all members of the council at least 24 hours in advance of the time of said meeting, and the council may consider and act only upon such matters as contained in the written notice.

**C. Work Session Meetings**

Regular work sessions of the council shall be on the first and third Wednesdays of each month, unless otherwise noticed, and shall be held on the days appointed at 12:00 p.m. Meetings shall end not later than 4:00 p.m. unless the council by a two-thirds vote of those present extends the meeting a time certain. At such work sessions no final decisions may be made or action taken. Work Sessions shall begin with visitor's comments to provide the public with an opportunity to address the City Council.

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its work session meetings for the year.

#### **D. Adjourned Meetings**

At any regular or adjourned meeting, the meeting may be adjourned to a later date by a majority vote of the Council. In the event any regular meeting is adjourned, the Mayor may call an adjourned meeting at such time as the Mayor may designate upon giving appropriate legal notice and having each councilor notified personally, or in writing, at least 24 hours in advance of the time and place of such adjourned meeting.

#### **E. Public Hearings**

The regular public hearings of the council shall be on the first and third Wednesdays of each month, unless otherwise arranged, and shall be held on the days appointed between 6:00 p.m. and 7:30 p.m. depending on the purpose. Staff may, at its discretion, schedule such time as needed per topic and considering the start of the council's regular meeting at 7:30 p.m. At public hearings, no final decisions may be made or action by the Council.

#### **F. Public Forums**

Monthly public forums will normally be scheduled the first Wednesday of each month beginning at 6:00 p.m. Public forums are topic specific to provide the public an opportunity to receive information and provide input and testimony.

#### **G. Emergency Meetings**

Emergency meetings are special meetings called on less than twenty-four (24) hours' notice. The Council will declare the emergency and the minutes of the meeting will describe the emergency justifying less than twenty-four (24) hours notice. The City will take appropriate steps to notify the media and other interested persons to inform them of the meeting. Notice will be by telephone or facsimile.

#### **H. Executive Sessions**

All executive sessions of the Council shall be called and conducted in accordance with the Oregon Open Meetings Law. No executive session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open regular meetings of the council. Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council.

### **2. Meeting Place**

All Council meetings shall be held in the City Hall or such other location as may be determined by the Council.

### **3. Quorum**

A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or these rules.

### **4. Attendance**

The Mayor and Councilors are expected to attend all Council meetings and work sessions. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent's unexcused absence from the City for 30 days without the consent of the Council or upon his/her absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy. Excused absences from Council meetings and work sessions may be granted on a case by case basis.

A Councilor who is unavailable in person may participate in work sessions and regular meetings by conference phone if approved by the Mayor and two members of the Council. If telephonic participation is approved, the Councilor would be considered in attendance.



## **5. Ordinances**

Every ordinance shall be enacted in accord with Chapter VIII of the St. Helens City Charter. The enacting clause of all ordinances shall be "The City of St. Helens does ordain as follows:". Except as the following paragraphs provide to the contrary, every ordinance title shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

Except as the following paragraph provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read first in full and then by title.

Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and three copies are provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open Council meeting as finally amended prior to being approved by the Council.

Upon final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

Upon the enactment of an ordinance the Recorder shall sign it with the date of its passage and his/her name and title of office, and within three (3) days thereafter the Mayor shall sign it with the date of his/her signature, name and title of office.

An ordinance enacted by the Council shall take effect on the thirtieth (30<sup>th</sup>) day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

## **6. Procedures**

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by the City charter, city code and these operating rules and procedures.

## **7. Voting**

Except as the Charter otherwise provides, the affirmative vote of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council. The voting on all ordinances or resolutions shall be by roll call vote and recorded in the minutes showing those members voting for and those voting against.

## **8. Decorum**

The presiding officer of the council shall be responsible for ensuring that order and decorum are maintained during all meetings of the Council, and shall be responsible for assigning to the Sergeant-at-Arms his or her duties and station. The Chief of Police, or such member of the Police Department as he/she shall designate, shall be Sergeant-at-Arms of the Council. He/she shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order, decorum and to enforce the rules of conduct as directed by the presiding officer. Sergeant-at-Arms shall be present at all scheduled meetings and where a quorum exists.

## **9. Presiding Officer**

Mayor – The Mayor shall preside over Council deliberations. He/she shall have a vote on all questions before the Council. He/she shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council.

Council President – At its first meeting of each odd-numbered year, the Council by ballot shall elect a president from its membership. In the Mayor’s absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of his office, the President shall act as Mayor.

In the absence of the Mayor and the President, if a quorum of the council is present, the senior member of the council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the council, council shall choose, by vote, a President Pro-Tem to preside at that meeting.

The Council President or the Council President Pro-Tem, while serving as presiding officer, may propose motions and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

## **10. Record of Proceedings**

The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

## **11. Order of Business**

Matters to be considered by the Council at its meetings shall be placed on an agenda to be prepared by the City Recorder from the following materials:

- All items considered by the Council from work sessions that require official action of the Council. Work session agenda items will normally be considered at the next regular meeting.
- All items directed by the Mayor or a member of the Council to be listed on the agenda. The Mayor or presiding officer will be notified of agenda items requested by a Council member.
- All items deemed appropriate by the City Recorder.
- All items which are required by law to be presented to the Council.
- The Council may also consider any other item, proposed by the Mayor, a member of the Council or the City Recorder, not included on the written agenda.
- Items appearing on the Council agenda may be assigned a time limit by the Mayor or presiding officer. The Mayor or Council may extend the time limit until an issue or item is discussed and resolved.
- Correspondence, petitions or other written material that concerns items that are or may be on the agenda may be submitted to the City Recorder’s Office at any time, but may only appear on the agenda if received by 12:00 p.m. the Wednesday preceding the intended Council meeting. The City Recorder may hold agenda items to have an appropriate study made of the issue, question or request. Any material submitted without the author’s name and address will not be put on the Council agenda. Substantive matters arising under “Topics From The Floor” will be referred to the City Recorder for study.

## **12. Agendas and Supportive Material**

The City Recorder shall provide copies of public records to any person so requesting that material, in compliance with the Oregon Revised Statutes, Public Records Law. A fee for copies may be charged based upon the cost of copying plus a reasonable administrative fee based on actual cost, which fees shall be adopted by Council resolution.

Copies of the supportive agenda material will be available to the media, and upon request, to members of the public at the time distributed to the Council, except for those items exempt from disclosure under the Public Records Law.

## **17. Appointing Committees**

All committees, boards and commissions not required by State law to be appointed by the Council shall be appointed by the Mayor. After the committees have been formally announced they cannot be changed except at a regular meeting of the Council. Appointments shall be made to as an agenda item for the meeting at which the appointment is to be made.

## **18. Council Liaisons**

The Mayor, or the presiding officer in the Mayor's absence will appoint council members liaison appointments to City departments, programs or boards and commissions. Liaisons will act as a communication link to the council and kept the council informed of their department's activities. Council members will not substitute appointments or attendance at meetings without approval of the Mayor or presiding officer.

## **SECTION IV – CONDUCT AT MEETINGS**

1. The Council will be clear and simple in its procedures and consideration of matters coming before it.
2. Any Council member or the Mayor may present main motions on business to come before the Council.
3. It is the policy of the Council to ensure an informed public, aware of the deliberations and decisions of the body and of the information upon which decisions were made. It is the policy of the Council that those decisions be arrived at openly. The Mayor and council are encouraged to explain their rationale for votes during council meetings.
4. Public Debate and Testimony:
  - Members of the public have no right to speak or address the Council at a Council meeting unless recognized by the presiding officer.
  - Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council.
  - Unless otherwise directed, persons addressing the Council shall limit their remarks to 5 minutes.
  - A person may request additional time subject to approval of the presiding officer.
  - Questions and discussions by audience members shall be directed to the presiding officer.
  - Directed discussion between members of the audience and Council members or City employees shall be permitted only at the discretion of the presiding officer.
  - Public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, "Visitors Comments" unless specifically permitted by the presiding officer.

