



# City of St. Helens



## Adopted Budget Fiscal Year 2011-12

**City of St. Helens**  
**Fiscal Year 2011-12 Budget**

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# City of St. Helens



## 2011-12 Annual Budget Introduction

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**Council Members**

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<u>Member</u>	<u>Appointed</u>	<u>Expires</u>
Randy Peterson	Mayor	12/31/2012
Douglas Morten	Council President	12/31/2014
Keith Locke	Councilor	12/31/2012
Phillip Barlow	Councilor	12/31/2014
Patrick Martyn	Councilor	12/31/2012

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**Citizen Members**

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<u>Member</u>	<u>Appointed</u>	<u>Expires</u>
Darlene Boles	4/19/2006	12/31/2011
Thalia Piano	1/5/2011	12/31/2013
Darrel Willis	5/7/2008	12/31/2011
Bill Eagle	5/2/2007	12/31/2012
Marit Nelson	1/23/2009	12/31/2011

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**Administrative Staff**

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Chad Olsen	City Administrator
Steve Salle'	Chief of Police
Margaret Jeffries	Library Director
Dale Goodman	Public Works Director
Jon Ellis	Finance Director / Budget Officer

## The Budget Message

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**Date:** April 26, 2011  
**To:** St. Helens Budget Committee  
**From:** Jon Ellis, Budget Officer  
**Subject:** Fiscal Year 2011-12 Budget Message

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I respectfully submit the proposed budget for the City of St. Helens for Fiscal Year 2011-12.

As has been true with past fiscal years, the largest challenge in preparing the FY 11-12 budget has been anticipating how larger economic forces will affect the City of St. Helens in the next fiscal year and into the future. The global, national, and regional economic downturn has depressed many of the economic activities that the City relies on for revenue.

The City has been proactively addressing the declining economic conditions for the past three years through hiring freezes and expenditure reductions. Unfortunately, this budget year will be no different. The proposed budget reflects the base line department requested budget with inflationary increases associated with retirement/medical benefits and cost for fuel. These requests have been further reduced by an overall 5% cut, elimination of non-represented compensation pay (in lieu of administrative time off), reduction to City Council monthly stipends and training/equipment, and the continued freeze of open positions (consisting of 2 police officers and 1 wastewater treatment operator). These reductions have yielded a 5% reduction to utility operating funds and a 7% reduction to the General Fund. Even with these reductions, the City will still utilize fund reserves in balancing these budgets.

The City's total budget is \$27.4 million (\$19.5 million when netting internal transfers/charges) and \$5.76 million in the General Fund.

The overall cost drivers in FY 11-12 are:

- Personal Services:
  - Public Employees Retirement System (PERS) adjusts rates every two years based on the unfunded actuarial liability (liability exceeding assets). On July 1, 2011 the retirement costs paid by the City to PERS is increasing approximately \$158,000 or 17% of FY 10-11 costs. The increase reflects the market losses on investments in 2008.
  - Medical Costs are anticipated to increase \$76,000 or 7% from the FY 10-11 costs due to an overall rise in medical costs. Staff is reviewing alternatives to the existing plans to reduce future increases and will be actively pursuing cost containment alternatives with the bargaining groups.
  - Cost of living adjustments – the FY 11-12 budget contains a 2% increase, approximately \$122,000. The contracts with St. Helens Police Officers Association (SHPA) and American Federation of State, County and Municipal Employees

(AFSCME) are up for negotiation and staff will be broaching possible wage and salary concessions to address the increasing personal services costs.

- **Materials and Services**

The City anticipates a 2% overall inflationary factor on most goods and services and approximately a 10% increase in fuel/utilities. One of the major users of electrical power by the City is the Wastewater Treatment Plant (WWTP). Fortunately, this past year the City purchased solar power aerators for the treatment lagoons which should significantly offset electrical power increases.

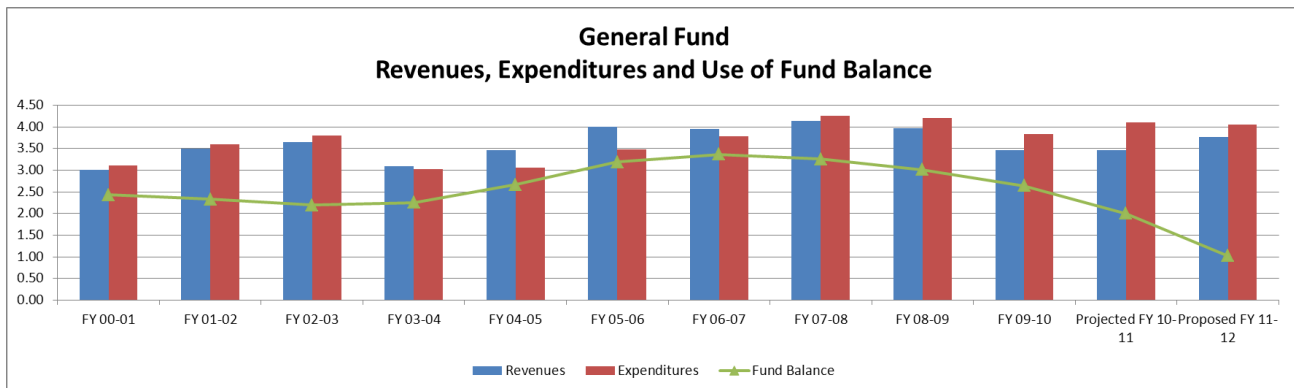
- **Capital Outlay**

The City is still required by the Department of Environmental Quality (DEQ) to address the City’s Inflow and Infiltration (I&I) that results in overflows of the wastewater treatment plant into the Columbia River. The City has made significant improvements through Phase I of this program, and as a result the City has not incurred an overflow in FY 10-11. The City is initiating the second phase of the I&I program, which will be funded by a \$4.5 million loan from DEQ over multiple years (FY 11-12 estimates \$1.25 million). Please refer to the Capital Improvement Fund for overview of this and all other capital programs.

Revenue growth continues to lag due to the slow economic recovery and is expected to be outpaced by inflationary cost increases. The combination of expenditures outpacing revenues will further impact the City’s service levels provided across the board and result in required fee/rate increases.

**The General Fund**

The City has been very fortunate to have maintained healthy reserves over the past 10 years. However, over the last four years, expenditures have been outpacing revenues (reference graph below).



In FY 11-12, even with the proposed reductions, the budget is balanced utilizing \$288,110 in reserves. The City Council has set a target that reserves should be maintained at or above 10% of the operating expenditures in a given fund. While the General Fund reserves are anticipated



to be approximately 25% of operating expenditures on June 30, 2012, further reductions in expenditures (service levels) or alternative revenues will be required in FY 12-13.

The General Fund budget contains the following material changes:

- Police Department – two Police officer positions to remain unfilled (\$186,800)
- City Council – reduction to monthly stipends, training and equipment (\$19,870)
- Municipal Court – reduction of part-time staffing (\$34,140)
- Planning – elimination of Dalton Lake public use plan and training (\$12,100)
- Library – reduction of materials and services (\$24,310)
- Parks – reduction to special event support, supplies and contracts (\$12,130)
- Elimination of non-representation pay (\$33,740)
- Indirect cost allocation (\$199,610, new revenue and expenditure line items)

The City has implemented an indirect cost allocation plan that pools costs for services (i.e. payroll, HR, etc.) that are shared by all funds/programs. These costs are then allocated to funds/programs either based on budget or staff utilization (FTE). This new process culminates in the allocation of costs to the General Fund of \$199,610 that has been previously subsidized by other funds. To offset the increase, balance the General Fund, and allow for further discussion, a transfer in from the funds previously subsidizing these costs has also been made. For further information please reference the Administrative Services Fund and the other schedules section of this document.

Other changes in FY 11-12 budget are:

#### Water Fund

In FY 11-12, a 12% rate increase is anticipated, and is primarily driven by debt service requirements and the need to minimally maintain capital infrastructure. Even with the budget reductions outlined earlier, the fund will not meet the debt service requirements in FY 11-12 or be able to develop a reservoir reserve required for future systems improvements/demands.

#### Sewer Fund

Sewer Utility – In FY 11-12, a 10% rate increase is anticipated and is primarily driven to meet future debt service requirements associated with the current I&I capital program.

Storm Drainage Utility – In FY 11-12, a 10% rate increase is anticipated and is primarily driven by the overall infrastructure needs.

#### Building Fund

In FY 11-12, a 20% rate increase is anticipated. The building fees have not been increased over the past three plus years, and the fees charged are not covering the full costs of the program.

### Community Enhancement Fund

The City implemented a new special revenue fund to account for certain one-time revenue sources receipted/designated for one-time capital requirements and to account for the fees collected on public improvement projects to fund arts and culture projects.

### Capital Improvement Fund

The City initiated this fund to account for the special reserves that are currently housed in the many different capital intensive operating funds. This fund accounts for the construction of all of the city's capital improvement projects such as streets, water, sewer, and parks and covers a range of funding sources from loans, System Development Charges (SDC), and rate payers' pay-as-you-go projects. Each classification of infrastructure is accounted for in its specifically designated costs center.

### New Internal Service Funds

The City implemented two new internal service funds to enhance monitoring and accounting for shared costs.

- The Administrative Services fund pools the costs for the City Administrator, City Recorder, Finance, and City Hall and allocates costs based on budget and/or FTE.
- The Public Works fund pools the costs for the Public Works Director, Engineering, and Operational Services and allocates costs based on utilization of staff (annual time survey).

### Additional Sections

There have been a number of enhancements to the budget and while it is our goal to have the document flow easily and logically for the user, we know that there are still further improvements to be made and would appreciate your comments/concerns for improving the flow of this document. For comments, questions, or concerns, please feel free to contact:

Jon Ellis, Finance Director/Budget Officer

P.O. Box 278

St. Helens, OR 97051

[jellis@ci.st-helens.or.us](mailto:jellis@ci.st-helens.or.us)

503-366-8227

### Acknowledgement

In closing, the development of a budget document takes the efforts of many people throughout the City's organization. I wish to express my appreciation to the Mayor and City Council, Department Heads, and Division Managers for their timely insight and especially their patience that is required when developing a new budget format/style. In addition, I wish to express my appreciation to Crystal Farnsworth, Carol Green, and Jessica Meyer for their assistance in the development and publishing.

# City of St. Helens



## 2011-12 Annual Budget Reader's Guide

## City of St. Helens

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St. Helens is the county seat of Columbia County, Oregon. It was founded by Captain H.M. Knighton, a native of New England, in 1845 as “Plymouth” The name was changed to St. Helens in the later part of 1850 for its view of Mount St. Helens some 39 miles away in Washington.



### History

St. Helens was established as a river port on the Columbia River in the 1840's, and was the primary deep-water port in Oregon, surpassing Portland until the destruction of the mail docks by fire. The docks burned down twice under mysterious circumstances, after which Portland became Oregon's primary port. St. Helens was incorporated as a city in 1889.

### Geography

The City has a total area of 5.3 square miles, of which, 4.3 square miles of it is land and 1.0 square miles of it is water.

### Our Community

St. Helens is located in southeastern Columbia County, on the Columbia River, approximately 30 miles northwest of Portland, Oregon. Near the riverfront, the Olde Towne portion of St. Helens features a Nationally Registered Historic District encompassing 10 blocks, which includes residences and civic buildings dating back nearly a century. Originally settled by New England loggers, St. Helens' basalt rock quarry was also a major industry in the early 1900s. Major employers today include forest products, mining, and manufacturing operations.

## City of St. Helens

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### Government

The City of St. Helens, incorporated in 1889, currently has a Council-Mayor form of government consisting of four Councilors, elected to four-year terms, and a Mayor, elected to a two-year term. At each biennial general election, the Mayor and two Councilors are elected. Appointed City officials include the City Administrator, City Recorder, Finance Director, City Attorney, Public Works Director, Community Development Director, Police Chief, Wastewater Treatment Plant Superintendent, Building Official, Library Director, and Municipal Court Judges.

The Council is assisted by the following Boards and Commissions serving in an advisory capacity: Planning Commission, Parks Commission, Library Board, Tourism Committee, Arts and Cultural Commission, Bicycle and Pedestrian Commission, and other various boards. All members of these boards and commissions are appointed by the City Council and serve at its pleasure.

The Budget Committee, an important financial advisory body, consists of all five members of the City Council and five appointed lay members from the community. The Budget Committee is charged with the annual review of the City's budget, making any changes, and approving the annual City Budget. Final adoption of the annual City Budget is completed by the City Council at a separate public hearing.

The City Council, meeting on a regular basis the first and third Wednesday evenings of each month, conducts all regular City business at these sessions. Councilors approve small payments of claims or services against the City and authorize large expenditures. They pass ordinances and resolutions that set policy or regulation of matters within the City. Other meetings and public hearings, as needed, are scheduled and also require their attendance.

Additionally, on the first and third Wednesday afternoons, the Council meets for an informal work session. This is a time for Councilors to discuss, in detail, policy issues of relevance to the City. The Mayor also assigns to each Councilor and to him/herself, departments, boards, and commissions responsibilities. Councilors are responsible for liaison with their assigned departments, boards and commissions with the rest of the Council.

The Mayor and Councilor positions are all non-partisan. The Mayor and Councilors represent all residents of the City. They are not elected by wards or districts. The City Charter requires that the Mayor and Councilors be registered voters within the City limits and have lived in St. Helens for one year prior to the election.

## **Council Goals and Priorities**

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The City of St. Helens' mission is to provide quality, effective and efficient service to our citizens.

By doing so we will:

- Develop and preserve the highest possible quality of life for our residents, business and visitors.
- Provide a safe and healthy environment within a sound economic framework.
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all

### **STRATEGIC FOCUS AREA #1- Government Structure and Organization**

The legal framework of City government as established in the Charter, as well as the structure of City departments and functions

DESIRED OUTCOME – The government of the City of St. Helens works efficiently and effectively in carrying out its tasks and meeting its goals. The process of governance is transparent and accessible to the citizens of the city.

### **STRATEGIC FOCUS AREA #2 – Communications**

The two-way flow of information from and into City Hall, plus the effective use of that information

DESIRED OUTCOME – The government of the City of St. Helens benefits from providing clear, comprehensive and regular information about city issues and activities to the citizens and receiving feedback and input on city issues in a welcoming and respectful manner.

### **STRATEGIC FOCUS AREA #3 – Inter-Agency Relations**

The communication channels and partnerships with the Port, School District, Fire District, County and other public and private organizations

DESIRED OUTCOME – The government of the City of St. Helens works in partnership with all other units of local government to provide one cohesive, mutually supporting and unified system of local governance.

### **STRATEGIC FOCUS AREA #4 – Economic Development**

The City's leadership and pro-active work to support and grow all the economic elements of the Community

## **Vision Statement**

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DESIRED OUTCOME – The City of St. Helens has a vibrant local economy that is in balance with the needs of its residents.

### **STRATEGIC FOCUS AREA #5 – Customer Service**

The relationship between public officials and those they serve, especially in the context of helping a citizen with a question, problem or application

DESIRED OUTCOME – Citizens of the Community have a great respect for the government of St. Helens because they are treated well in their interactions with the City.

### **STRATEGIC FOCUS AREA #6 – Physical Condition and Appearance**

The level of upkeep of yards, buildings and public spaces

DESIRED OUTCOME – The physical environment of the City, regardless of public or private ownership, is maintained in a clean and tidy manner.

### **STRATEGIC FOCUS AREA #7 – Municipal Asset Base**

The wise stewardship, through management, maintenance and operation, of City owned facilities and equipment

DESIRED OUTCOME – The City’s capital assets are well maintained and usable, with the funds in place to replace those assets when needed.

### **STRATEGIC FOCUS AREA #8 – Financial Management**

The effective management of the City’s finances on both a short range and long range basis

DESIRED OUTCOME – The City maintains a sound and prudent financial plan involving budgeting, forecasting, capital improvement programming and investment that demonstrates responsible stewardship of public funds and the public trust.

### **STRATEGIC FOCUS AREA #9 – Business Development**

The planning and development of the City’s Business Districts

DESIRED OUTCOME – The City’s Olde Towne and Waterfront become an exciting, dynamic and successful cultural, government, recreational and business district; the highway strip is attractive and functional; and the Mid-Town area is a vibrant area of many uses.

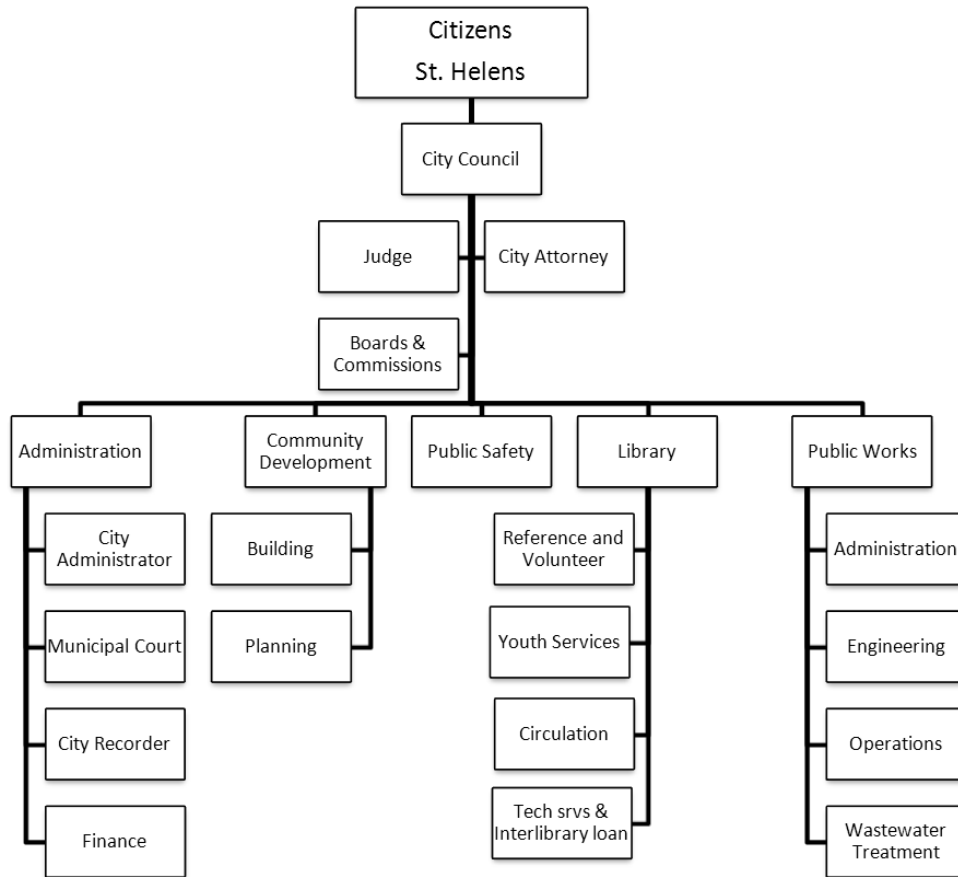
**Short Term Goals: Fiscal Year 2012**

Score	Goal	Department Assigned	Strategic Focus Area
13	Establish short term ad hoc Business Advisory Council. Objective is for local business leaders to meet and report to Council on ways to make local business climate more attractive for business retention, recruitment and expansion.	Administration	SFA #4
7	Work with business groups to identify common issues and form more cohesive relationships (coalitions) among business groups. Council walks from business to business asking what they would like to see. Maybe make one of our council work sessions a walking meeting. Develop a Community Development Center where various groups can meet that support economic development, tourism and community activities.	Administration	SFA #9
5	Complete Highway 30 Landscaping Plan with ODOT and Portland & Western Railroad.	Public Works/ Administration	SFA #6
5	Develop Communications Plan including social networking plan, policies and procedures.	Administration	SFA #2
4	Support Main Street Program with financial contribution of \$5,000-\$10,000.	Community Development	SFA #4
4	All city staff and council do some team building together.	Administration	SFA #5
4	Investigate options to contain and/or reduce water, sewer and stormwater operating expenses to reduce or contain utility rates.	Public Works/ Administration	SFA #8
4	Contract with City landscape architect to complete final design and magnitude of cost estimate for Dalton Lake Development Plan.	Community Development/ Public Works	SFA #10
4	Create "Grant Opportunities Committee".	Administration	SFA #8
4	Gable Road Pathway: Funding including sidewalk/road/safety/grant.	Public Works	SFA #10
4	Complete Safe Passages Action Plan with School District.	Community Development/ Public Works	SFA #10
3	Council policies and procedures.	Administration	SFA #1
3	Stabilize City Budget: Maintain appropriate reserves (minimum 10%) for emergency contingencies. <i>Create Funding Opportunities Committee.</i>	Administration	SFA #8
2	Develop a Long-term Financial Plan.	Administration	SFA #8
2	Investigate merging St. Helens Parks Department with Greater St. Helens Parks and Recreation District or creating new St. Helens Parks District.	Public Works	SFA #8
2	Investigate Creating St. Helens Library District.	Library	SFA #8



## City-Wide Organizational Chart

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## The Budget Process

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A budget as defined by Oregon State Law (Oregon Revised Statutes (ORS), Chapter 294) is a financial plan containing estimates of revenues and expenditures for a given period or purpose, such as the fiscal year. The City is required to budget all funds and for each fund to have a balanced budget. The state of Oregon defines balanced budget as one in which total resources, including beginning resources, current resources and debt proceeds, equal total requirements, including current year expenditures, capital outlay, transfers, debt service and other requirements such as debt service reserves.

As a rule, local governments in Oregon operate on a fiscal year that begins on July 1 and ends the following June 30. St. Helens' budget operates on this schedule. Budgeting is critical to cities because it requires local government to evaluate plans and establish priorities in relation to available financial resources. Also under ORS, a legally adopted budget is necessary to establish and justify a given rate and/or amount of property taxes to be levied on the property within the city.

City of St. Helens' budget will accomplish each of the four major purposes of Oregon Local Budget Law (ORS 294.305-294.555 and 294.565), including:

- Establish standard financial procedures
- Outline programs and services in conjunction with the fiscal policy and implement those policies
- Provide methods of estimating revenue, expenditures and proposed tax levies
- Encourage public involvement in the budgeting process before budget adoption

St. Helens prepares and adopts its annual budget in accordance with the City Charter, Oregon Law and Government Finance Officers Association budget guidelines.

## The Budget Process

Before the budget can accomplish these goals, a schedule for preparation is developed. This schedule is called the budget calendar.

### Budget Calendar

April						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

- February 16, 2011 – discussion of Fiscal Year 2011-12 Budget format with City Council during work session
- April 6, 2011 – distribute draft to City Council for overview/discussion/possible presentation changes
- April 22, 2011 – distribute draft to budget committee
- April 26, 2011 – Begin Review / Discussions - Administration, Police, Library
- May 2, 2011 – Continue Review / Discussions - Public Works, CIP
- May 17, 2011 – Conclude Review / Discussions - Public Hearing, Approval

Alternative meeting if needed May 24, 2011

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At the start of the calendar year, meetings are held with department heads, Mayor and City Council to set goals and priorities for the upcoming year. In April, a preliminary budget is prepared and presented to the budget committee, which, by law, comprises the Mayor, City Councilors, and five citizen members. A summary of the recommended budget is published in the local newspaper. The City Council holds a public hearing prior to July 1, which results in further changes. If a change will increase property taxes or increase expenditures within a fund by more than ten percent or \$5,000, whichever is greater, the budget must be referred back to the Budget Committee. The City Council adopts the budget and levies prior to June 30 each year. The adopted budget is filed with the County Clerk and the State of Oregon, and the Property Tax Levy is certified to the County Assessor by July 15 each year.

## The Budget Process

Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolutions changes that decrease one existing appropriations and increase another. Certain changes of ten percent or more to any fund require a supplemental budget. All changes of ten percent to any fund require a supplemental budget process similar to the annual budget requiring a public hearing. Further detail may be found in ORS Chapter 294.

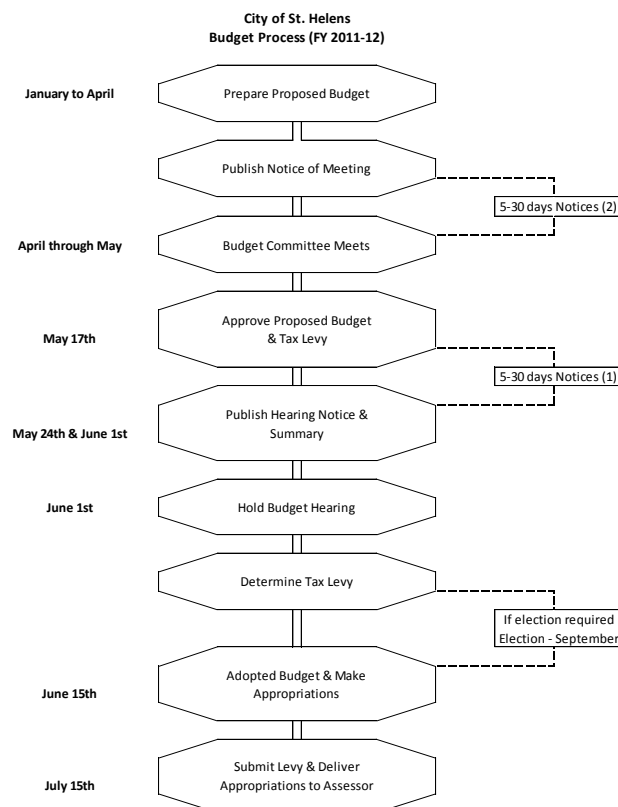
## The Budget Committee

The Budget Committee is composed of the Mayor, City Councilors, and five citizen members appointed by the governing board.

The appointed members:

- Must live in the City of St. Helens,
- Cannot be officers, agents, or employees of the local government,
- Serve three-year terms that are staggered so that approximately one-third of the terms end each year, and
- Can be spouses of officers, agents, or employees of the Municipality.

## The Budget Process Schematics



## **The Budget Basis**

The budget is prepared using the *modified accrual method of accounting*. This means that obligations of the City are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. The City of St. Helens manages its finances according to generally accepted accounting principles (GAAP). During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and state law. Monthly budget comparisons are reported to management. Quarterly financial reports, prepared on the budgetary basis of accounting, are distributed to the City Council, and the general public.

Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. The City of St. Helens publishes an annual financial report that documents the City's budgetary performance and the financial health of the City. This report compares budgeted to actual revenues and expenditures, thus documenting the City's budgetary compliance.

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collectible within the current period or soon thereafter to pay liabilities when they are collectible within the current period. For this purpose the City considers revenues to be available if they are collected within 60 days of the end of current fiscal period. Expenditures are generally recorded when a liability is incurred, under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

Principal and interest on long-term debt are recorded as fund liabilities only when due, or when amounts have been accumulated in the debt services fund for payment to be made early in the following year.

## **The Budget Document**

A budget as defined by Oregon State law is a "financial plan containing estimates of revenues and expenditures for a single fiscal year." Local governments have the option of budgeting on a 24-month biennial budget period or by fiscal year.

The City of St. Helens operates on a fiscal year beginning July 1 and ending the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the fiscal resources available to meet those needs.

The budget document describes how the City of St. Helens' government plans to meet the needs of the community and is a resource for the citizens interested in learning more about the operations of their city government.

## **Fund Descriptions**

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The financial structure of the City is organized and operated on the basis of fund accounting. There are both federal and state requirements for local governments to budget by funds as a means of maintaining records for resources that are designated to carry out specific activities or meet particular objectives. Oregon Administrative Rules define a fund as. “a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.”

The City shall prepare an itemized balanced budget for each fund. The City of St. Helens budgets are at the “department” level for the General Fund. For all other funds, the authorized appropriations are established at the “category” level; personal services, materials and services, capital outlay, operating contingency, interfund transfers, debt service, and other uses.

Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financial sources and uses, constitute more than ten percent of the revenues or expenditures of the appropriated budget.

The following is a breakdown of the City’s fund structure and brief explanation of the purpose of each fund by type; governmental or proprietary and major or non-major.

### **Fund Detail**

The City of St. Helens presents budgeted financial information in budget detail by fund. Each fund section will include the following:

- Fund Description: information about the purpose or services provided by the fund, sources or revenue and approved expenditures.
- Accomplishments- FY 2010/11
- Goals & Objectives- FY 2011/12
- Budget Highlights- FY 2011/12
- Budget Summary- Revenues & Expenditures by category
  - \*Two years of prior year actual data
  - \*Revised Budget FY 2011/12 data
  - \*Manager Proposed Budget FY 2011/12 data
  - \*Committee Approved Budget FY 2011/12 data
  - \*Council Adopted Budget FY 2011/12 data

## **Governmental Funds**

### **Major Funds**

**General Fund-** This fund is the City's primary operating fund. It accounts for all financial resources of the general governmental activities, except those that are required to be accounted for in another fund. It includes most tax revenues and such services as Mayor and City Council, Municipal Court, Planning, Police, Library, and Parks.