- All persons addressing the Council shall do so from the podium after first having clearly stated their name and address for the record. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

## **5. Identification of Fiscal Impact of Policy Decisions**

At such time as the Council adopts a new program or policy with significant revenue implications, it shall offer clear direction to City staff and to the budget committee as to how the program or policy is to be funded. When the City council adopts such a new program or policy or significantly modifies an existing program or policy, it shall indicate how it expects that program or policy to be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.

As used in this section, the term “program or policy with significant revenue implications” includes an ordinance or a resolution in which implementation may entail expenditures in any budget year in excess of one and one-half percent (1.5%) of the City’s annual General Fund budget, and which may require increasing existing taxes or fees or imposition of new taxes or fees.

## **6. Reconsidering a Vote**

A motion to reconsider a vote can be made only once and at the session at which the motion or matter was adopted, or at the next meeting of the council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has taken effect.

## **7. Miscellaneous Provisions**

- Members of the Council requesting a legal opinion of the City Attorney may do so directly during a meeting or if the Mayor is aware of the inquiry. A Council member desiring to contact the City Attorney will normally contact the City Administrator to ascertain if the question has previously been posed to the Attorney and/or if staff has researched and can address the issue.
- Authorization is needed from the presiding officer or majority of Council to take a reimbursable trip and incur expenses on city-related business. The following expenditure categories qualify for reimbursement under the above procedure:
  - Reasonable Out of town travel expenses including mileage, meals, and lodging.
  - Long distance telephone costs.
  - Additional cellular phone costs related to calls made regarding City business.

Expense reimbursement forms for expenses incurred for authorized purposes are available through the City Recorder. Receipts or other types of documentation are required for all items. The Mayor will review and approve expense claims submitted by council members. The Council President will review and approve expenditures made by the Mayor.

- The Mayor or Council member shall also clarify what, if any, official capacity they are representing when speaking to the press.
- Normally, the City Administrator or his/her designee shall act as the City ombudsman for City business and affairs.

## CHARTER

### PREAMBLE

We, the voters of the City of St. Helens, Oregon, exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter. (Approved by voters in general election held November 6, 2012)

## CHAPTER I Names and Boundaries

### Section 1. Title.

---

This charter shall be referred to as the 2012 City of St. Helens Charter. (Approved by voters in general election held November 6, 2012)

### Section 2. Name.

---

The City of St. Helens, Oregon, continues as a municipal corporation with the name City of St. Helens. (Approved by voters in general election held November 6, 2012)

### Section 3. Boundaries.

---

The corporate limits of the City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by a majority of the voters. Unless mandated by State Law, annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate. The city custodian of records shall keep in the recorder's office at the city hall at least two copies of this charter in each of which the custodian of records shall maintain an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours of the recorder. (Approved by voters in general election held November 6, 2012)

## CHAPTER II Powers

### Section 4. Powers.

---

The city has all powers which the constitutions, statutes, and common laws of the United States and of Oregon expressly or impliedly grant or allow the City, as fully as though this charter specifically enumerated each of those powers. (Approved by voters in general election held November 6, 2012)

### Section 5. Construction.

---

The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under the United States and Oregon law. (Approved by voters in general election held November 6, 2012)

### Section 6. Distribution.

---

The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances. (Approved by voters in general election held November 6, 2012)

## **CHAPTER III**

### **Form of Government**

#### **Section 7. Where Powers Vested.**

---

Except as this charter provides otherwise, all powers of the city shall be vested in the council.  
(Approved by voters in general election held November 6, 2012)

#### **Section 8. Council.**

---

The council shall be composed of a mayor and four councilors elected from the city at large.  
(Approved by voters in general election held November 6, 2012)

#### **Section 9. Councilors.**

---

The councilors in office at the time this charter is adopted shall continue in office, each until the end of their term of office as fixed by the charter of the city in effect at the time this charter is adopted. At each biennial general election after this charter takes effect, two councilors shall be elected, each for a term of four years. (Approved by voters in general election held November 6, 2012)

#### **Section 10. Mayor.**

---

The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under the council rules. The mayor is a voting member of the council and has no veto authority. With the consent of the council, and following the procedures of the council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

At each biennial general election, a mayor shall be elected for a term of two years. (Approved by voters in general election held November 6, 2012)

#### **Section 11. Council President.**

---

At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by written ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of this office, the president shall act as mayor. (Approved by voters in general election held November 6, 2012)

#### **Section 12. Qualification of Officers.**

---

No person shall be eligible for an elective office of the city unless at the time of his election he is a qualified elector within the meaning of the state constitution and has resided in the city during the 12 months immediately preceding the election. The council shall be final judge of the qualifications and election of its own members. (Approved by voters in general election held November 6, 2012)

#### **Section 13. Rules.**

---

The council must by resolution adopt rules to govern its meetings. (Approved by voters in general election held November 6, 2012)

#### **Section 14. Meetings.**

---

The council must meet at least once each month at a time and place designated by its rules, and may meet at other times in accordance with the rules. (Approved by voters in general election held November 6, 2012)

#### **Section 15. Quorum.**

---

A majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by council rules. (Approved by voters in general election held November 6, 2012)

#### **Section 16. Vote Required.**

---

The express approval of a majority of the Council members, present at any meeting requiring a quorum, is necessary for any Council decision, except when this charter requires approval by a majority of the members of the Council. (Approved by voters in general election held November 6, 2012)

#### **Section 17. Record.**

---

A record of council meetings must be kept in a manner prescribed by the council rules. (Approved by voters in general election held November 6, 2012)

### **CHAPTER IV Legislative Authority**

#### **Section 18. Ordinances.**

---

The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of St. Helens ordains as follows:". (Approved by voters in general election held November 6, 2012)

#### **Section 19. Ordinance Adoption.**

---

(a) Except as authorized by subsection (b), adoption of an ordinance requires a reading of the ordinance by title at two meetings at least two weeks apart and approval by a majority of the members of the Council.

(b) The Council may adopt an ordinance after one reading at a single meeting by the unanimous approval of the council, a quorum being present, provided the proposed ordinance is available in writing to the public at least one week before the meeting.

(c) After adoption of an ordinance, the vote of each member must be entered into the council minutes.

(d) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title. (Approved by voters in general election held November 6, 2012)

#### **Section 20. Effective Date of Ordinances.**

---

Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if an emergency is declared to exist. (Approved by voters in general election held November 6, 2012)

### **CHAPTER V Administrative Authority**

#### **Section 21. Resolutions.**

---

The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions shall state "The City of St. Helens resolves as follows:". (Approved by voters in general election held November 6, 2012)

#### **Section 22. Resolution Approval.**

---

(a) Approval of a resolution or any other council administrative decision requires approval of the council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

(d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title. (Approved by voters in general election held November 6, 2012)

#### **Section 23. Effective Date of Resolutions.**

---

Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution. (Approved by voters in general election held November 6, 2012)

### **CHAPTER VI Elections**

#### **Section 24. Councilors.**

---



The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, two councilors will be elected for four-year terms. (Approved by voters in general election held November 6, 2012)

### **Section 25. Mayor.**

---

The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every general election after adoption, a mayor will be elected for a two-year term. (Approved by voters in general election held November 6, 2012)

### **Section 26. State Law.**

---

City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan. (Approved by voters in general election held November 6, 2012)

### **Section 27. Qualifications.**

---

(a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.

(b) No person may be a candidate at a single election for more than one city office.

(c) Neither the mayor nor a councilor may be employed by the city.

(d) The council is the final judge of election and qualifications of its members. (Approved by voters in general election held November 6, 2012)

### **Section 28. Nominations.**

---

The council may adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position. If no ordinance is adopted, state election law applies. (Approved by voters in general election held November 6, 2012)

### **Section 29. Terms.**

---

The term of an officer elected at a general election begins at the first council meeting of the following year immediately after the election and continues until the successor qualifies and assumes the office. (Approved by voters in general election held November 6, 2012)

### **Section 30. Oath.**

---

The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon. (Approved by voters in general election held November 6, 2012)

### **Section 31. Vacancies.**

---

The mayor or a council office becomes vacant:

(a) Upon the incumbent's:

- i. Death,
- ii. Adjudicated incompetence, or
- iii. Recall from the office.

(b) Upon declaration by the council after the incumbent's:

- i. Failure to qualify for the office within 10 days of the time the term of office is to begin,
- ii. Absence from the city for 30 days without the mayor or council consent, or from all council meetings within a 60-day period,
- iii. Ceasing to reside in the city,
- iv. Ceasing to be a qualified elector under state law,
- v. Conviction of a public offense punishable by loss of liberty,
- vi. Resignation from the office. (Approved by voters in general election held November 6, 2012)

### **Section 32. Filling Vacancies.**

---

(a) A vacancy in the position of mayor shall be assumed by the council president until the mayor's term of office expires. Once the council president assumes the position of mayor, the council president's council position shall be deemed vacant and the council shall elect a new council president.

(b) When a vacancy in the position of councilor occurs, the city council, at the next regularly scheduled council meeting, shall begin the process of filling the vacancy as follows:

- i. If two years or more remain on the term of a council position when such position is declared vacant, the council may appoint, by majority vote of the remaining councilors and mayor, a qualified elector to serve until the next scheduled election that is at least sixty days after the appointment is made. Any qualified elector under this charter may make the proper nominating procedures as outlined in Section 28, Nominations, and seek election for the remaining term of the council position that was declared vacant at that scheduled election.
- ii. If there is less than two years remaining in a council position declared vacant, the remaining councilors and mayor shall appoint a qualified elector to serve the remaining term of the vacant council position.
- iii. In either case, if the council appoints a qualified elector to a vacant council position, the council shall hold a public meeting to interview potential candidates. The council may use whatever methods it determines are necessary to obtain qualified electors to serve on the council. (Approved by voters in general election held November 6, 2012)

## **CHAPTER VII Appointive Officers**

**Section 33. Other Officers.**

---

The council has authority to appoint officers as they deem necessary. Each of these officers shall be appointed and may be removed by the mayor with the consent of the council. The council may combine any two or more appointive city offices. The council may designate any appointive officer to supervise any other appointive officer except the municipal judge in the exercise of his judicial functions. (Approved by voters in general election held November 6, 2012)

**Section 34. City Attorney.**

---

The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney. The attorney must appoint, supervise and may remove any City Attorney office employees. (Approved by voters in general election held November 6, 2012)

**Section 35. Municipal Court and Judge.**

---

(a) Subject to any applicable municipal code, a majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the St. Helens Municipal Court.

(b) All proceedings of this court will conform to the state laws governing municipal courts.

(c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

(d) The municipal court has original jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction over state laws unless limited by city ordinances.

(e) The municipal judge may:

- i. Render judgments and impose sanctions on persons and property;
- ii. Order the arrest of anyone accused of an offense against the city;
- iii. Commit to jail or admit to bail anyone accused of a city offense;
- iv. Issue and compel obedience to subpoenas;
- v. Compel witnesses to appear and testify and jurors to serve for trials before the court;
- vi. Penalize contempt of court;
- vii. Issue processes necessary to enforce judgments and orders of the court;
- viii. Issue search warrants;
- ix. Perform other judicial and quasi-judicial functions assigned by ordinances and/or state statutes;

x. When not governed by this charter or city ordinances, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing state courts.

xi. The municipal court judge shall have the jurisdiction and authority of a state court judge within the limits of the City of St. Helens, in both civil and criminal matters; and when exercising such jurisdiction and authority, shall be subject to all of the general laws of the state prescribing the duties of a judge and the mode of performing same.

(f) The council may appoint and may remove municipal court judges pro tem.

(g) The council may transfer some or all of the functions of the municipal court to an appropriate state court. (Approved by voters in general election held November 6, 2012)

## **CHAPTER VIII Personnel**

### **Section 36. Compensation.**

The council must authorize the compensation of city elected and appointed officers and employees as part of its approval of the annual budget. (Approved by voters in general election held November 6, 2012)

### **Section 37. Merit Systems.**

The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness. (Approved by voters in general election held November 6, 2012)

## **CHAPTER IX Public Improvements**

### **Section 38. Improvements.**

The procedures for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or the applicable general laws of the state. Action on any proposed public improvement, except a sidewalk or except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance by two-thirds of the owners of real property to be specially assessed. In this section, "owner" shall mean the record holder of legal title, or, where land is being purchased under a land sales contract recorded or verified to the recorder in writing, the contract purchaser shall be deemed the "owner." (Approved by voters in general election held November 6, 2012)

### **Section 39. Special Assessments.**

The procedure for levying, collecting, and enforcing special assessments for public improvements or other services to be charged against real property will be governed by ordinance. (Approved by voters in general election held November 6, 2012)

## CHAPTER X Environmental and Health Provisions

### Section 40. Garbage Burners.

---

It is prohibited in the City of St. Helens to construct or operate an incinerator that burns garbage within three miles of a public school, hospital or retirement home. (Approved by voters in general election held November 6, 2012)

## CHAPTER XI Miscellaneous Provisions

### Section 41. Debt.

---

City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness. (Approved by voters in general election held November 6, 2012)

### Section 42. Ordinance Continuation.

---

All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed. (Approved by voters in general election held November 6, 2012)

### Section 43. Repeal.

---

All charter provisions adopted before this charter takes effect are hereby repealed. (Approved by voters in general election held November 6, 2012)

### Section 44. Severability.

---

The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter. (Approved by voters in general election held November 6, 2012)

### Section 45. Time of Effect.

---

This charter shall take effect January 1, 2013. (Approved by voters in general election held November 6, 2012)

---

**The St. Helens Municipal Code is current through Ordinance 3179, passed December 3, 2014.**

Disclaimer: The City Recorder's Office has the official version of the St. Helens Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: January 16, 2015

---

*Business License Reports* attached.

*Suggestion Box Comments Report* attached.

Signature: R. Payne  
Date: 12/31/14

- |   |                               |            |
|---|-------------------------------|------------|
| ▪ | Deb Allen<br>215 S. First St. | Secondhand |
|---|-------------------------------|------------|

## BUSINESS LICENSE REPORT

City Department Approval: December 31, 2014

The following occupational business licenses are being presented for City approval:

Signature: K. Payne  
Date: 12/31/14

### RESIDENT BUSINESS NEW - 2015

- |                                                |                             |
|------------------------------------------------|-----------------------------|
| ▪ ecoATM, Inc.<br>795 S. Columbia River Hwy.   | ATM located inside Safeway  |
| ▪ Jo's New To You Bargains<br>215 S. First St. | Secondhand                  |
| ▪ STA Phase II<br>215 S. First St.             | Secondhand                  |
| ▪ *Waterman Garage Doors<br>264 N. 5th Street  | Garage Door Install/Service |