**State Street Fund-**This fund accounts for activities for the City's streets.

**Capital Improvement Fund** – This fund accounts for the construction of all cities capital improvement projects such as streets, water, sewer and parks and covers the gambit of funding sources from loans, System Development Charges (SDC), and rate payers' pay as you go projects. Each classification of infrastructure is account for in their specifically designated costs center.

### **Non-Major Funds**

**Community Enhancement Fund** -This fund accounts for reserves that have been set aside for Library, Parks, Police and the Arts and Cultural Commission.

**Building Fund** – Accounts for all building activity as stipulated by ORS.

**9-1-1 Emergency Fund** – Accounts for the pass through from the State Telephone Tax Revenue to the Columbia County Emergency Communication Center per ORS 401.808.

**St Helens Visitor and Tourism Fund** – Accounts for the collection and utilization of the Hotel / Motel transient taxes.

**State Revenue Sharing Fund** – Accounts for the State-Shared liquor Revenue (14%) distributed to Cities.

## **Proprietary Funds**

### **Major Funds**

**Water Fund-**Dedicated to operations and maintenance on City-owned water filtration plant, water wells, reservoirs, and transmission and distribution system.

**Sewer Fund-**Dedicated to operations, maintenance, and debt service on wastewater collections and treatment system, and storm drainage.



# Fund Organization Chart

<b>Internal Service Funds</b> <b>Pages 107 - 145</b>			
		1,373,560	Administration
		459,010	Public Works
		302,360	Fleet
		2,134,930	
261,270	160,660	1,713,000	
<b>General Fund</b> <b>Page 31 - 64</b>	<b>Special Rev - CIP Funds</b> <b>Pages 67-103</b>	<b>Enterprise Funds</b> <b>Pages 149 - 171</b>	<b>Total Budget Excluding</b> <b>Internal Service Funds</b>
56,200 City Council	202,200 Building	1,800 Water Reserve	
438,530 Municipal Court	62,000 911 emergency	5,219,870 Water Operating	
163,170 Planning	347,820 Visitor & Tourism	7,467,640 Sewer Operating	
2,551,140 Police	275,250 Community Enhancement		
525,650 Library	4,105,110 Capital Improvement		
294,510 Parks	171,650 Revenue Sharing		
1,745,510 Non-Dept	2,069,930 Streets		
	456,830 CDBG		
5,774,710	7,690,790	12,689,310	26,154,810

## Summary of Revenues and Expenditures by Fund

Fund	Resources			Less Uses			Unappropriated Fund Balance
	Beginning Fund Balance	Revenues	Transfers In	Expenditures	Transfers	Contingency	
General Fund	2,000,040	3,706,250	68,420	4,057,980	692,470	1,024,260	(0)
Special Revenue Funds							
Building	33,200	169,000	-	174,890		27,310	-
911 Emergency	-	62,000		62,000		-	-
Visitor & Tourism	282,920	64,900		65,000		282,820	(0)
Community Enhancement		7,990	609,670	99,870		175,380	342,410
Capital Improvement		1,746,500	5,331,930	3,534,110	51,840	519,160	2,973,320
Revenue Sharing	80,150	91,500		25,000		146,650	-
Community Development		456,830		456,830		-	-
Streets (Gas Tax)	1,652,410	613,000		617,330	1,377,600	75,000	195,480
Internal Service Funds							
Administrative Services	-	1,341,760	31,800	1,243,760		129,800	-
Public Works	-	359,010	100,000	359,010		100,000	-
Fleet	8,030	295,840		282,360		20,000	1,510
Enterprise Funds							
Water Reserve	350,000	1,800		-	1,800		350,000
Water Operating	3,246,470	2,341,500		2,983,940	1,635,930	600,000	368,100
Sewer Operating	3,925,490	4,528,800		4,270,460	2,382,180	815,000	986,650
<b>Total</b>	<b>11,578,710</b>	<b>15,786,680</b>	<b>6,141,820</b>	<b>18,232,540</b>	<b>6,141,820</b>	<b>3,915,380</b>	<b>5,217,470</b>
			<b>33,507,210</b>			<b>28,289,740</b>	<b>5,217,470</b>

## Summary of Revenues and Expenditures

The following table summarized the revenues and expenditures for all City funds. The table compares fiscal years for revenue and expenditures by categories. A combination of financial data and graphs is intended to provide the reader with a broad overview of the City's budget.

Table - Summary of All Funds Combined	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
<b>Where does it come from?</b>						
<b>Resources</b>						
Beginning working capital	\$ 18,750,565	\$ 14,810,302	\$ 13,592,892	\$ 11,578,710	\$ 11,578,710	\$ 11,578,710
Property taxes	1,482,287	1,375,646	1,546,448	1,505,200	1,505,200	1,505,200
Franchise fees	1,061,493	1,017,629	1,177,274	1,158,800	1,345,350	1,345,350
Motel/hotel tax	80,231	71,667	70,000	64,900	64,900	64,900
Charges for services	6,009,350	6,158,060	7,588,074	7,252,830	7,252,830	7,252,830
Licenses and permits	259,267	259,516	240,808	298,000	298,000	298,000
Fines and forfeitures	276,010	259,421	243,500	239,500	239,500	239,500
Intergovernmental	1,496,375	3,321,244	1,510,379	1,783,900	1,818,900	1,818,900
Proceeds	435,595	913,602	6,660,000	1,300,000	1,300,000	1,300,000
Interest earnings	401,788	199,555	106,235	61,290	61,290	61,290
System development charge	195,243	244,753	188,000	158,000	158,000	158,000
Donations	-	409,833	1,000	-	-	-
Miscellaneous	472,573	189,960	138,597	125,430	125,430	125,430
Indirect cost allocation	-	-	-	1,595,370	1,617,280	1,617,280
Transfers	7,264	12,828	5,000	6,326,650	6,141,820	6,141,820
Current revenues	<u>12,177,476</u>	<u>14,433,716</u>	<u>19,475,315</u>	<u>21,869,870</u>	<u>21,928,500</u>	<u>21,928,500</u>
Total Resources	30,928,041	29,244,019	33,068,207	33,448,580	33,507,210	33,507,210
<b>Where does it go?</b>						
<b>Uses</b>						
Personal service costs	6,974,306	6,673,977	7,171,773	7,118,670	7,159,260	7,159,260
Materials & services	5,275,137	4,593,812	5,294,815	4,271,050	4,462,770	4,442,020
Indirect cost allocation	-	-	-	1,595,370	1,617,280	1,617,280
Capital outlay	3,158,615	4,170,266	9,346,092	4,042,690	4,077,920	4,101,170
Debt service	714,726	698,572	1,016,343	912,810	912,810	912,810
Contingency	-	-	3,130,452	3,165,380	3,642,560	3,915,380
Transfers	7,264	12,828	15,000	6,326,650	6,141,820	6,141,820
Total Uses	<u>16,130,048</u>	<u>16,149,455</u>	<u>25,974,475</u>	<u>27,432,620</u>	<u>28,014,420</u>	<u>28,289,740</u>
Resources over/(under) uses	\$ 14,797,993	\$ 13,094,563	\$ 7,093,732	\$ 6,015,961	\$ 5,492,790	\$ 5,217,470

## Summary of Revenues and Expenditures – Quick facts

	Adopted		Adjustments to net *	Net Budget	Percentage
	FY 11-12	Percentage			
<b>Resources</b>					
Beginning working capital	\$ 11,578,710	34.56%		\$ 11,578,710	45.49%
Property taxes	1,505,200	4.49%		1,505,200	5.91%
Franchise fees	1,345,350	4.02%		1,345,350	5.29%
Motel/hotel tax	64,900	0.19%		64,900	0.25%
Charges for services	7,252,830	21.65%	(295,840)	6,956,990	27.33%
Licenses and permits	298,000	0.89%		298,000	1.17%
Fines and forfeitures	239,500	0.71%		239,500	0.94%
Intergovernmental	1,818,900	5.43%		1,818,900	7.15%
Proceeds	1,300,000	3.88%		1,300,000	5.11%
Interest earnings	61,290	0.18%		61,290	0.24%
System development charge	158,000	0.47%		158,000	0.62%
Donations	-	0.00%		-	0.00%
Miscellaneous	125,430	0.37%		125,430	0.49%
Indirect cost allocation	1,617,280	4.83%	(1,617,280)	-	0.00%
Transfers	6,141,820	18.33%	(6,141,820)	-	0.00%
Current revenues	<u>21,928,500</u>	<u>65.44%</u>		<u>13,873,560</u>	<u>54.51%</u>
Total Resources	<u>33,507,210</u>	<u>100.00%</u>		<u>25,452,270</u>	<u>100.00%</u>
<b>Uses</b>					
Personal service costs	7,159,260	21.37%		7,159,260	28.13%
Materials & services	4,442,020	13.26%	(295,840)	4,146,180	16.29%
M&S - ICAP	1,617,280	4.83%	(1,617,280)	-	0.00%
Capital outlay	4,101,170	12.24%		4,101,170	16.11%
Debt service	912,810	2.72%		912,810	3.59%
Contingency	3,915,380	11.69%		3,915,380	15.38%
Transfers	6,141,820	18.33%	(6,141,820)	-	0.00%
Un-appropriated fund balance	<u>5,217,470</u>	<u>15.57%</u>		<u>5,217,470</u>	<u>20.50%</u>
Total Uses	<u>33,507,210</u>	<u>100.00%</u>		<u>25,452,270</u>	<u>100.00%</u>

\* Adjustments to net - negates the inflation to the budget caused by intra-department charges for services and transfers required to fund certain services/programs. While these intra-department cost result in inflating the total cost of the budget, it provides the important service of measuring the true cost of providing services and programs and reflects best management practices.

### Other Facts

Staffing	84
Debt Outstanding	\$ 11,117,742
Tax Rate	1.9078 per \$1,000 of assessed value

Major revenues in FY 2011/12, 45.02% of revenues is represented by four categories.

## Major Revenue Sources

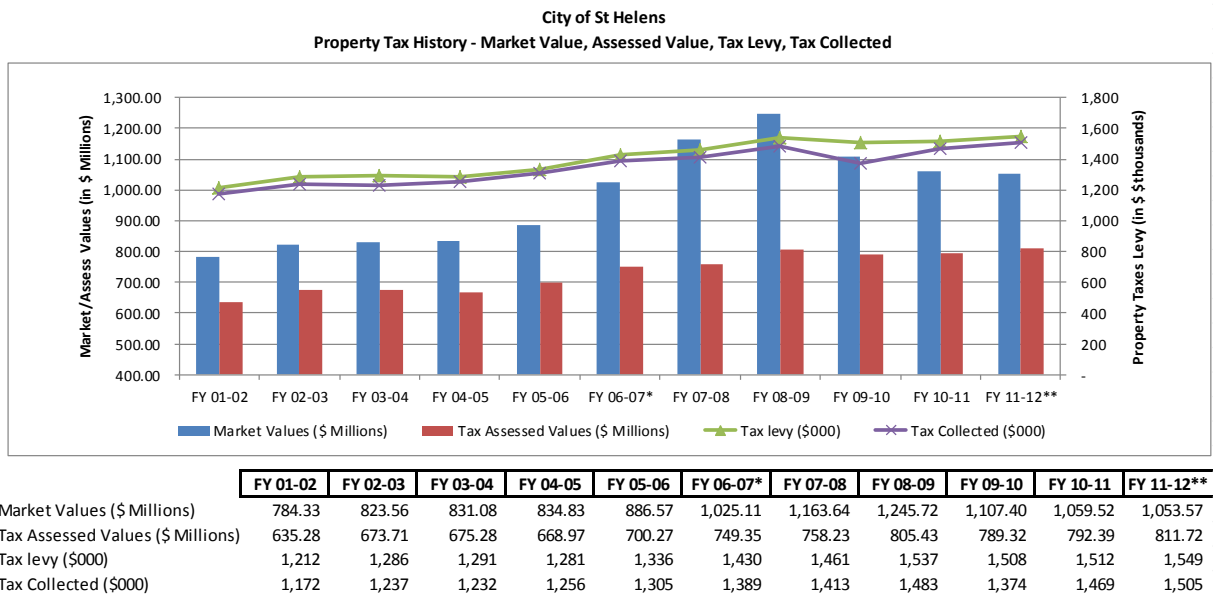
### Charges for Services

Revenues are primarily derived from fees paid by customers utilizing the City's water, sewer, and storm utilities. Based on a utility study completed in 2009 and updated by staff in December 2010, the proposed budget incorporates the study's recommended rate increase of 12% in water, 10% in sewer, and 10% in storm. Public hearing/forums will be scheduled in November/December with rate increase, if approved, to be implemented on the first full billing cycle on or after December 15, 2011.

### Property Taxes

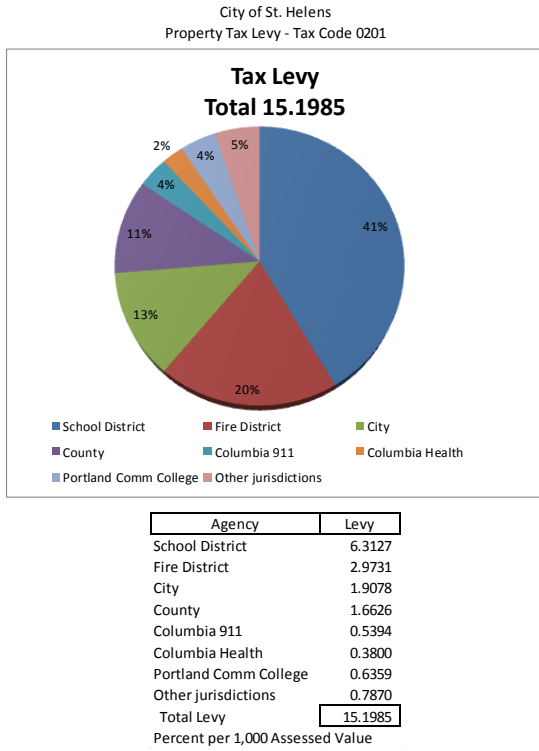
Overview - In 1997, voters approved Measure 50 which separated real market values from assessed value, rolled back assessed values to 90% of 1995-96 values and limited future increases of taxable assessed values to 3% per year, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rate provided a majority approval at a general election in an even number year or at any other election in which at least 50% of register voters cast a ballot.

Assessed Valuation – Assessed value is a measure of the taxable value of real, personal and utility property in the City. Property taxes are paid by business and homeowners based on the assessed value of their property. The budget assumes an estimated assessed valuation of \$811.72 million for the FY 2011-12 budget. This is a 2.5% increase from the 2010-11 actual assessed valuation, which was reported at \$792.39 million.

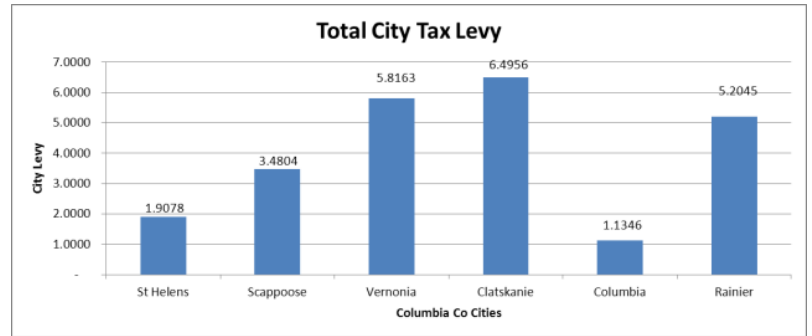


Please note in the above illustration that the assessed value is approximately 30% below the Market Value in FY 2011-12. Therefore it is reasonable to anticipate a 3% increase in taxes if all remain constant. However, the increase of only 2.5% factors in adjustments to industrial properties that market value and assessed value are basically the same.

General Levy Property Tax Rate – In St. Helens, the permanent tax rate is \$1.9078 per \$1,000 of assessed valuation without any outstanding local initiatives. As with the FY 10-11, the FY 11-12 budget levies the full 1.9078 rate. Budgeted taxes are less than levied amounts due to estimated uncollectable, delinquencies and discounts. Collection rate for FY 11-12 is assumed at 95%. Please note that property taxes represent approximately 40% of general fund revenues.



Increase in permanent tax rates and any new local option levies must be approved at a General Election. The table to the left illustrates the distribution of the total tax levy between jurisdictions within the City of St. Helens. The table below compares the City of St Helens tax rate with other Cities in Columbia County (please note that Scappoose and Clatskanie include their library districts for comparability for services being provided).

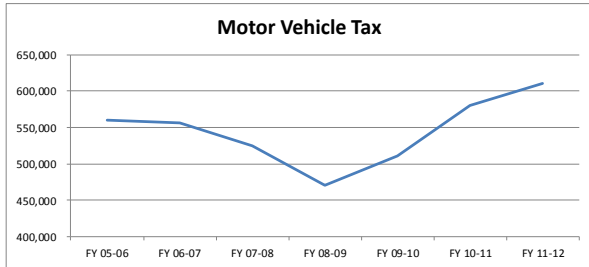


The table to the right illustrated the top ten tax payers in Columbia County in FY 01-02 compared to the top ten tax payers in FY 10-11.

Owner Name	Columbia County top ten Taxpayers				Columbia County top ten Taxpayers			
	FY 2001-02				FY 2010-11			
Owner Name	Rank	RMV	Av	Taxes	Rank	RMV	Av	Taxes
NW Natural Gas	2	123,615,120	122,250,840	1,237,110	1	174,497,666	174,497,023	2,033,791
United States Gypsum					2	88,145,080	88,145,080	1,493,297
Portland Electric	3	91,302,800	94,302,800	1,016,235	3	331,091,067	331,078,410	1,133,751
Cascade Kelly Holdings					4	49,226,380	49,226,380	518,455
Longview Fibre / timber	4	52,573,690	45,386,310	461,629	5	63,797,711	40,773,642	482,716
Columbia River PUD	7	25,796,400	25,796,400	303,482	6	31,774,300	31,744,300	408,162
Armstrong World Industries	5	29,838,000	29,838,000	453,651	7	24,987,370	24,987,370	368,161
Clatskanie PUD					8	27,581,400	27,581,400	324,063
Boise Cascade Corp.	1	139,301,800	138,996,410	2,102,994	9	24,911,222	21,092,025	311,438
Coastal Refining/ Dyno Nobel Inc.	9	18,067,590	11,983,010	168,976	10	21,240,810	20,773,800	265,552
American Tissue / Cascade	6	29,648,100	29,648,100	450,764				
Qwest Corp.	8	13,144,509	13,144,509	177,744				
Fred Meyer Stores								
John Hancock Mut. Life	10	15,450,630	13,340,200	135,076				

Intergovernmental

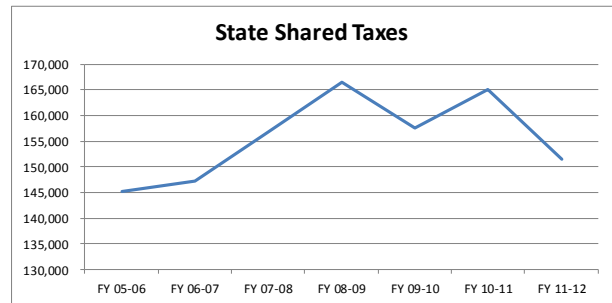
Intergovernmental revenues represent State shared revenues for taxes on gas, cigarette and liquor, grants from state and federal agencies for street/parks, and reimbursements from other government agencies for services provided (School district for police services, Scappoose for Courts).



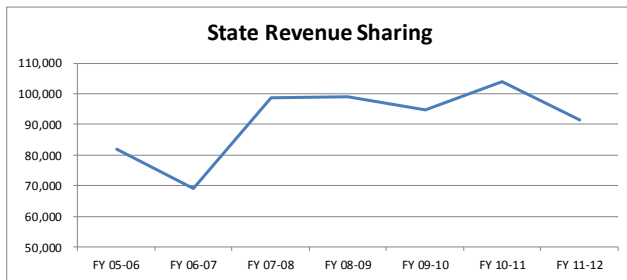
Motor Vehicle Tax (Gas Tax) – revenue collected by the state at the pump allocated to counties and cities based on a combination of vehicle registrations and population. Gas tax is the primary revenue source to the City’s street fund. FY 11-12 budget anticipates an increase of 5.2% primarily due to the state’s increase in fuel taxes.

	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Motor Vehicle Tax	559,998	555,714	525,203	470,914	510,410	580,000	610,000

State Shared Taxes – Taxes levied and collected by the State and allocated based on population. This is a general fund revenue. The revenues are in decline and FY 11-12 budget anticipates further decline of 8.2%.



	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Cigarette Tax	21,535	21,633	19,764	19,185	18,070	17,000	16,500
Alcohol Tax	123,596	125,698	136,980	147,345	139,436	148,000	135,000
State Shared 1	145,131	147,331	156,744	166,530	157,506	165,000	151,500

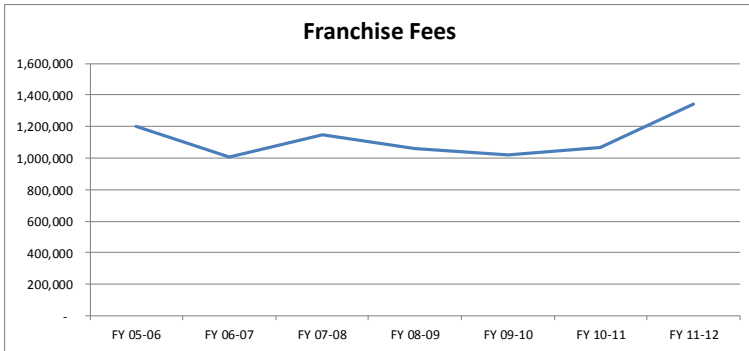


	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
State Revenue Sharing	82,081	69,083	98,623	98,999	94,739	104,000	91,500

State Revenue Sharing – 14% of the state taxes collected on the sale of alcohol is allocated to Counties and Cities on a formula basis derived by OLCC. The revenue is in decline and the FY 11-12 budget anticipates further decline of 12%. The revenue requires specific action by resolution by the City Council to receive these funds and they are tracked in the State Revenue Sharing fund.

**STP Funds** – The Surface Transportation Program provides federal funding to states and local governments which can be used for highways, bridges, or transit projects. Under provisions of the program, urbanized areas 200,000 and above receive an annual allocation of STP funding based on their populations. Under an agreement developed in cooperation with Oregon cities and counties, ODOT shares a portion of its yearly STP funding with local governments with populations above 5,000 and less than 200,000. The City anticipates \$320,000 in FY 11-12 to overlay Columbia Boulevard from 15th Street to 1st Street.

**Franchise fees**



The City currently assesses franchise fees on cable, television, electric, garbage and utilities. The franchise fee is charged for the privilege of using public right-of-way and property within the City for public and private services. The franchise fee ranges from 5% - 10% of gross revenues generated by the utility within the City Limits. The FY 11-12 budget anticipates an increase of 26.2% primarily due to increase in utilities franchise percent from 7% to 10%.

Franchise Fees	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Franchise Fees	1,022,481	803,628	871,745	765,424	698,077	692,700	730,000
In lieu of Franchise Fees	177,742	202,863	277,215	296,068	319,552	373,000	615,350
Total Franchise Fees	1,200,223	1,006,491	1,148,960	1,061,493	1,017,629	1,065,700	1,345,350

**Expenditures Overview**

The City has been experiencing declining fund balances in most funds over the past three years primarily due to declining revenues associated with the economy, increasing expenditures from inflationary pressures, and increase capital demands associated with aging infrastructure. The City anticipates continued trend decline on fund balances without additional budget reductions, therefore City Council directed staff to adjust the department requested budget by a 5% reduction across the board and leave the existing 3 vacant positions frozen. The budget has reflected these adjustments.

**Personal Services**

Personal services reflect the full costs associated with wages and benefits provided to employees and stipend to the mayor and councilors. The City employs 70 full-time, 6 part-time (3.6 FTE) and 8 part-time (2 FTE) seasonal employees and provides a monthly stipend to 1 mayor and 4 councilors. Staffing has been reduced by 3 full-time and 1 part-time positions (3.5 FTE) from FY 10-11. For further detailed information on salaries and benefits please reference the Personnel section of this document.

The cost drivers associated with personal services for FY 11-12 are:

- PERS – Public Employees Retirement Systems biennium rates are increasing primarily due to the losses suffered in the markets in 2008 which increased amounts to approximately \$160,000 or an 18% increase over the FY 10-11 costs.
- Medical – Medical costs are increasing 12% for employees covered under Kaiser and 4.5% for Blue Cross. This increase amounts to approximately \$76,000 or a 7% increase over the FY 10-11 costs.
- The remaining increases reflect merit increases and an estimated COLA increase.

#### Materials and Services

The decline in materials and services reflects a change in accounting practices for projects associated with streets and parks (moved street paving and sidewalk and park improvements to capital program).

#### Capital Outlay

The decline in capital outlay reflects the completion of the first phase of the sewer/storm I&I program and decline in large equipment replacement.

#### Transfers in/out

Transfers in and out significantly increased due to changing in accounting for reserves and capital projects. To improve tracking of reserves and capital projects, two new funds were formed.

The Community Enhancement Fund to track reserves that have been tracked and accounted for in the general fund, and the Capital Improvement Fund to track and account for funds designated for capital projects.

#### Indirect costs allocation

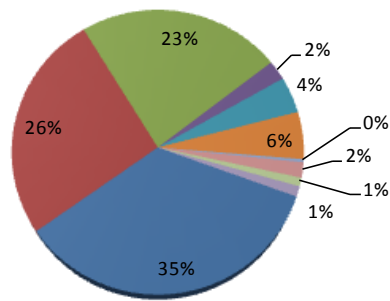
The City initiated the principal and practices associated with pooling and allocating shared costs as defined by OMB A-87. Two new funds were formed to facilitate the pooling of costs associated with General administrative functions (i.e. records management, administration, finance) and Public Works administration (i.e. director, engineering and shared operations). For more information please reference applicable funds and the other schedules section.





# General Fund

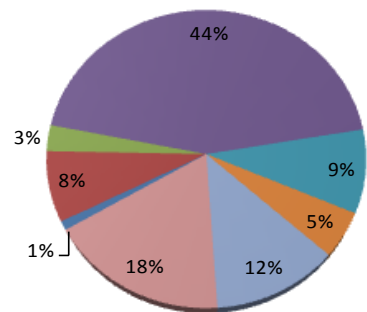
**General Fund Resources  
\$5.77 Million**



- Beginning WC
- Franchise fees
- Fines and forfeitures
- Interest earnings
- Indirect cost allocation
- Property taxes
- Licenses and permits
- Intergovernmental
- Miscellaneous
- Transfers

Resources	Amount
Beginning WC	2,000,040
Property taxes	1,505,200
Franchise fees	1,345,350
Licenses and permits	130,000
Fines and forfeitures	239,000
Intergovernmental	310,400
Interest earnings	20,000
Miscellaneous	100,100
Indirect cost allocation	56,200
Transfers	68,420
<b>Total Resources</b>	<b>5,774,710</b>

**General Fund Uses - By Program  
\$5.77 Million**



- Mayor & Council
- Planning
- Library
- Non-Departmental
- Municipal Court
- Police
- Parks
- Contingency

Uses by program	Amount
Mayor & Council	56,200
Municipal Court	443,330
Planning	163,170
Police	2,551,140
Library	525,650
Parks	294,510
Non-Departmental	716,450
Contingency	1,024,260
<b>Total Uses</b>	<b>5,774,710</b>

## General Fund

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This fund is the City's primary operating fund. It accounts for all financial resources of the general governmental activities, except those that are required to be accounted for in another fund. It includes most tax revenues and such services as City Council, Municipal Court, Planning, Police, Library, Parks and Non-departmental.

Principal sources of revenue include property tax, franchise fees, state shared revenues and fines and forfeitures.

Assumptions when preparing the budget were:

### Revenues

- Property taxes – assumes assessed values increasing 2.5% and collection rate of 95%.
- Franchise fees – increase of 26.2% primarily due to increase in the franchise fee to utilities.
- Intergovernmental revenues decline 25% primarily from decline in federal and state grant funds.
- Fines and forfeitures decline by 1.5% primarily due to reflection of the economy.
- Transfers – increase is due to change in accounting practices.
  - With funds for SDC moved to the Capital projects fund, a transfer from Park SDC reserves to the general fund for debt service payment for Dahlgren park purchase in 2001.
  - With implementation of cost pooling of indirect costs (internal service fund) and allocating these shared costs primarily based on budget, the utility funds costs declined by \$329,000 and the general fund increased by \$204,000. To mitigate this increase due to the shift in accounting practices, on an interim period, the utility funds are transferring funds to make whole the general fund until such time a long-term solution is derived.

### Expenditures

- The personal services costs are driven by increases associated with PERS retirement (17% over last year) and medical costs (7%). Staffing levels have not changed and merit increases and a COLA is included in the budget.
- Detail information can be found in each cost center for materials and services, capital outlay and transfers.