### RESIDENT BUSINESS RENEWAL - 2015

- |                                           |                                         |
|-------------------------------------------|-----------------------------------------|
| ▪ *A+ Engraving, LLC                      | Engraving                               |
| ▪ *Allen Gutters, LLC                     | Gutter Installation                     |
| ▪ *Ashley's Jewe's of Steel               | Jewelry Sales                           |
| ▪ Balanced Body Wellness Center, Inc.     | Massage Therapy                         |
| ▪ Belleza Day Spa & Hair Salon            | Day Spa & Hair Salon                    |
| ▪ Bertucci's                              | Espresso, Candy & Gifts                 |
| ▪ *Blue Heron Septic & Drain Service Inc. | Sewer & Drain Cleaning                  |
| ▪ Bobbie's Cuts+ LLC                      | Beauty Salon                            |
| ▪ Bob's Barber Shop                       | Hair Cutting                            |
| ▪ Calaway Trading, Inc. – Oregon          | Hay Products                            |
| ▪ *Camarena Housecleaning                 | Housecleaning                           |
| ▪ *Camberg Studio                         | Art/Photo/Water Color Class             |
| ▪ *Carol Winn                             | Internet Buy/Sell, Sell Artwork Locally |
| ▪ Carolyn J. McCarton, DC                 | Chiropractic                            |
| ▪ *CC Performance Parts LLC               | Auto Parts Supply/Internet Based        |
| ▪ Chevron St. Helens                      | Gas Station/Retail Store                |
| ▪ Columbia Electric Feed & Seed           | Farm/Garden                             |
| ▪ Columbia Funeral Home                   | Funeral Home                            |
| ▪ Counseling and Wellness                 | Counseling                              |
| ▪ Deb Allen                               | Secondhand                              |
| ▪ Diana Fields                            | Resale                                  |
| ▪ Dollar Tree Stores #1947                | Retail                                  |
| ▪ Edward D. Jones & Co., LP               | Financial Advising/Invest               |
| ▪ Emmert Auto Glass                       | Automobile Glass Installation           |

\*Denotes In-Home Business



▪ Emmert Chev Buick Pontiac Inc.	Auto Sales & Service
▪ Georgia Ford (Vendor)	Secondhand
▪ *Hardcore Construction, LLC	Concrete Construction
▪ Harrington's Clothing, Inc.	Retail Clothing
▪ *Healthcare Technology Mgmt. Solutions	Consulting
▪ *Island Imports	Import/Mail Order/Sales
▪ J. Johnson Incorporated	Drive Through Coffee Shop
▪ Javalation	Coffee Drive Thru
▪ Jody Victoria's	Resale
▪ Just Fish N Chips	Restaurant/Food Service
▪ Kinnear Specialties, Inc.	Hydraulic Sales & Mfg.
▪ L. Olson Trucking	Trucking
▪ *Lacey W. Photography	Photography Service
▪ *Lady Oracle	Tarot Reading & Home Party Sales
▪ Larry Meres	Secondhand
▪ Lessard Strength and Conditioning	Fitness
▪ Letica Corporation	Manufacturing
▪ Lily Mason	Esthetician
▪ Linda Joy Prettyman	Secondhand
▪ Mark's Custom Exteriors, Inc.	General Contractor
▪ Menagerie De Stratford	Resale
▪ *Mental Happiness	Prof. Services/Organizational Consulting
▪ Moorehead Communications, Inc.	Retail
▪ Oregon Performing Arts Studio	Dance Studio
▪ Oregon's Attic	Hobby Sales/Used Possessions
▪ Paulson Printing Co.	Commercial Printing
▪ *Ray's Mobile Bike Repair & Access.	Mobile Bicycle Repair
▪ Robert Reichelt	Secondhand
▪ Route 30 Liquidators	Secondhand
▪ Roythai	Restaurant
▪ Safeway Inc. #424	Retail Grocery
▪ Sandee's Salsa	Making & Selling Salsa
▪ Sandy's Barber Shop	Barber Shop
▪ Scandalous Hair Design	Beauty Salon
▪ Scappoose Bus. & Tax Serv., Inc.	Tax & Bookkeeping Services
▪ Shear Perfection	Hair Salon
▪ *Spilt Ink Gallery, LLC	Artwork
▪ St. Helens Auto Body/Cust. Paint	Body Shop
▪ *Sticky Signs and Graphics	Small Vinyl Signs & Graphics
▪ Sunshine Pizza	Restaurant
▪ Syble Markus	Misc. Collectables, Resale
▪ Ten-in-Ten, Inc. dba: Domino's Pizza	Pizza Delivery
▪ *Timmons Janitorial	Janitorial
▪ *Tony Mandella's Fin Carpentry	Contractor

\*Denotes In-Home Business

▪ Treasures, Trinkets & Threads Resale/Collect.	Secondhand
▪ V & J Sales	Secondhand
▪ *Vic E. Caracciolo Trucking	Hauling
▪ Vinnie's Chicago Sandwich Shop	Sandwich Shop
▪ Wayne Martin Floor Covering, Inc.	Floor Covering
▪ Wilcox & Flegel (Div./Wilson Oil)	Oil Distribution
▪ Zhen's Chinese Restaurant, Inc.	Restaurant

---

### NON-RESIDENT BUSINESS RENEWAL - 2015

---

▪ Allied Safe & Vault Co., Inc.	Security/Financial Equipment
▪ American Equipment Co. Inc.	Equipment/Chemical/Parts Sales & Svc.
▪ Arjae Sheet Metal Co.	HVAC/R Install & Service
▪ C-2 Utility Contractors, LLC	Underground Utilities
▪ Christenson Electric Inc.	Electrical Contractor
▪ Columbia NW Heating, Inc.	HVAC Service & Install
▪ E2C Corp.	Event Coordination
▪ Eagle Star Rock Products LLC	Rock Quarry
▪ F&C Inc.	General Contractor
▪ Fiber Tech Carpet/Uphol Cleaning	Carpet/Upholstery Cleaning
▪ Garrett Sign Co., Inc.	Install & Service Electric Signs
▪ Guardian Fire Protection	Fire Protection System
▪ H2O Systems LLC	Landscape Contracting
▪ HDR Engineering, Inc.	Engineering Services
▪ Horton Electric Company	Electrical
▪ Inland Electric, Inc.	Electrical Contracting
▪ Long Painting Company	Painting and Wallcovering
▪ Loy Clark Pipeline Company	Utility Construction
▪ North Point Technology, LLC	Control System Integration
▪ Norwest Contractors, Inc.	General Contractor
▪ Olin Chlor Alkali Products	Chemicals Manufacturing
▪ Oregon Insulation and Remodeling	Contractor
▪ Oswego Drywall Install., Inc.	Drywall, Metal Stud & Acoustical
▪ Paul's Tree Care	Tree Service
▪ Point Monitor Corporation	Low Voltage Systems Install & Service
▪ Rick's Custom Fencing & Deck	Fence & Decking
▪ Roger Stauffer Remodeling LLC	General Construction
▪ Rose Heating	HVAC
▪ Ross Diesel & Auto Repair	Diesel Pickup/Auto Repair
▪ S-2 Contractors	Asphalt Paving
▪ Sanderson Safety Supply Co.	Fire Suppression Systems
▪ Sessions Plumb. & Heat., Inc.	Plumbing Contractor
▪ Settle Construction, Inc.	Construction
▪ Specialty Heating & Cooling, Inc.	HVAC

\*Denotes In-Home Business

▪ Stanley Convergent Security Solutions Inc.	Fire & Burglar Alarm Systems
▪ TFT Construction, Inc.	Trucking & Excavation
▪ West-Meyer Fence Inc.	Fence Contractors
▪ Wojahn Roofing Co.	Roofing Contractor
▪ Woodstove Warehouse	Install Wood/Gas/Pellet Stoves