## General Fund - Summary

	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Adopted 2010-11</b>	<b>Projected 2010-11</b>	<b>Proposed 2011-12</b>	<b>Approved 2011-12</b>	<b>Adopted 2011-12</b>
<b>Resources</b>							
Beginning working capital	3,254,325	3,014,699	2,865,427	2,640,940	2,000,040	2,000,040	2,000,040
Revenues							
Property taxes	1,482,287	1,375,646	1,546,448	1,456,800	1,505,200	1,505,200	1,505,200
Franchise fees	1,061,493	1,017,629	1,177,274	1,065,700	1,158,800	1,345,350	1,345,350
Licenses and permits	138,023	139,942	129,500	128,000	130,000	130,000	130,000
Fines and forfeitures	275,300	258,136	243,000	234,000	239,000	239,000	239,000
Intergovernmental	323,532	392,064	410,617	470,020	300,400	310,400	310,400
Interest earnings	242,872	155,720	37,700	23,090	20,000	20,000	20,000
System development charge	15,886	15,534	16,000	12,000	-	-	-
Miscellaneous	425,420	105,643	108,675	71,810	100,100	100,100	100,100
Indirect cost allocation	-	-	-	-	56,200	56,200	56,200
Transfers	7,264	2,406	5,000	1,820	253,250	68,420	68,420
<b>Total Revenues</b>	<b>3,972,077</b>	<b>3,462,720</b>	<b>3,674,214</b>	<b>3,463,240</b>	<b>3,762,950</b>	<b>3,774,670</b>	<b>3,774,670</b>
<b>Total resources</b>	<b>7,226,402</b>	<b>6,477,419</b>	<b>6,539,641</b>	<b>6,104,180</b>	<b>5,762,990</b>	<b>5,774,710</b>	<b>5,774,710</b>
<b>Uses</b>							
<b>Old Administration - See Mayor &amp; City Council, Municipal Court, and Planning</b>							
Personal services	519,610	489,388	440,631	420,320			
Materials and services	237,046	89,356	183,947	131,520	-	-	-
<b>Total Inactive cost center</b>	<b>756,656</b>	<b>578,744</b>	<b>624,578</b>	<b>551,840</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Mayor and City Council</b>							
Personal services	-	-	-	-	32,350	32,350	32,350
Materials and services	-	-	-	-	23,850	23,850	23,850
Capital outlay	-	-	-	-	-	-	-
<b>Total Mayor and City Council</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,200</b>	<b>56,200</b>	<b>56,200</b>
<b>Municipal Courts</b>							
Personal services	-	-	-	-	344,870	344,870	344,870
Materials and services	-	-	-	-	93,470	93,660	93,660
Interfund transfers	-	-	-	-	4,800	4,800	4,800
<b>Total Municipal Court</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>443,140</b>	<b>443,330</b>	<b>443,330</b>
<b>Planning</b>							
Personal services	-	-	-	-	93,730	93,730	93,730
Materials and services	-	-	-	-	69,370	69,440	69,440
<b>Total Planning</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>163,100</b>	<b>163,170</b>	<b>163,170</b>

## General Fund - Summary

	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Adopted 2010-11</b>	<b>Projected 2010-11</b>	<b>Proposed 2011-12</b>	<b>Approved 2011-12</b>	<b>Adopted 2011-12</b>
<b>Police</b>							
Personal services	2,238,728	2,070,063	2,218,674	2,041,000	2,081,630	2,081,630	2,081,630
Materials and services	310,361	330,993	330,587	417,600	458,400	469,510	469,510
<b>Total Police Department</b>	<b>2,549,090</b>	<b>2,401,056</b>	<b>2,549,261</b>	<b>2,458,600</b>	<b>2,540,030</b>	<b>2,551,140</b>	<b>2,551,140</b>
<b>Library</b>							
Personal services	335,891	313,821	341,008	317,550	360,190	360,190	360,190
Materials and services	200,931	145,307	169,955	162,100	165,240	165,460	165,460
<b>Total Library</b>	<b>536,822</b>	<b>459,128</b>	<b>510,963</b>	<b>479,650</b>	<b>525,430</b>	<b>525,650</b>	<b>525,650</b>
<b>Parks</b>							
Personal services	110,093	85,714	118,161	91,620	110,490	110,490	110,490
Materials and services	185,011	232,005	202,864	258,920	132,050	132,180	132,180
Debt Service	51,839	51,839	51,841	51,840	51,840	51,840	51,840
Capital outlay	22,192	17,572	139,092	211,670	-	-	-
<b>Total Parks</b>	<b>369,135</b>	<b>387,130</b>	<b>511,958</b>	<b>614,050</b>	<b>294,380</b>	<b>294,510</b>	<b>294,510</b>
<b>Non-Departmental</b>							
Personal services					19,400	19,400	19,400
Materials and services					9,380	9,380	9,380
Operating contingency	-	-	1,362,835	-	1,024,260	972,260	972,260
ARRA Reserve	-	-	-	-	-	52,000	52,000
Transfers	-	10,422	10,000	-	687,670	687,670	687,670
<b>Total Non-departmental</b>	<b>-</b>	<b>10,422</b>	<b>1,372,835</b>	<b>-</b>	<b>1,740,710</b>	<b>1,740,710</b>	<b>1,740,710</b>
Reserves	-	-	708,494	-	-	-	-
<b>Total uses</b>	<b>4,211,702</b>	<b>3,836,480</b>	<b>6,278,089</b>	<b>4,104,140</b>	<b>5,762,990</b>	<b>5,774,710</b>	<b>5,774,710</b>
Net change in working capital	3,014,699	2,640,939	261,552	2,000,040	-	-	-
Ending fund balance (Unappropriated)	<u>3,014,699</u>	<u>2,640,939</u>	<u>261,552</u>	<u>2,000,040</u>	<u>-</u>	<u>-</u>	<u>-</u>

General Fund – Revenues – Line Item Budget

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>							
001 000	301000	Beginning working capit	3,254,325	3,014,699	2,865,427	2,000,040	2,000,040
Revenues							
Property taxes							
001 000	302000	Property tax revenue	1,414,708	1,310,790	1,437,453	1,430,000	1,430,000
001 000	303000	Previous levied taxes	66,802	64,530	108,195	75,000	75,000
001 000	322000	Property tax interest	777	326	800	200	200
		Property taxes	1,482,287	1,375,646	1,546,448	1,505,200	1,505,200
Franchise fees							
001 000	306000	Franchise taxes	765,424	698,077	799,689	730,000	730,000
001 000	373000	In lieu of franchise fees	296,068	319,552	377,585	428,800	615,350
		Franchise fees	1,061,493	1,017,629	1,177,274	1,158,800	1,345,350
Licenses and permits							
001 000	311000	Business licenses	93,740	97,988	91,000	94,000	94,000
001 000	319000	Camping fees	370	850	1,000	1,000	1,000
001 000	317000	Dog licenses	28,877	27,901	25,000	28,000	28,000
001 000	324000	Planning fees	15,036	13,203	12,500	7,000	7,000
		Licenses and permits	138,023	139,942	129,500	130,000	130,000
Fines and forfeitures							
001 000	318000	Fines- library	19,823	19,447	18,000	19,000	19,000
001 000	341000	Fines	255,477	238,689	225,000	220,000	220,000
		Fines and forfeitures	275,300	258,136	243,000	239,000	239,000
Intergovernmental							
001 000	325000	Cigarette tax	19,185	18,070	16,650	16,500	16,500
001 000	326000	Alcohol beverage tax	147,345	139,436	173,950	135,000	135,000
001 000	308000	State allocation - library	1,976	2,085	1,885	1,800	1,800
001 000	331000	Federal grant	20,324	31,884	600	-	-
001 000	332000	ARRA federal law grant	-	73,046	109,017	20,000	30,000
001 000	334000	State grants	16,571	14,679	13,275	15,000	15,000
001 000	362000	Intergovern-revenue	78,750	45,000	45,000	45,000	45,000
001 000	363000	Intergovern- Scappoose	19,906	17,934	18,240	19,200	19,200
001 000	364000	Intergov.- Scappoose at	-	24,000	24,000	25,400	25,400
001 000	309000	Natural gas royalties	19,475	25,930	8,000	8,000	8,000
001 000	335000	National parks service g	-	-	-	14,500	14,500
		Intergovernmental	323,532	392,064	410,617	300,400	310,400

General Fund – Revenues – Line Item Budget

			<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
			<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2011-12</b>
001 000	346000	Interest earnings	242,872	155,720	37,700	20,000	20,000	20,000
001 000	365000	System development ch	15,886	15,534	16,000	-	-	-
Miscellaneous								
001 000	344000	Court reimbursements	-	-	-	10,000	10,000	10,000
001 000	320000	Miscellaneous - park	20,285	27,121	15,000	8,000	8,000	8,000
001 000	327000	Public art fee	67,939	-	15,625	-	-	-
001 000	320000	D.A.R.E donations	7,469	2,237	-	-	-	-
001 000	323000	Miscellaneous - police	34,754	22,418	25,000	5,000	5,000	5,000
001 000	347000	Miscellaneous - cert	1,638	749	500	500	500	500
001 000	348000	Sale of city equipment	-	-	500	500	500	500
001 000	350000	Sale of city property	195,707	-	-	-	-	-
001 000	351000	Police trainee fee	15,177	12,866	15,000	12,000	12,000	12,000
001 000	354000	Miscellaneous	17,901	4,782	10,000	5,000	5,000	5,000
001 000	356000	Rents	2,725	3,000	2,800	2,800	2,800	2,800
001 000	357000	Police reserve events	-	-	50	100	100	100
001 000	358000	Contribution- C.E.N.T.	20,000	20,000	20,000	20,000	20,000	20,000
001 000	366000	Excise tax	498	285	100	100	100	100
001 000	370000	Insurance proceeds	38,822	12,025	3,000	35,000	35,000	35,000
001 000	371000	Donation- parks	2,504	71	100	100	100	100
001 000	374000	McCormick softball field	-	90	1,000	1,000	1,000	1,000
		Miscellaneous	425,420	105,643	108,675	100,100	100,100	100,100
001 000	389100	Indirect cost allocation	-	-	-	56,200	56,200	56,200
Transfers								
001 000	392000	Utilities Fee	-	-	-	199,610	14,780	14,780
001 000	392000	Parks SDC - debt service	-	-	-	51,840	51,840	51,840
001 000	392000	Water impr. reserve	7,264	2,406	5,000	1,800	1,800	1,800
		Transfers	7,264	2,406	5,000	253,250	68,420	68,420
Total Revenues			3,972,077	3,462,721	3,674,214	3,762,950	3,774,670	3,774,670
<b>Total resources</b>			7,226,402	6,477,420	6,539,641	5,762,990	5,774,710	5,774,710

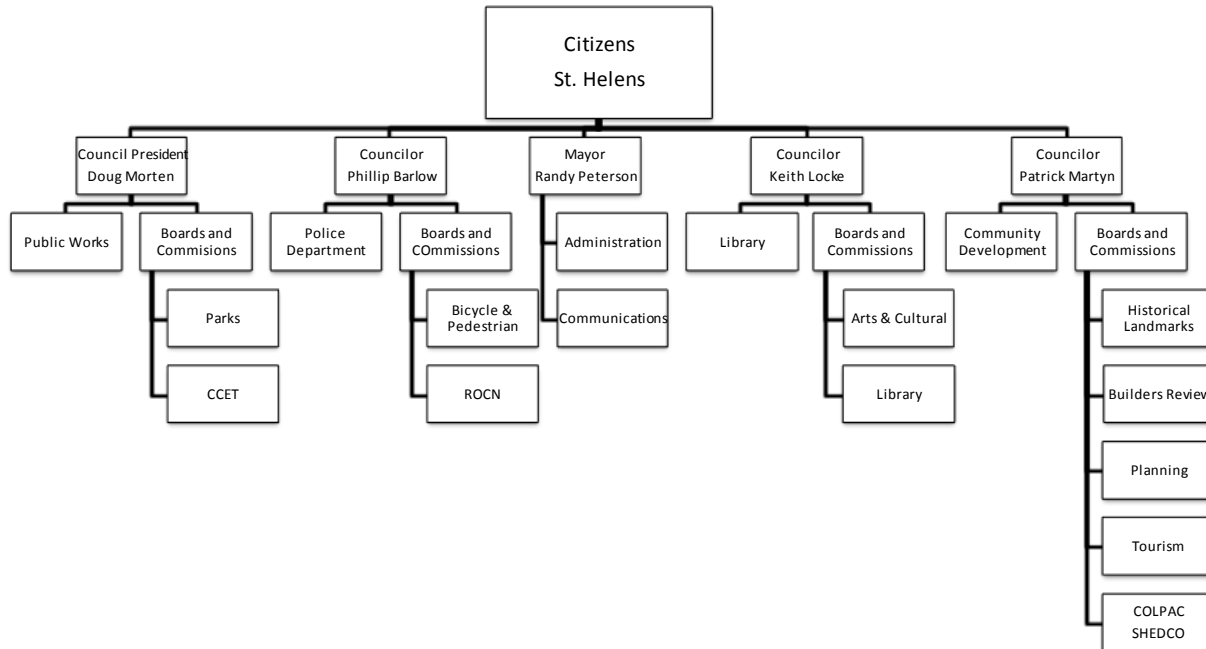
## General Fund - Inactivate Cost Center

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Uses</b>							
<b>Inactive - reorganized and reflected in City Council, Municipal Court, and Planning Department/Programs</b>							
Personal services							
001 001	401000	Salary	348,597	344,426	303,127		
001 001	424000	Non-represented comp	9,000	7,664	6,371		
001 001	422000	Longevity	150	360	720		
001 001	409000	Overtime	554	135	300		
001 001	415000	SSI taxes	30,061	26,836	23,219		
001 001	416000	Retirement	82,574	61,676	59,433		
001 001	417000	Workers comp	776	593	700		
001 001	418000	Medical benefits	41,036	38,353	40,277		
001 001	419000	Disability/life ins	1,061	866	800		
001 001	438000	Veba	5,279	4,697	4,284		
001 001	471000	PF health	523	651	900		
001 001	420000	Unemployment	-	3,132	500		
		Total personal service	519,610	489,388	440,631		
Materials and Services							
001 001	454000	Attorney expense	3,761	1,528	6,000		
001 001	457000	Office supplies	1,870	3,745	4,000		
001 001	460000	Mayor expense	6,113	18	333		
001 001	461000	Council expense	34,037	1,567	1,550		
001 001	465000	Jury & witness fees	762	282	750		
001 001	466000	Attorney for indigents	3,288	7,880	6,000		
001 001	467000	Nuisance abatement	-	-	500		
001 001	468000	Planning & eco dev.	5,279	6,621	7,000		
001 001	469000	Elections	-	-	500		
001 001	470000	Public building expense	1,338	400	5,000		
001 001	473000	Miscellaneous	31,095	8,077	10,000		
001 001	477000	Public art expense	3,592	3,809	15,000		
001 001	480000	Postage	420	-	500		
001 001	490000	Professional developme	2,817	1,552	2,000		
001 001	491000	Dog impound expense	6,500	6,542	6,000		
001 001	492000	Dog license expense	269	-	1,000		
001 001	500000	Information services	14,632	10,709	15,000		
001 001	532000	Insurance claims	-	-	500		
001 001	540000	Codification expense	4,065	3,757	4,000		
001 001	551000	Improve PEG/equip	55,371	3,815	55,814		
001 001	552000	Comm. coordinator	5,981	-	-		
001 001	553000	Economic devel coord	444	-	-		
001 001	554000	Contractual/consulting :	40,410	29,054	35,000		
001 001	555000	Urban renewal consulta	15,000	-	-		
001 001	556000	Col Co economic dev			7,500		
		Total materials and servic	237,046	89,356	183,947	-	-
		Total inactive section	756,656	578,744	624,578	-	-

Inactivated  
cost center.  
See pages 40  
through 50

# City Council

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The City of St. Helens currently has a Council-Mayor form of government consisting of a Mayor, elected to a two-year term, and four Council members, elected to four-year terms. They represent all residents of the City. The City Council is governed by the City Charter and adopts ordinances which enact laws known as the St. Helens Municipal Code. They also adopt resolutions that set policy or regulation of matters within the City.