---

### RENTALS RENEWAL - 2015

---

▪ Adams, Mary H.	Residential
▪ American Homes 4 Rent	Residential
▪ By the Sea X, LLC	Residential
▪ Colbert H. Cannon	Residential
▪ Crest Apts	Residential
▪ Franklin Manor Apts.	Residential
▪ Hafeman Rentals	Residential
▪ James E. Svoboda	Residential
▪ Janice A. Johnson	Residential
▪ Jim Dias	Residential
▪ Latt Rentals	Residential
▪ Lester Lukas, Jr.	Residential
▪ Lincoln Square Apartments LLC	Residential
▪ Lorraine Calcagno	Residential
▪ McCormick Apartments	Residential
▪ McCormick Park Apartments	Residential
▪ Nob Hill Riverview	Residential
▪ Norcrest Apartments	Residential
▪ Northfork Apts.	Residential
▪ Ogan, Inc.	Residential
▪ Parkside Apts.	Residential
▪ Paul F. Nezbeda	Residential
▪ Paul Thayer, Sunset Manor Apts.	Residential
▪ Rober Tracey	Residential
▪ Ryan & Chelsea Murphy	Residential
▪ Seawright House	Residential
▪ Settle Properties	Residential
▪ St. Helens Marina, LLC	Residential
▪ St. Helens Riverfront LLC	Residential
▪ Tom & Debbie Clarke	Residential
▪ Tropicana Court/Holz	Residential
▪ Vandehey Property Management	Residential
▪ Wayne Weigandt Rentals	Residential
▪ Woodland Trail Apts.	Residential
▪ Columbia Electric Feed & Seed	Commercial
▪ Paul & Ken Stansbury	Commercial

*\*Denotes In-Home Business*

- Todd Stansbury Commercial

---

**MISCELLANEOUS - 2015**

---

- Aramark Uniform Services, Inc. Uniform Rental
- UPS, Inc. Parcel Delivery

# Suggestion Boxes

## City Hall – 1<sup>st</sup> Floor Lobby/2<sup>nd</sup> Floor Lobby/Council Chambers Lobby/ Water Department Lobby

Comment Date	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
--------------	---------	------------	---------------------	------------------------------	---------------------------------	----------------------------	----------------	-------------------------	-------------

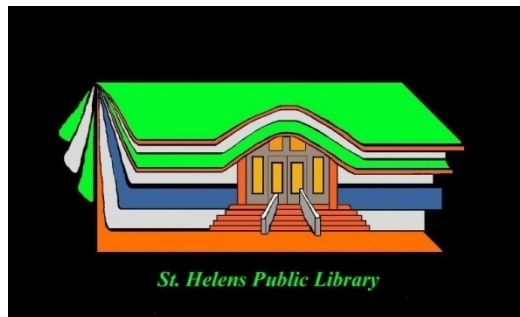
None received.

## City Hall – Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
12/29/14	I just wanted to say “thank you” for working with me on my work schedule and my embarrassing court date.	Not at this time.	No	Leighton Olson	Great	1/21/15	N/A	N/A	1/6/15

## Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
12/23/14	I needed some help printing out color photos from a phone. Brenda helped me figure it all out and made a huge challenge seem reasonably simple.	Give Brenda a parade!! She’s a doll.	No	Claudia Franklin	Great	1/21/15	N/A	N/A	1/6/15



**January 14, 2015**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

**Mah Jongg Class (Ages 18+):** You have the opportunity to learn how to play a 3,000 year old game –Mah Jongg!! Longtime instructor, Lane Koniak will teach the American version of this game of strategy and luck played among friends. The class consists of 15 hours of instruction on Mondays and Fridays during the first three weeks of February. Grab this chance to learn a new and exciting skill! **Call the Library at 503-397-4544 to register.**

**Every Child Ready to Read Workshops for Parents:** In recent years librarians in Oregon have become increasingly aware of the statewide changes being made by Governor Kitzhaber. These paradigm shifts include: the reorganization of the State Library, the creation of the Early Learning Council and the Oregon Education Investment Board (SB 909), and more recently the creation of the “hub” system around the State (ORS 417.827). More information can be found about hubs online at: <http://oregonearlylearning.com/>. In the first round, six hubs were approved. Currently, eight new hubs are under review, one of which is the NW Regional ESD Early Learning Hub (Columbia, Clatsop and Tillamook Counties). NW Regional ESD recently received a grant based on its hub status, which, among other things seeks to build parental capacity to read with their own children. In order to support its hub partner in this grant, the St. Helens Public Library has agreed to provide research-based early literacy training to local parents. Flyers and registration information will be available soon.

**Learn to Play the Ukulele (Ages 18+):** Have you ever wanted to learn to play the ukulele? Members of the Cowlitz Ukulele Association will be on hand to provide instruction and answer questions. A limited number of ukuleles will be available so please bring your own if you have one. We would like to gauge the interest in forming a local group that will regularly play together. If you have questions, please call Margaret Jeffries at 503-397-4544 or join us on these Saturdays.


**Saturday, February 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> 10:00 a.m. – Noon, Armstrong Room**

### **Calendar of Events:**

1/15	Library Board Meeting, 7:15pm
1/16	Youth Librarian Visits Li'l Learners Preschool
1/16	Babysitter Training (6th grade & up), 4:00pm
1/17	Electric Cello Concert, 11:00am
1/19	Library Closed
1/20	Teen Book Group, 5:00pm
1/20	D.E.A.R. – Drop Everything And Read, 6:00pm
1/21	Teen Advisory Board, 4:00pm
1/21	Teen Gaming Night, 4:30-6:15pm
1/22	Lost and Found: Community in the Age of the Internet, 7:00pm
1/27	D.E.A.R. – Drop Everything and Read, 6:00pm
1/28	Friends of the Library Meeting, 5:30pm
2/2	Mah Jongg Classes Begin, Call the Library to Register
2/6	Babysitter Training, 4:00pm
2/7	Ukulele Instruction Begins, 10:00am
2/14	St. Helens Writers' Guild, noon till 2:00pm



## PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
<b>Date:</b>	21 January 2015	
<b>Subject:</b>	December Status Summary	

### Engineering

1. Finalized contract documents for the 2014 Watermain Replacement Project.
2. Developed specifications and obtained a contractor for a sanitary sewer main repair on S. 8<sup>th</sup> St.
3. Reviewed as-built documentation for the recently completed I&I Rehab project.
4. Coordinated contractors starting on Sand Island restrooms, Courthouse dock utilities, and telemetry projects.
5. See complete report.

### Parks

1. Installed and decorated city Christmas tree in Plaza Square Park.
2. Assisted Contractor with restroom replacement project on Sand Island.
3. Removed dead trees and demolished old restroom on Sand Island.
4. Majority of time spent cleaning up tree debris from December 11 major windstorm.
5. See complete report.

### Public Works Operations & Maintenance

1. Replaced eighteen standard water meters with new radio read meters.
2. Continued work, on storm drain project on Milton Way & St. Helens Street and S. 6<sup>th</sup> Street.
3. Responded to 37 after hours call-outs, including 31 calls during/after December 11 windstorm.
4. Cleaned fallen trees and significant debris after windstorm event.
5. Performed 40 services/maintenance on various vehicles and equipment.
6. See complete report.

### Water Filtration Plant

1. Completed year-end tabulations of water production; total of 546,860,000 gallons of filtered water was produced and delivered.
2. Experienced catastrophic failure of ALL phone line connections at the facility. Because the automated system had no way to communicate with the operators if anything were to go amiss, the two Water Operators took shifts to provide 24-hour on-site monitoring of the plant operation. This continued for 3 days until service was restored late on Sunday December 14.
3. See complete report.

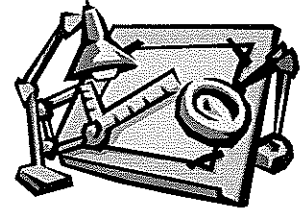
### Waste Water Treatment Plant

1. Conducted a tour for a group from Riverside Training Center with a lot of positive feedback.
2. Conducted inspections of pretreatment sites.
3. Responded to various issues at lift stations due to power outage and other effects of windstorm.
4. Began process to develop project to replace outdated pumps at Lift Station No. 7 (Old Pdx Rd.).
5. See complete report.