The Council conducts work sessions. These meetings are informal and allow Council and staff to discuss, in detail, policy and other issues of relevance to the City. The Council also meets in a formal regular session which is where they vote on official items before the Council, including ordinances, resolutions, contracts, expenditures, minutes, etc. Periodically, a public forum is held which addresses a topic pertinent to the City and its residents. Occasionally, a public hearing will also come before the City Council.

The Mayor assigns to each Council member (and to him/herself) departments, boards and commissions, communications and other responsibilities. Council members are commissioners for their assignments and are responsible to report back to the rest of the Council. Council members also have custodial responsibility for all City property including buildings, equipment and land. They also direct the financing, maintenance and operation of all City departments.



Council members also represent the City on several outside committees involving everything from economic development to law enforcement.

### **Mission Statement**

To provide quality, effective and efficient service to our citizens. By doing so we will develop and preserve the highest possible quality of life for our residents, businesses and visitors, provide a safe and healthy environment within a sound economic framework, and provide leadership which is open and responsive to the needs of the community and works for the benefit of all.

### **Assignments**

The Mayor is responsible for assigning departments, boards and commissions, special committees, and economic development organizations to each Councilor. Council assignments for 2011 are as follows:

- Mayor Randy Peterson: Administration and Communications
- Councilor Patrick Martyn: Community Development, Historical Landmarks Commission, Builders Review Board, Planning Commission, Tourism Committee, COLPAC (Regional), SHEDCO (Local)
- Councilor Keith Locke: Library, Arts & Cultural Commission, Library Board
- Councilor Phillip Barlow: Police, Bicycle & Pedestrian Commission, ROCN
- Councilor Doug Morten: Council President, Public Works, Parks Commission, CCET (County)

# City Council

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Uses</b>							
001 100	<b>Mayor and City Council</b>						
	Personal services						
001 100 401000	Salary				30,000	30,000	30,000
001 100 415000	SSI taxes				2,300	2,300	2,300
001 100 417000	Workers comp				50	50	50
	Total Personal Services	-	-	-	32,350	32,350	32,350
	Materials and Services						
001 100 457000	Office supplies				200	200	200
001 100 455000	Insurance				5,950	5,950	5,950
001 100 473000	Miscellaneous				500	500	500
001 100 461000	Public meetings				1,500	1,500	1,500
001 100 490000	Professional development				12,500	12,500	12,500
001 100 500000	Information services				3,200	3,200	3,200
	Total Materials and Services	-	-	-	23,850	23,850	23,850
	Capital outlay						
001 100 580000	Equipment				-	-	-
	Total capital outlay	-	-	-	-	-	-
001 100	<b>Total Mayor and City Council</b>	-	-	-	56,200	56,200	56,200

Acct #	Description	Proposed	Approved	Adopted
<b>490000 Professional Development</b>				
	League of Oregon Cities (LOC) membership	8,500	8,500	8,500
	City/County Quarterly Meetings	400	400	400
	League of Oregon Cities Conference	2,000	2,000	2,000
	Annual Legislative Briefing	200	200	200
	Joint Boards & Commissions	400	400	400
	Col-Pac Meetings	500	500	500
	Col-Pac Dues	500	500	500
		12,500	12,500	12,500
<b>575000 Equipment</b>				
	PEG Access Upgrades	-	-	-
	New Council Chairs (6)	-	-	-
	New Chairs for Citizens (30)	-	-	-
		-	-	-
<b>3xxxxx Offsetting Revenues</b>				
	Allocated indirect costs based on budget	56,200	56,200	56,200
		56,200	56,200	56,200

## **Administration—Municipal Court**

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The court provides a local forum for the resolution of City ordinance violations, traffic violations and misdemeanor crimes generated by the City's Police Department. The municipal court judge oversees the judicial process while staff offers customer service, maintenance of all records, accounts receivables, and support in the process of all court and judicial matters.

### **Mission Statement**

The mission of the Municipal Court is to guarantee all persons accused of violations or crimes their constitutional rights to a fair and speedy judicial process while preserving their dignity, as well as protecting the rights of the citizens of St. Helens. We strive to provide defendants with the tools they need to successfully complete their court requirements.

### **Accomplishments**

- Positive response from the public regarding Judge Diana Shera Taylor.
- Sustained positive and quality customer service and support in all court business even with continued reduced staffing.

### **Goals and Objectives**

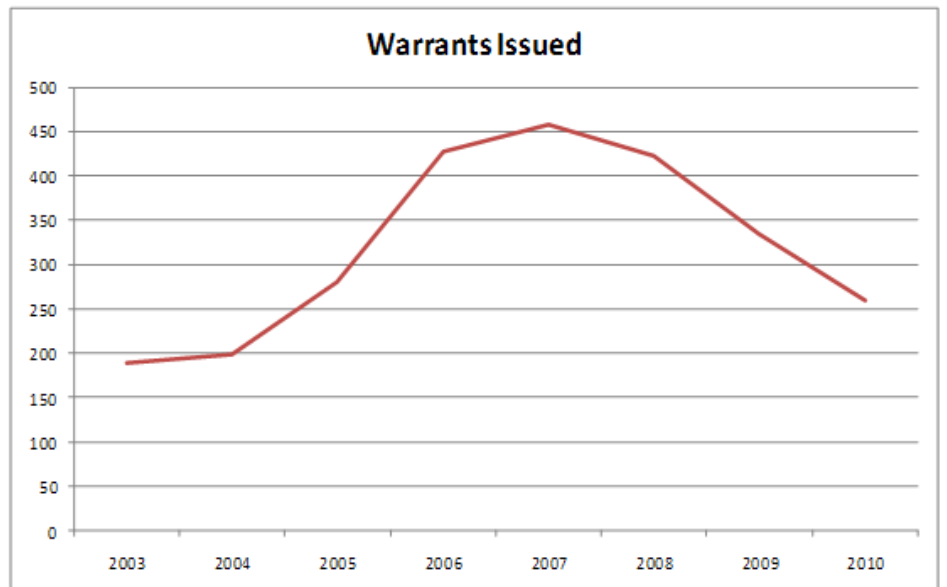
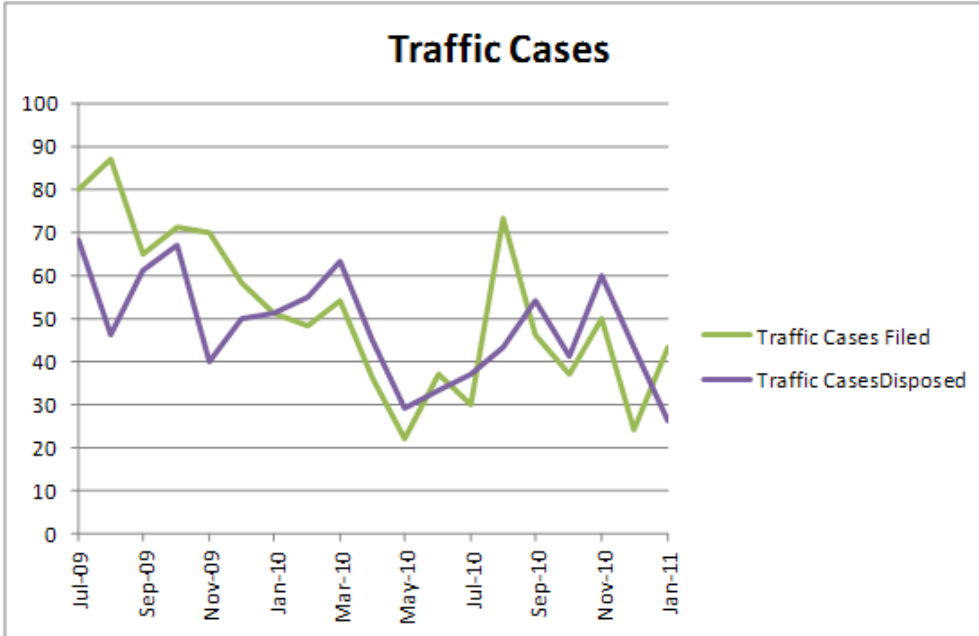
- Increase court revenues through implementation of court fine amnesty program.
- Separate accounts receivable from accounts in collections in reports to finance/council.
- Monitor and manage assessments and collections to improve cash flow and minimize past due accounts.

### **Personal Services**

The Municipal Court is comprised of one part-time Judge, one full-time Municipal Court Clerk, one part-time Deputy Court Clerk, one full-time Legal Assistant, and one full-time Prosecuting City Attorney and is supervised by the City Administrator. The Municipal Court Judge oversees the judicial process while the staff offers customer service, maintenance of all records, accounts receivables and support in the process of all court and judicial matters. The Prosecuting City Attorney reviews police reports, files criminal charges and works closely with law enforcement, victims, defendants and/or defense attorneys to resolve criminal cases. The Legal Assistant provides clerical support to the Prosecuting City Attorney as well as customer service.

# Administration—Municipal Court

## Activity Indicators



# Administration—Municipal Court

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Uses</b>							
001 103	<b>Municipal Courts</b>						
	Personal services						
001 103 401000	Salary				219,760	219,760	219,760
001 103 422000	Longevity				360	360	360
001 103 424000	Non-represented comp				-	-	-
001 103 415000	SSI taxes				16,830	16,830	16,830
001 103 416000	Retirement				48,350	48,350	48,350
001 103 417000	Workers comp				220	220	220
001 103 418000	Medical benefits				40,450	40,450	40,450
001 103 419000	Disability/life ins				570	570	570
001 103 438000	VEBA				3,130	3,130	3,130
001 103 449000	PF health				1,260	1,260	1,260
001 103 449100	Direct labor charge				13,940	13,940	13,940
	Total personal services	-	-	-	344,870	344,870	344,870
	Materials and Services						
001 103 455000	Insurance				10,520	10,520	10,520
001 103 457000	Office supplies				500	500	500
001 103 465000	Jury / witness fees				730	730	730
001 103 480000	Postage				1,600	1,600	1,600
001 103 473000	Miscellaneous				950	950	950
001 103 490000	Professional development				2,470	2,470	2,470
001 103 500000	Information services				19,370	19,370	19,370
001 103 511000	Reference materials				700	700	700
001 103 554000	Professional services				11,800	11,800	11,800
001 103 579100	Indirect cost allocation				44,830	45,020	45,020
	Total Materials and Services	-	-	-	93,470	93,660	93,660
	Interfund transfers						
001 103 692000	Capital replacement reserve				4,800	4,800	4,800
	Total interfund transfers	-	-	-	4,800	4,800	4,800
001 103	<b>Total Municipal Court</b>	-	-	-	443,140	443,330	443,330

Dept	Divisions	Job titled	Total		Courts	
			FTE	Total Personal Services	Personal Services	FTE
Administration						
	Courts	Court Clerk	1.00	76,180	76,180	1.00
		Legal Assistant	1.00	50,700	50,700	1.00
		Municipal Judge	1.00	94,800	94,800	1.00
		Prosecuting Attorney	1.00	109,250	109,250	1.00
	<b>Courts Total</b>		<b>4.00</b>	<b>330,930</b>	<b>330,930</b>	<b>4.00</b>
Community Development						
	Building	Building Official	1.00	121,360	-	-
		Building Secretary	0.70	48,080	13,940	0.20
	<b>Building Total</b>		<b>1.70</b>	<b>169,440</b>	<b>13,940</b>	<b>0.20</b>
<b>Grand Total</b>					<b>344,870</b>	<b>4.20</b>

## Administration—Municipal Court

Acct #	Description	Proposed	Approved	Adopted
<b>490000 Professional Development</b>				
	Spring Judicial Conference (2)	370	370	370
	ODAA Summer Conference (1)	1,000	1,000	1,000
	Fall Judicial Conference (1)	230	230	230
	ODAA Annual Conference (1)	100	100	100
	OMJA Annual Membership (1)	50	50	50
	ODAA Annual Membership (1)	210	210	210
	OSB Annual Membership (1)	510	510	510
	Other Meetings	-	-	-
		2,470	2,470	2,470
<b>500000 Information Services</b>				
	Full Court Licensing / Maintenance	6,270	6,270	6,270
	Evosus - Maintenance	10,520	10,520	10,520
	Replacement reserve	2,580	2,580	2,580
		19,370	19,370	19,370
<b>511000 Reference Materials</b>				
	ORS	440	440	440
	Criminal code	140	140	140
	Traffic code	20	20	20
	Pocket guides	100	100	100
		700	700	700
<b>554000 Professional Services</b>				
	Attorney for Indigents	11,300	11,300	11,300
	Pro-tem / special prosecutor	500	500	500
		11,800	11,800	11,800
<b>588000 Capital Replacement Reserve</b>				
	Upgrade Full Court FY 2014	4,800	4,800	4,800
		4,800	4,800	4,800
<b>3xxxxx Offsetting Revenues</b>				
	Fines	220,000	220,000	220,000
	Reimbursements	10,000	10,000	10,000
	Scappoose reimbursements	44,600	44,600	44,600
		274,600	274,600	274,600

## **Community Development - Planning**

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The Planning Department offers a variety of services intended to preserve and enhance the quality of life for those who visit, live and work in our community. The Department guides the physical development of the City of St. Helens in a manner that encourages sustained growth and helps protect the character of the community. The Department is responsible for the City's current land use development issues and long range planning. Through these efforts the Department reviews development proposals and prepares and administers plans, policies and regulations in accordance with federal, state and local law and policy. The Department also provides technical support to the City Council, Planning Commission, Historic Landmarks Commission and others. Additionally, the Department is responsible for the interpretation and enforcement of the City's Comprehensive Plan and Community Development Code.