## Engineering Department Status Report

7 January 2015



### DEVELOPMENT PROJECTS

#### Elk Ridge Estates Phase VI

A new rock catchment fence has been installed along Hankey Road between Steinke Drive and Elk Meadows Drive. This fence is intended to prevent rocks that fall from the steep bank behind the future sidewalk from potentially hitting a pedestrian or passing vehicle. The Developer is required to construct a sidewalk along the east side of Hankey Road starting at the entrance to the subdivision at Elk Meadows Drive down to Pittsburg Road.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### St. Helens Street and Milton Way Storm

In the late fall, several defects were discovered in an existing storm drain line that runs between Columbia Boulevard and St. Helens Street. The pipe size, material, grade, and alignment were all determined to be deficient. To correct this, a new storm drain system was developed by Engineering and Public Works staff and construction was started by the Public Works Department with on-site assistance and inspection by Engineering's Construction Inspector.

#### Godfrey Park Storm Drain Project

Environmental permitting has been approved by all agencies. Based on the requirements and recommendations from these, specifications are being finalized and bid packages prepared. The project is scheduled to be let for bids at the end of January with an anticipated award date in early March.

#### Wastewater Treatment Plant Septage Metering Station

Status has not changed: Engineering staff have been assisting the WWTP in coordinating contractors for the various portions of the new metering station installation. The primary equipment supplier has been very difficult to reach and has not returned the signed contract documents so that part of the project is on hold. Site work has been moving forward.

#### I & I Reduction Program

Staff has been verifying mountains of documentation in order to prepare the as-built drawings for the recently completed 2012-2014 I&I Reduction Project.

#### ME8-ME10 Sanitary Sewer Repair

The Public Works Department identified a severely deteriorated segment of sanitary sewer mainline located south of Old Portland Road between S. 7<sup>th</sup> and S. 8<sup>th</sup> Streets. The main was located within an easement along the side lot line of 354 S. 8<sup>th</sup> Street and almost entirely under a nicely constructed carport, making access and open-cut construction logistically difficult and very costly. Engineering staff researched alternative methods of repair and determined that a combination of slip-lining and cure-in-place-pipe would be the most cost-effective long term solution. A project was developed and bids were requested from qualified bidders. Semling Construction was the low bidder. Work is expected to start in January.

#### Sanitary Lift Station No. 7 Upgrade Project

The Engineering staff will be assisting the WWTP to obtain the services of a consulting engineer that specializes in sanitary lift station upgrades. The pumps at LS No. 7, located on Old Portland Road, have survived long past their service life. The technology is outdated and inefficient. The goal is to replace the old pumps with new, more efficient pump and control equipment before the existing equipment experiences total failure. On the surface this is a simple project, however DEQ requires submittal of full plans and

specifications that are beyond the capacity of the City staff. A request for qualifications will be issued in early 2015 to obtain the required services.

## **WATER SYSTEM PROJECTS**

### Telemetry System Upgrade

Progress continues to move forward by the Contractor and their programming subcontractor. A mock-up test was recently performed to help identify any potential problems before installation. On-site work is scheduled for January.

### N. 17<sup>th</sup> Watermain Replacement

Status has not changed: Bids were opened and a contractor, Pacific Excavation Inc. of Eugene, was selected as the low bidder. They have provided the required contract documentation and are prepared to start work in January.

## **STREET AND TRANSPORTATION PROJECTS**

### 2014 St. Helens Street Overlay Project

Status has not changed: The design work is completed but necessary replacement of three small water lines have this project on temporary hold until the work can be completed. The waterline work will be contracted out with the N. 17<sup>th</sup> Watermain Replacement project.

### Various Street Improvement Projects

Other street improvement projects currently in some stage of design are:

- \*Eisenschmidt Lane, sidewalk construction and asphalt overlay
- \*Crack sealing, street preservation project

### Right of Way and Construction Permits

There was one Right-of-Way permit issued by the Engineering Department during the month of December. The permit was to NW Natural to complete valve repair work on Gable Road.

## **MISCELLANEOUS PROJECTS**

### Composting Toilets Replacement Project at Sand Island

Much of the construction work was completed on the two new composting restrooms before Christmas. The contractor took a break and returned to their home state of Montana during the holidays and returned to complete the project in early January.

### Courthouse Docks Utility Improvements

Installation of the pedestals and the majority of the conduit for the new water and electrical services has been completed. City Public Works staff will be installing the new pumpout and dump station in early January. The project is on target to be completed by February.

## Parks Department for December 2014

Daily duties were performed; which includes cleaning restrooms, mowing, and garbage pickup.

Put up the Christmas Tree

Put lights on the Christmas Tree

Took burn barrels to the plaza

Helped put the Christmas Tree up after the wind storm

Picked up a Street decoration that was blown off the pole

Trees down in most of the Parks

Removed a hazard tree from McCormick Park

Had the PUD remove a hazard tree at Campbell

Assisted the contractors with getting all their materials for the new restrooms on the Island

Took the Mini Excavator to the Island.

Pushed over dead trees on the Island

Removed Graffiti at Columbia View

Demolished the restroom on North end of the Island

Chipped up wind storm debris from everywhere

Trimmed a tree on Aubuchon

Removed a hazard limb in Godfrey Park

Much of our time has been spent on cleaning up after the wind storm and we are still at it.

## **Public Works Work Report December 2014**

### **Water Dept:**

Replaced 18 meters with radio reads  
Read meters  
Turned off and on 54 delinquents  
Cut concrete, replaced shut-off and poured concrete at Sunset Blvd. & Bradley St.  
Prepped for windstorm  
Cleaned up trees and debris after windstorm  
Read heavy users  
Assisted sewer crew on St. Helens St. storm project  
Replaced saddle on 6" ductile & installed 1 ½" corp stop  
Replaced shut-off on N. 3<sup>rd</sup> St.  
Hauled a load of bark dust to yard for meter boxes

### **Sewer Dept:**

Worked on St. Helens St. storm drain project  
Worked on S. 6<sup>th</sup> St. storm project  
Potholed gas line at 7<sup>th</sup> St. & Columbia Blvd.  
Removed stump at Godfrey park  
TVd main at N. 7<sup>th</sup> St.  
Get Christmas tree and put up in Plaza  
Worked on access road in Godfery Park  
Cleaned up trees and debris after wind storm  
TVd main on N. 2<sup>nd</sup> St.  
TVd Esienschmidt line

### **Call-Outs:**

Water on for delinquent at 35176 Helens Way  
Crew stayed until 11pm for wind storm on the 11<sup>th</sup>  
Water leak on Ethan Lane  
Plugged catch basin on Mayfair Ave.  
Plugged catch basin at N. 1<sup>st</sup> St & West St.  
Water off for repair at 335 N. 3<sup>rd</sup>  
Yard alarm went off

### **Miscellaneous:**

Swept streets  
Marked 39 locates  
Checked wells & reservoirs daily

To: Neal and Sue  
From Brett  
Re: Monthly report December 1<sup>st</sup> to 31<sup>st</sup>

Dec. 1<sup>st</sup>

Office Computer work and filled paper work  
PW Sharpened chain saw twice and helped remove a stump on 3<sup>rd</sup> street  
Parks Sharpened chain saw  
WWTP Repaired a wire connection on the low oil pressure sending unit at Pump station two

Dec 2<sup>nd</sup>

PW Repaired a chain saw  
Police S-7 Full service and replaced front brakes  
PW #33 Top off Coolant  
PW Took a chop saw apart and ordered parts  
Parks Bent a piece of rebar for Shan

Dec 3<sup>rd</sup>

PW #11 Jump started and brought to the shop and charged the battery  
PW #7 Repaired right rear tire  
PW Repaired a chain saw  
PW Helped with project over on 3<sup>rd</sup> street

Dec 4<sup>th</sup>

PW #11 Tested charging system and did a draw test found nothing found a loose connection  
At the alternator and tightened connection continued charging the battery  
PW #34 Looked at the seat on the excavator to see what parts are need to repair it  
Also checked the side door need to order a new one

Dec 5<sup>th</sup>

Office Computer work  
Shop Clean up cleaned restroom  
PW Tune up a chain saw  
WWTP Started a pressure washer for Jacob N.

Dec 8<sup>th</sup>

Brett Sick  
PW #71 Inspected brakes and found a sticky slider on the caliper repaired and sent back  
PW Removed and replaced a bar on a chain saw

Dec 9<sup>th</sup>

PW #29 Full service Chassis and generator  
PW Repaired Chain saw  
Keith Sick 10:00Am

Dec 10<sup>th</sup>

Parks #5 Removed screw from right rear tire and patched it  
PW #55 Installed gutter brooms  
PW Sharpened saws  
PW Looked for a trailer from the Insurance list for Kathy  
WWTP Installed a oil pressure censor on the generator at pump station 2  
PW Installed a new belt on a chop saw  
Police Started removing the police stickers from two cars so they can be sold

Dec 11<sup>th</sup>

Police Removed stickers and glue from two cars that are going to the auction

Dec 12<sup>th</sup>

Office Computer work Filled paper work  
Shop Clean up and clean restroom and shop sink  
Parks Helped clean up limbs and checked on downed trees with Shan  
PW Went to the tree farm and cut two trees out of the road way and locked the gates

Dec 15<sup>th</sup>

Shop Clean floor in front of office also cleaned out the parts washer  
PW Took a chain saw apart and ordered parts  
Parks Helped load the Mini Excavator onto the Barge going to Sand Island

Dec 16<sup>th</sup>

Police Charged battery in one of the cars that are going to be auctioned off  
PW #34 Installed new seat riser on the pedestal  
PW Helped on the project on St. Helens St.

Dec 17<sup>th</sup>

Office Computer work  
Shop Removed cover on the tire machine to repair a air leak  
PW Fabricated brackets for Marc  
Parks Sharpen chain saws

Dec 18<sup>th</sup>

City Hall Safety meeting  
WWTP looked at a pressure washer for Jacob he says that they can't get it started found no  
Problem with the unit started it under pressure and worked fine again

Dec 19<sup>th</sup>

Office Computer work and filled paper work  
Shop Cleaned bathroom  
PW Started the 6" pump and let it run for a while

Dec 22 thru 26<sup>th</sup>

Brett Vac. Keith Vac. 26<sup>th</sup>

Dec 29<sup>th</sup>

Office Computer work

PW Started all sanders and ran for a while

WWTP Removed a bearing on the screens for the guys at the treatment plant

Dec 30<sup>th</sup>

Shop Clean floor and sink

PW #20 Fuel filter clamp broke installed a new filter and zip tied it on so we could get it back to the shop for repairs

Dec 31<sup>st</sup>

PW #20 Went to Portland for Parts Installed new filter ring on the fuel filter also repaired The heater

Police S18 Full service

Police S-6 Test drove car found nothing wrong with the transmission checked fluid everything looked ok for a car that has almost 113,000 miles on it Check engine light was on replaced the O-2 sensor and erased the code, In my opinion the car needs to be replaced this is an emergency piece of equipment that sometimes is expected to perform at a high rate of speed and do this safely it has served its time.

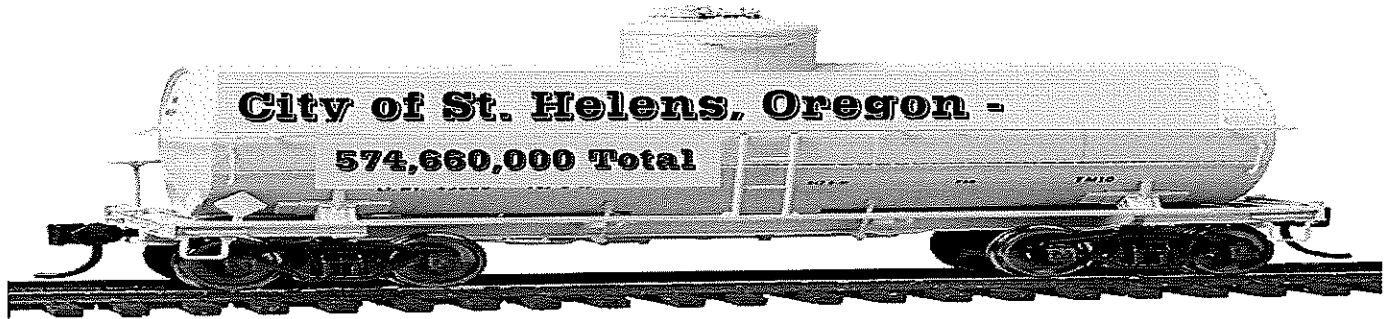
PW #34 Checked fittings on the hammer and the valves more testing needed

Keith Vac. Day





## December 2014 Water Filtration Facility Journal



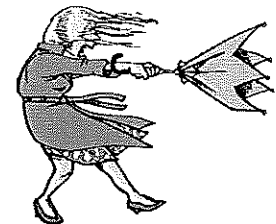
Did I grab your attention with the drinking water tank car? I feel safe in saying that we have all experienced either seeing or becoming one of the many anxious, motorists caught at the entrance or exit of Walmart or downtown St. Helens waiting for the passing of the seemingly endless, slowest moving, 100 railroad tank car convoy at what seems like the most inappropriate time of the day. But now, I would like to ask you, that the next time you see or experience the above ground, 1.2 mile long, tank car convoy, think instead of those tank cars as being the City of St. Helens drinking water supply tank cars. These *invisible* drinking water supply tankers are constantly traveling underground, 24 hours a day, through a 64 mile tunnel, (the city water mains) transporting and delivering the City of St. Helens drinking water supply to your homes. Every day the equivalent volume, in gallons, of 50 of those tank cars (or 1.5 million gallons) of freshly filtered drinking water, is faithfully, silently and conveniently being delivered to the residents and businesses of the City of St. Helens through the 64 miles of drinking water distribution mains 365 days a year. That short, in comparison, 100 tank car convoy that we see is equal to only 2 days of drinking water being supplied to our City, but you receive water every day, SO, the drinking water tank car convoy would become 19,495 of those tank cars spanning a distance of 239 miles to deliver all of that water to you in 1 year! The total amount of water produced and delivered to your City in 2014 was 546,860,000 gallons! (By the way, the length of this continuous drinking water tank train convoy would stretch from Clatskanie, Oregon, through Rainier, along US 30, through Goble, Deer Island, Columbia City, St. Helens, Scappoose, Linnton to Portland over to I-5 and all the way down to Roseburg, Oregon, and it would take 1 year to pass by, and then after the last car passes by, it would start all over again for the next year!)

**Week 1** Produced and sent November OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Mark has completed building and installing enclosure shelters for the Raw and Finished water reservoir instrumentation units. So very much appreciate the skill and pride he takes and is shown in his work.

**Week 2** Monthly change out of Chlorine monitor reagents. CIS insurance assessor on site gathering information about sizes and improvements made to the WFF system. Calibrating rack 5 electronic positioner.



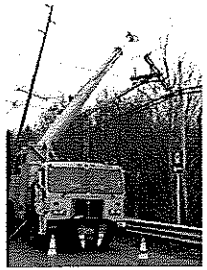
Had some gale force winds come through St. Helens today, not much occurred from our vantage point, however, we could see that clouds were quickly soaring through the sky and then....the ground winds came! We had limbs, leaves and trees swaying to and fro, and suddenly, we have NO phone or internet connections at the WFF. We also learned that the Ranney wells have lost power and that PUD is out



restoring power to the area. Ahhh, power is restored to the Ranney wells. We have notified Lisa at City Hall about our telecommunication situation and she has contacted Integra Telecom and initiated a trouble ticket. Without the phone, internet, Ethernet or intranet system, the WFF has NO security or fire notification protection and the WFF operators no longer have a way to be notified or interact remotely with the WFF

SCADA PLC system (the computer program that runs the WFF process) other than to physically be **IN** the WFF control room and literally becoming the first responder to the **H**uman to **M**achine **I**nterface with the SCADA PLC called the HMI. In a normal, daily operating condition, there are 38 essential control alarm setpoints that trigger an immediate notification alert to the WFF operator when any component of the WFF process is trending out of range, has an instrument failure, loss of power or has shut down a filtration rack or pump in the process and requires an operator to address and correct problem or situation. The telecommunication outage began at 3:30pm on Thursday, December 11th. It is now Friday morning and the weekend is steadily approaching. We are now on the downhill side of Friday. Numerous calls and emergency repair requests to Integra Telecom have been made using our cell phones.