The Planning Department deals with a multitude of things such as zoning, land use, signs, land division, wetlands, historic preservation, floodplains (as designated by FEMA), vacations of rights-of-way, Geographic Information Systems (GIS), etc. In addition, the Department reviews other permits, such as building permits, to ensure compliance with the Community Development Code. The Department also coordinates with other agencies ranging from Columbia County, the State of Oregon and the federal government. Though, the Department's primary goal is to serve the citizens of St. Helens.

### **Mission Statement**

To promote community-wide health, safety and welfare by providing professional planning services and customer service to elected officials, appointed boards and commissions, committees, other city departments, agencies and citizens to assist in understanding and addressing key community issues and priorities as well as implementation, revision and creation of plans and ordinances to implement the City's goals and mandates from the State and Federal government.

### **Accomplishments**

- Floodplain Management— Adopted revised FEMA Flood Insurance Rate Maps and revised Comprehensive Plan and Development Code to comply with Federal law.
- Waterfront Development Prioritization Plan (2010)—Completion and adoption into Comprehensive Plan.
- Adoption of “Housekeeping Amendments” to Development Code— Revision to SHMC Title 17 and 19 including a variety of subject matter.
- Heritage Plaque Project— Install plaques for Columbia View and Grey Cliffs Waterfront Park. This is anticipated to be done by June 2011.
- Management of TGM Grant 26777— This grant, in addition to staff time, is the major funding source for the City's Transportation System Plan update efforts.

## **Community Development - Planning**

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- Management of PSU MURP Graduate Students— Their objective is to develop architectural design standards for the Olde Towne. Standards are anticipated to be done by June 2011, though adoption will be a separate and later process.
- Apply for CLG grant for 2011-2012 cycle— Implementation of this grant will take place in FY 2011/2012.

### **Goals and Objectives**

- Development Code Amendments related to McNulty Water District—Adoption of law.
- Adopt new Transportation Systems Plan and related Development Code amendments— Adoption of plan and law.
- Annexation election for ones that have gone through land use process (at least 1 to date)—Annexation(s) to May 2012 election for vote.
- Provide support to Main Street Program.
- Provide support to development of Dalton Lake Recreation Plan.
- Manage and implement CLG grant for 2011-2012 cycle (pass through grant).
- Update Land Use Fee Schedule— Revised schedule adoption by City Council.
- Adoption of Olde Towne design standards devised by PSU MURP graduate students.
- Management of PSU MURP graduate students to develop architectural design standards for the Houlton Business District— Getting graduate students interested to take on project and successful management of project.
- Development Code Amendments related to financial securities for development (e.g. subdivisions) & misc. amendments—Adoption of law.

### **Activity Indicators**

- Land Use Permits Processed: 185 (2007), 118 (2008), 106 (2009), 93 (2010)
- County Referral Responses: 8 (2007), 3 (2008), 3 (2009), 6 (2010)
- Street Vacations Processed: 5 (2007), 4 (2008), 2 (2009), 1 (2010)
- Annexation Elections: 2 (2007), 5 (2008), 0 (2009), 6 (2010)



# Community Development - Planning

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
001 104	<b>Planning</b>						
	Personal services						
001 104 401000	Salary				111,980	111,980	111,980
001 104 424000	Non-represented comp				-	-	-
001 104 415000	SSI taxes				8,560	8,560	8,560
001 104 416000	Retirement				25,990	25,990	25,990
001 104 417000	Workers comp				130	130	130
001 104 418000	Medical benefits				13,580	13,580	13,580
001 104 419000	Disability/life ins				380	380	380
001 104 438000	VEBA				2,240	2,240	2,240
001 104 449000	PF health				420	420	420
001 104 449100	Direct labor charge	-	-	-	(69,550)	(69,550)	(69,550)
	Total personal services	-	-	-	93,730	93,730	93,730
	Materials and Services						
001 104 455000	Insurance				2,660	2,660	2,660
001 104 454000	Attorney expense				7,500	7,500	7,500
001 104 457000	Office supplies				500	500	500
001 104 461000	Public meetings				2,520	2,520	2,520
001 104 480000	Postage				1,200	1,200	1,200
001 104 490000	Professional development				2,000	2,000	2,000
001 104 493000	Legal notices				1,200	1,200	1,200
001 104 494000	Recording fees				1,000	1,000	1,000
001 104 500000	Information services				5,200	5,200	5,200
001 104 554000	Professional services				-	-	-
001 104 559000	Special projects				32,500	32,500	32,500
001 104 579100	Indirect cost allocation				13,090	13,160	13,160
	Total Materials and Services	-	-	-	69,370	69,440	69,440
001 104	<b>Total Planning</b>	-	-	-	163,100	163,170	163,170

Dept	Divisions	Job titled	Total		Planning		Other Dept/Div Support Provided							
			FTE	Total Personal Services	Personal Services	FTE	Police	Parks	Non-Dept	Building	Admin	City Recorder	Finance	Engineer
Community Development														
	Planning	City Planner	1.00	101,280	65,830	0.65	3,040	3,040	-	9,620	2,030	-	-	17,720
		Planning Secretary	1.00	62,000	27,900	0.45	-	-	9,300	6,200	-	6,200	9,300	3,100
		<b>Planning Total</b>	<b>2.00</b>	<b>163,280</b>	<b>93,730</b>	<b>1.10</b>	<b>3,040</b>	<b>3,040</b>	<b>9,300</b>	<b>15,820</b>	<b>2,030</b>	<b>6,200</b>	<b>9,300</b>	<b>20,820</b>

\*Note Budget designates position as permanent City Planner

## Community Development - Planning

Acct #	Description	Proposed	Approved	Adopted
<b>490000 Professional Development</b>				
	Memberships (APA,OAPA, AICP)	400	400	400
	Oregon City Planning Association	70	70	70
	Legal Issues for Planners Training (1)	130	130	130
	APA Conference (1)	700	700	700
	Oregon Planning Institute (1)	700	700	700
	Other Meetings	-	-	-
		<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>500000 Information Services</b>				
	GIS Maintenance	800	800	800
	GIS upgrade license	1,200	1,200	1,200
	Evosus - Maintenance	2,660	2,660	2,660
	Replacement reserve	540	540	540
		<u>5,200</u>	<u>5,200</u>	<u>5,200</u>
<b>559000 Special Projects</b>				
	Houlton District - arch design standards	500	500	500
	Dalton Lake Recreation Plan	-	-	-
	CLG Grant Matching Funds (50/50)	32,000	32,000	32,000
		<u>32,500</u>	<u>32,500</u>	<u>32,500</u>
<b>3xxxxx Offsetting Revenues</b>				
	Planning fees	7,000	7,000	7,000
	National parks service grant - CLG	14,500	14,500	14,500
		<u>21,500</u>	<u>21,500</u>	<u>21,500</u>

## **Police Department**

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The City of St. Helens Police Department strives to be a full-service police agency. We currently provide patrol services twenty four hours a day, seven days a week. The Department never schedules fewer than two officers per shift, however this staffing level is frequently inadequate to meet the call load or deal with transports. Due to the lack of local hospital facilities or local juvenile detention facilities, we regularly hire staff on overtime to transport individuals to either Portland hospitals or Longview juvenile facilities.

In addition to patrol services, the Department provides both criminal and narcotics investigations. It also provides a School Resource Officer for the St. Helens School District, a canine program, manages the county-wide narcotics team, operates a Critical Incident Response Team (CIRT), organizes a Community Emergency Response Team (CERT), teaches a Citizens Academy, organizes a Citizen's Academy/CERT Alumni Association, and participates in numerous community service and charity programs and events.

### **Mission Statement**

To work with all citizens to make our City a place where people live safely and to promote individual responsibility and community commitment. We will continue to do our very best to deliver the highest quality services possible with the resources we are provided.

### **Accomplishments**

- Part I Crimes—Handled 285 cases in 2010 related to rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson, etc.
- Part II Crimes—Handled 749 cases in 2010 related to assault, forgery, fraud, vandalism, weapons, sex offenses, drug abuse, family offenses, etc.
- Other Crimes—Handled 1,241 cases in 2010 related to DUII, liquor laws, disorderly conduct, kidnapping, threats, curfew, etc.
- Traffic Stops—Handled 2,603 cases in 2010

### **Goals and Objectives**

- Make necessary service cuts invisible to the citizens of our City.
- Locate grant funding to replace computers in police vehicles.
- Work with citizen group to accomplish successful funds raising effort for Police Boat.

# Police Department

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Personal services									
001 002	401000	Salary		1,254,145	1,191,992	1,266,220	1,171,780	1,171,780	1,171,780
001 002	422000	Longevity		1,770	1,560	1,560	1,560	1,560	1,560
001 002	424000	Non-represented comp		11,850	12,158	12,498	-	-	-
001 002	435000	Certification		51,365	46,632	46,618	53,430	53,430	53,430
001 002	436000	Incentive pay		8,900	8,220	7,920	7,680	7,680	7,680
001 002	437000	Physical fit incent pay		45,777	44,193	44,435	46,660	46,660	46,660
001 002	409000	Overtime		66,950	61,676	66,000	74,000	74,000	74,000
001 002	421000	Holiday pay		-	-	-	26,170	26,170	26,170
001 002	415000	SSI taxes		110,099	104,936	108,151	104,650	104,650	104,650
001 002	416000	Retirement		320,812	258,072	289,961	310,940	310,940	310,940
001 002	417000	Workers comp		31,877	30,163	35,516	22,070	22,070	22,070
001 002	418000	Medical benefits		284,976	254,044	287,139	328,030	328,030	328,030
001 002	419000	Disability/life ins		4,132	3,655	4,000	3,610	3,610	3,610
001 002	438000	VEBA		22,924	22,245	24,256	23,430	23,430	23,430
001 002	448000	Clothing allowance		17,950	16,900	16,400	16,550	16,550	16,550
001 002	471000	PF health		5,202	8,458	7,000	7,000	7,000	7,000
001 002	420000	Unemployment		-	5,160	1,000	-	-	-
001 002	449100	Direct labor charge		-	-	-	3,040	3,040	3,040
001 002	449100	Direct labor charge		-	-	-	(118,970)	(118,970)	(118,970)
Total Personal Services				2,238,728	2,070,063	2,218,674	2,081,630	2,081,630	2,081,630

Dept	Divisions	Job titled	FTE	Total		Police		Other Dept/Div Support Provided				
				Total Personal Services		Personal Service	FTE	Water	Sewer Collection	Sewer Secondary	Sewer Primary	Sewer Storm
Police												
	Police	Chief of Police	1.00	121,050		121,050	1.00	-	-	-	-	-
		Code Enforcement Officer	1.00	84,180		84,180	1.00	-	-	-	-	-
		Detective	2.00	220,840		220,840	2.00	-	-	-	-	-
		Lieutenant	1.00	147,120		147,120	1.00	-	-	-	-	-
		Patrolman	9.00	979,760		860,790	7.89	59,480	23,790	15,470	14,280	5,950
		Police Office Specialist	1.00	75,550		75,550	1.00	-	-	-	-	-
		Sergeant	4.00	552,510		552,510	4.00	-	-	-	-	-
Police Total			19.00	2,181,010		2,062,040	17.89	59,480	23,790	15,470	14,280	5,950
Community Development												
	Planning	City Planner	1.00	101,280		3,040	0.03	-	-	-	-	-
		Planning Secretary	1.00	62,000		-	-	-	-	-	-	-
Planning Total			2.00	163,280		3,040	0.03	-	-	-	-	-
Grand Total			80.60	2,344,290		2,065,080	17.92	856,430	957,210	215,080	134,670	211,100
Clothing Allowance						16,550						
						2,081,630						

## Police Department

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Materials and Services									
001 002	456000	ARRA law enforcement		-	26,239	66,177	60,000	70,000	70,000
001 002	455000	Insurance		32,313	30,585	42,372	49,380	49,380	49,380
001 002	454000	Attorney expense		-	-	-	3,000	3,000	3,000
001 002	457000	Office supplies		3,926	4,675	5,000	5,000	5,000	5,000
001 002	458000	Telecommunication expens		16,820	21,697	20,800	21,200	21,200	21,200
001 002	459000	Utilities		7,847	6,685	8,100	8,250	8,250	8,250
001 002	460000	D.A.R.E. expend		3,481	371	-	-	-	-
001 002	463000	Auditing		3,272	3,525	3,685	-	-	-
001 002	470000	Building expense		3,924	2,808	7,000	7,000	7,000	7,000
001 002	473000	Miscellaneous		16,591	18,852	14,000	18,000	18,000	18,000
001 002	480000	Postage		1,507	1,301	1,300	1,300	1,300	1,300
001 002	490000	Police training/supplies		16,928	17,256	19,500	19,800	19,800	19,800
001 002	500000	Information services		20,885	20,766	22,500	21,400	21,400	21,400
001 002	501000	Operating materials & supp		19,679	12,951	22,500	38,000	38,000	38,000
001 002	502000	Equipment expense		19,338	26,373	20,500	20,500	20,500	20,500
001 002	503000	K9 expense		646	10,205	1,500	1,500	1,500	1,500
001 002	504000	Ammunition		10,990	10,338	11,000	11,000	11,000	11,000
001 002	507000	Reserve training/equip		2,015	-	500	500	500	500
001 002	508000	Janitorial services		7,194	5,515	5,253	5,300	5,300	5,300
001 002	510000	Automotive expenses		11,430	16,800	13,000	20,000	20,000	20,000
001 002	514000	C.E.R.T. equipment		(5,204)	1,307	2,000	2,000	2,000	2,000
001 002	522000	Radio & radar maint		22,693	2,797	4,500	4,500	4,500	4,500
001 002	526000	Publicity		90	432	400	400	400	400
001 002	531000	Gasoline expense		37,931	37,343	38,000	39,000	39,000	39,000
001 002	554000	Contractual services		24,756	11,391	1,000	3,000	3,000	3,000
001 002	556000	Federal grant sub recipient		-	10,654	-	-	-	-
001 002	557000	Federal grant equip./comp.		-	13,127	-	-	-	-
001 002	575000	Equipment		-	17,000	-	-	-	-
001 002	577000	Automotive expenses		31,309	-	-	-	-	-
001 002	579100	Indirect cost allocation		-	-	-	98,370	99,480	99,480
Total Materials and Services				310,361	330,993	330,587	458,400	469,510	469,510
001 002	578000	Other capital expense		-	-	-			
<b>Total Police Department</b>				<b>2,549,090</b>	<b>2,401,056</b>	<b>2,549,261</b>	<b>2,540,030</b>	<b>2,551,140</b>	<b>2,551,140</b>