**FRIDAY: 4:31 pm.** The work day has expired and the WFF staff, Howie and Guy, are on Emergency 24 hr. continuous duty. What this means is that Guy and Howie are having to live in the WFF control room, splitting the 24 hour shifts between each other because there is absolutely no communication in or out of the WFF. Despite numerous calls to Integra, the telecommunications provider for the City, we are told that CenturyLink cannot arrive at our site until Monday the 15<sup>th</sup> around 6pm! Integra Telecom tells us that our request has been raised to the uppermost level of Integra's repair request, but the only way that CenturyLink will respond to us on an emergency basis is if we are a health care facility, medical clinic or hospital. Guy has taken the first watch from 4:30pm Friday to noon on Saturday. Howie



relieved Guy at noon on Saturday and took the next 12 hour shift of responsibility. Another call to Integra Telecom to ask for an update as to when we might see a troubleman, and, with great apologetic tone, we are told we are still due for repair from CenturyLink sometime on Monday the 15<sup>th</sup> around 6pm!

**SATURDAY** Calling Integra for an update of our repair ticket, it is still scheduled for December 15<sup>th</sup> around 6 pm, however, I have now learned why we are in this emergency operational situation. The sub-contractor (CenturyLink) that does the field work and trouble calls for Integra Telecom, is a "resold service" provider and it is "their", CenturyLink's, equipment, cables, wires and copper, and since it is their equipment, "they have their own work schedule and fit the trouble and work order tickets into their own time frame, regardless of how important or critical the affected business might be". I also learned that there is a long standing, deeply rooted, extremely bad atmosphere situation between Integra and CenturyLink, and that is why there is little if any cooperation to repair or go out on "after hours" trouble calls or on weekends, let alone normal work orders in a timely manner. Integra is at the mercy of CenturyLink and has no control over the speed of the repair.

Another call to Integra, and Guy received a glimmer of closure to our situation with a call from Rob, Integra technician. He said CenturyLink is aiming for arriving at our location between 4 and 5 pm this evening! The event did not occur! Guy and Howie still on 12hr shifts until we have telecommunication restored to the WFF.

**SUNDAY 6AM** Howie on next 12 hour shift. Called Integra, and the WFF is still scheduled for repair on Monday the 15<sup>th</sup> around 6pm, and once again, Integra apologized for the inconvenience this outage has initiated and told me that CenturyLink is very well aware of the WFF situation, and knows there is a damaged cable out there, but, because it is their copper, the repair will occur, on their schedule, and hopefully by 6pm Monday the 15<sup>th</sup> of December our service should be restored.

**SUNDAY 4PM** As I am monitoring the WFF SCADA HMI I notice out of the corner of my eye that the red lights on the phone have gone out? I lifted the receiver, the WFF has land lines again! Checked the fire alarm panel, the phone line trouble light has gone out and the alarm panel has silenced and reset. Checked the building security alarm panel, it too has restored connectivity and the alarm has silenced. Checked the SCADA cabinet and the phone outage light is off. I reset the RACO auto dialer, called Guy on the land line and let him know that we have phone lines, I generated a chlorine alarm, he received the call,



however, he does not have internet connectivity and cannot remotely access the SCADA system, but said that he does not mind having to drive to the water plant to answer the alarm if he has to. I reset the DSL modem, router, firewall and Ethernet systems, still not connecting with the outside world, but we have phones. Rebooted SCADA 1 and 2, and all the electronic systems again, and this time we established

connectivity. I phoned Guy, he remotely connects to the WFF, we are returning to normalcy. I called Integra to let them know our status, Jim entered our conversation to the repair log we established with them on Friday the 12<sup>th</sup>. I asked Jim if I had to remain on site until CenturyLink arrived to verify that we have service. Jim contacted CenturyLink and they responded that I did not have to remain on site to wait for the troubleman, and he told me that I was free to leave the WFF. No one bothered to notify us that we had communication restored to the WFF, however, at **5AM Monday morning**, Howie received a call from Rob with Integra Telecom at home on my cell phone\*, asking and verifying that we have communication service restored to the WFF and if we have any other problems or questions for them. I told him service was restored at 4pm yesterday and that all systems, fire, security, phones and internet are all back up and running. He apologized for the delay in getting the repair taken care of, but it was out of their hands and they are beholding to CenturyLink to make the repair and do the work. \*(My 24 hr. cell phone was the emergency contact phone during this outage between Integra Telecom and the WFF.)

**Week 3** Received a Chlorine and Caustic Soda delivery today. Guy and Howie troubleshooting and tuning rack 5 controller electronics and operating signals, (4-20mA circuit). Borrowed leaf blower from Parks and cleaned up WFF “bike-lane” portion of our driveway, the WFF driveway and Parking lot.

**Week 4** Short week, Wednesday and Thursday are Holidays, back on Friday.

Respectfully submitted,  
Howie Burton and Guy Davis,  
City of St. Helens – Public Works Filtration Facility Operators

## **WWTP Monthly Operations and Maintenance Report**

**December 2014**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 12/1-Cleaned sample lines in Effluent building.

### **Primary System Report**

- 12/5-Cleaned Influent sample line.

### **Pump Stations**

- 12/2-PS#2-Generator in alarm again. Emailed Brett.
- 12/3-PS#7-Dave with Flyght here to look at project.
- 12/5-PS#5-Backflushed check valves due to uneven hours. Looks like the spare pump isn't nearly as efficient.
- 12/9-PS#7-Jerry Wilkeson here to look at project.
- 12/9-PS#6-due to the rain, we checked the pumps. They are running and water is pooling inside the fence. Checked the storm drain on 8<sup>th</sup> street and found it backing up due to sticks and leaves. Cleaned and started draining. Will check later.
- 12/11-PS#8-1600-Power failure due to high winds. Wetwell ok. Power back on by 1700.
- 12/22-PS#7-Installed new solenoid valve on pump 1.

### **Sodium Hypochlorite System**

- 4238 gallons used this month.
- 3448 gallons used last month.
- Hypo delivery.

### **Call-outs**

- 12/21-PS#7-High level alarm. Jacob in. Vacuum bowl filled with water. Drained and reprimed pump.

### **Plant**

- 12/8-Chlorine smell at headworks. Called Armstrong and they adjusted their input down.
- 12/9-12-Semling Construction here to pour concrete pad for the septage receiving station.
- 12/15-Pacific Industrial here to install weir in North contact tank.
- 12/19-Pacific Industrial here to install weir in South contact tank.
- 12/29-Replacing bearing on screen #2 in headworks. JWC sent the wrong one. Ordered the correct bearing from a different company. Will be here on 1/2.

### **Pretreatment**

- 12/3-Talked to Red Apple about cleaning grease trap more often.
- 12/3-Inspection of Clear Water Pipe. Their process is dry and only their sanitary enters the sewer.
- 12/19-Arstrong informed us they will not be discharging until 1/5.
- 12/30-Made some calls regarding St. Helens Organic Recycling.

### **Other**

- 12/4-Tour for Riverside.

### **Next Month**

- Quarterly sampling.
- Pretreatment annual report.