# Police Department

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Acct #	Description	Proposed	Approved	Adopted
<b>458000 Telecommunications</b>				
	Verison Wireless	7,800	7,800	7,800
	USA Mobility	1,800	1,800	1,800
	Other	11,600	11,600	11,600
		21,200	21,200	21,200
<b>473000 Miscellaneous Expense</b>				
	Document Management	1,200	1,200	1,200
	Miscellaneous	1,500	1,500	1,500
	Meeting refreshments	1,400	1,400	1,400
	KPFF - Seismic services	1,600	1,600	1,600
	Legislative Counsel Committee	1,700	1,700	1,700
	Testing Materials	3,600	3,600	3,600
	Equipment - Chief Supply - intruder shield	2,000	2,000	2,000
	Investigations (travel)	5,000	5,000	5,000
		18,000	18,000	18,000
<b>490000 Police Training and Supplies</b>				
	FBI Training	2,500	2,500	2,500
	National Tactical Officers Association	50	50	50
	Oregon Association Chiefs - Membership (2)	250	250	250
	Supplies	17,000	17,000	17,000
		19,800	19,800	19,800
<b>501000 Materials and Services</b>				
	Critical Incident Response Team			
	Equipment and uniforms (6)	15,900	15,900	15,900
	Ballistic vests - Patrol (3)	2,100	2,100	2,100
	Law Enforcement Policy Manuals service	2,500	2,500	2,500
	Uniform services	4,600	4,600	4,600
	Physical Evaluations	700	700	700
	Other	12,200	12,200	12,200
		38,000	38,000	38,000

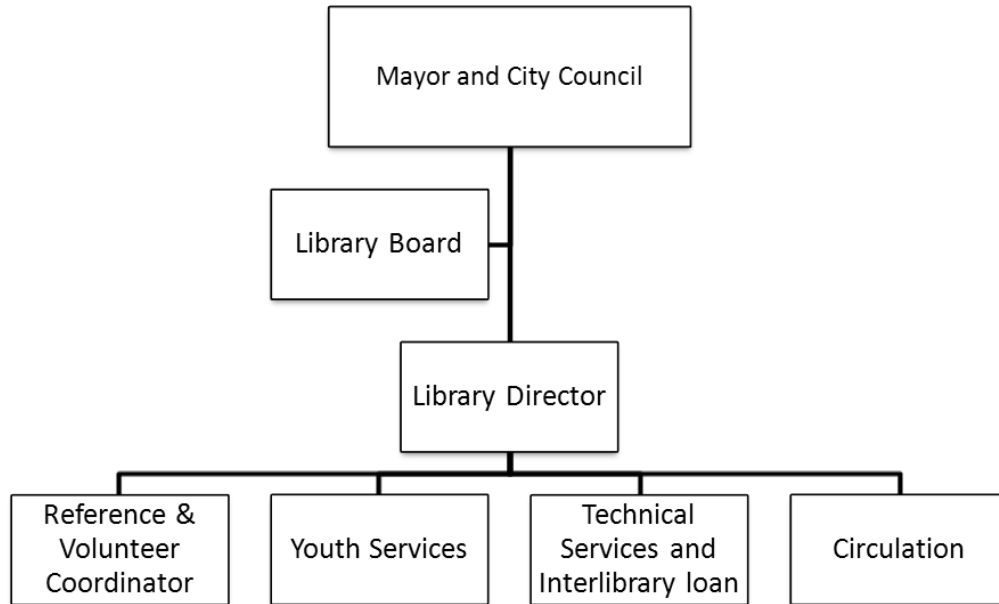
## Police Department

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Acct #	Description	Proposed	Approved	Approved
<b>502000 Equipment Expense</b>				
	Portland Data Systems	14,000	14,000	14,000
	Other	6,500	6,500	6,500
		<u>20,500</u>	<u>20,500</u>	<u>20,500</u>
<b>504000 Ammunition</b>				
	San Diego Police Equip. Co.	8,000	8,000	8,000
	Other	3,000	3,000	3,000
		<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
<b>554000 Professional Services</b>				
	Generator Maintenance	2,000	2,000	2,000
	Other	1,000	1,000	1,000
		<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
<b>3xxxxx Offsetting Revenues</b>				
	Dog licenses (CEO)	28,000	28,000	28,000
	ARRA Grant (term)	20,000	20,000	20,000
	DOJ grant	1,000	1,000	1,000
	School District reimbursement	45,000	45,000	45,000
	CENT contribution	20,000	20,000	20,000
	Police training fee	12,000	12,000	12,000
	Miscellaneous	5,500	5,500	5,500
		<u>131,500</u>	<u>131,500</u>	<u>131,500</u>

# Library

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The St. Helens Public Library is responsible for providing a variety of programs to the citizens of St. Helens. The Library offers programs for children and youth, including weekly storytimes; special events and the summer reading program; outreach to Head Start and the St. Helens High School Teen Parent Program, with early literacy education and enriched storytimes; and *Our Community Reads* programs, which are focused on the shared experience of reading the same book.

In addition to programs, the Library offers an array of resources to the community. At the Library, citizens have public access to computers and the Internet including wireless access for laptop users, a vibrant collection of books, movies, music, magazines and audio books available for checkout, and downloadable audios, videos and e-books through participation in Library2Go. Other resources include online access to databases to support vocational, educational and recreational information needs and skill development, reference materials for in-library use, Interlibrary loans that provide access to materials owned by other libraries, and access to *L-net*, Oregon's statewide 24/7 live-chat reference service.



Patron services are another integral component of the resources that the Library provides. These services include support with resume' development, exam proctoring, and reference and reader's advisory.

### **Mission Statement**

To provide optimal access to the best vocational, educational and recreational information to the people of the Greater St. Helens area in order to promote and encourage lifelong learning, self development and life enhancement.

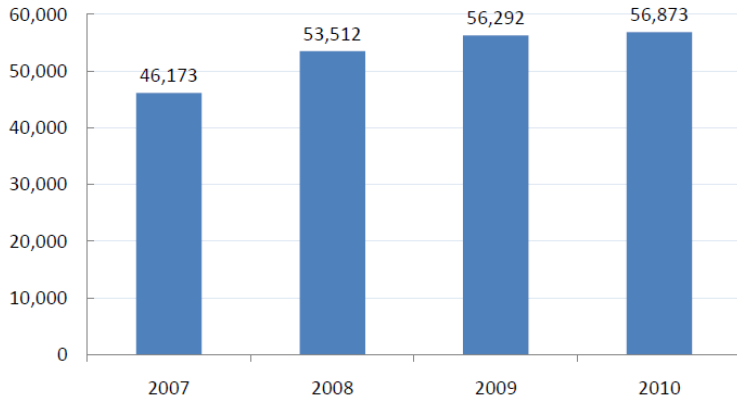
### **Accomplishments**

- Served 56,873 visitors to the library in calendar year 2010—105,562 items were circulated (checked out and renewed)
- Planned and implemented a highly successful summer reading program—Had record attendance by 1,551 people at 30 different events. There were 221 reading program finishers, a 27% increase from 2009. There were 3,875 total hours read, a 20% increase from 2009.
- Appointed Library Director—Library's youth librarian was appointed as library director following the previous director's retirement.
- Hired part-time youth librarian— Recruited and hired a part-time youth librarian who also holds a leadership position in the Oregon Library Association's Children's Services Division.
- Onsite storytimes at Head Start—Storytimes held monthly, as well as class fieldtrips to the library for storytimes.
- Continued partnership with the Teen Parent Program at St. Helens High School.
- Online book discussion— Introduced an online book discussion for *The Hunger Games*, this year's *Our Community Reads* selection.
- Expanded access to *LearningExpress Library*—Facilitated use by community members without a library card to a skill development and test prep database.
- New volunteers—Five new volunteers joined the current seven to provide valuable assistance with children's programs, shelving, processing new materials, book repair and withdrawals. Three library volunteers were recognized with Presidential Volunteer Service Awards.
- Staff completed workshop—Library staff completed workshops about new books and authors, evaluating literature for children and youth, changes in library cataloging, records retention, online resources, leadership, customer service and the National Incident Management System (NIMS). Some members of the staff, library board and volunteers will attend professional workshops at the Oregon Library Association annual convention in Salem.

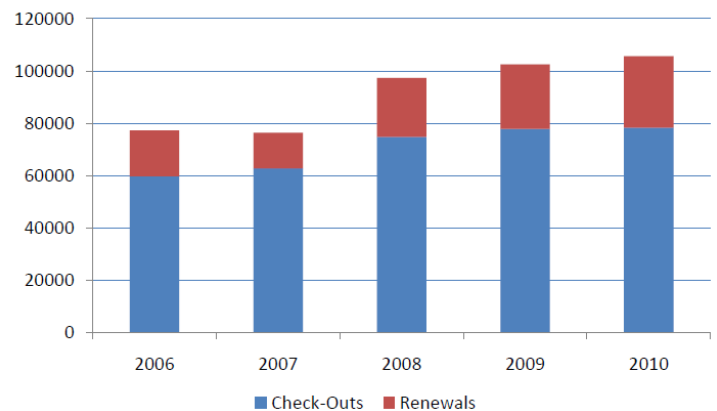
## Goals and Objectives

- Begin the replacement of the library’s public computers with the purchase of a terminal server and 5 thin clients in FY 2012 and an additional 5 thin clients per year in FY 2013, 2014 and 2015. This will enable centralized management on an individual server, a more reliable platform and significant cost savings.
- Update the library’s network infrastructure with improved Internet speed, firewall, replacement network switches and improved wireless network equipment.
- Relocate all public computers within line-of-sight of the library circulation desk to facilitate assistance to patrons, proctoring of exams and the management of computer use policies.
- Increase the youth librarian position to 28 hours per week (0.7 FTE) to enable the development of more programs tailored to the community. These programs are often of an educational nature and help support school readiness and life-long learning.
- Collaborate with Columbia County area libraries to expand the *Our Community Reads* program in 2012.
- Continue to provide the array of programs, materials and services that are increasingly utilized by the Greater St. Helens community.

## Visitors to the St. Helens Public Library



## Items Circulated at the St. Helens Public Library



# Library

			Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal services								
001 004	401000	Salary	222,165	212,207	225,517	235,710	235,710	235,710
001 004	422000	Longevity	960	1,500	1,500	1,500	1,500	1,500
001 004	424000	Non-represented comp	2,986	3,860	5,109	-	-	-
001 004	409000	Overtime	220	201	250	210	210	210
001 004	415000	SSI taxes	16,995	16,473	17,738	18,170	18,170	18,170
001 004	416000	Retirement	40,845	38,859	47,558	52,770	52,770	52,770
001 004	417000	Workers comp	564	457	700	300	300	300
001 004	418000	Medical benefits	34,634	32,113	37,536	46,300	46,300	46,300
001 004	419000	Disability/life ins	636	525	700	710	710	710
001 004	420000	Unemployment	12,038	4,261	500	-	-	-
001 004	438000	VEBA	3,086	2,910	3,300	3,920	3,920	3,920
001 004	471000	PF health	760	455	600	600	600	600
Total personal services			335,891	313,821	341,008	360,190	360,190	360,190

			Total		Library	
Dept	Divisions	Job titled	FTE	Total Personal Services	Personal Services	FTE
Library	Library	Librarian I	1.00	74,500	74,500	1.00
		Librarian Tech II	1.00	72,390	72,390	1.00
		Library Director	1.00	112,710	112,710	1.00
		PT Librarian I	0.70	49,210	49,210	0.70
		PT Library Assistant	1.50	50,780	50,780	1.50
Library Total			5.20	359,590	359,590	5.20

➤ Please note: Proposed increase from .5 to .7 FTE

# Library

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Materials and Services								
001 004	455000	Insurance	9,712	9,192	12,735	14,350	14,350	14,350
001 004	457000	Office supplies	10,075	4,676	5,000	5,100	5,100	5,100
001 004	458000	Telephone expense	(10,452)	2,266	4,000	2,500	2,500	2,500
001 004	459000	Utilities	16,233	14,007	17,000	14,270	14,270	14,270
001 004	463000	Auditing	435	469	490	-	-	-
001 004	470000	Building expense	16,348	17,070	10,000	15,700	15,700	15,700
001 004	473000	Misc expense	10,254	2,965	10,000	1,390	1,390	1,390
001 004	480000	Postage	790	1,095	750	720	720	720
001 004	481000	Audio visual	2,226	3,915	3,500	3,070	3,070	3,070
001 004	483000	Audio tapes	9,561	7,834	5,000	4,210	4,210	4,210
001 004	490000	Professional development	4,746	1,298	2,500	1,000	1,000	1,000
001 004	500000	Information services	38,425	13,724	30,000	21,190	21,190	21,190
001 004	508000	Janitorial services	36,067	22,967	26,780	20,400	20,400	20,400
001 004	511000	Library materials	35,152	26,378	25,000	25,000	25,000	25,000
001 004	512000	Publication	6,745	6,402	6,000	6,120	6,120	6,120
001 004	517000	Library program	6,226	4,887	5,000	5,100	5,100	5,100
001 004	518000	Interlibrary services	2,100	1,920	2,200	2,000	2,000	2,000
001 004	519000	Furnishing/shelving exp	5,532	4,061	4,000	1,080	1,080	1,080
001 004	521000	Reading- families grant	-	181	-	1,860	1,860	1,860
001 004	554000	Contractual/consulting	758	-	-	510	510	510
001 004	579100	Indirect cost allocation				19,670	19,890	19,890
Total materials and services			200,931	145,307	169,955	165,240	165,460	165,460
<b>Total library services</b>			<b>536,822</b>	<b>459,128</b>	<b>510,963</b>	<b>525,430</b>	<b>525,650</b>	<b>525,650</b>

# Library

Acct #	Description	Proposed	Approved	Adopted
<b>47000 Building Expense</b>				
	TCMS - HVAC Maintenance	11,570	11,570	11,570
	Simplex Grinnell - Fire Sprinklers	1,460	1,460	1,460
	American Securities - Alarms	600	600	600
	Coastwide Janitorial Supplies	1,000	1,000	1,000
	Routine Plumbing/Electrical	1,070	1,070	1,070
	Door Repairs	-	-	-
	Relocate electrical service/data lines	-	-	-
		15,700	15,700	15,700
<b>473000 Miscellaneous Expense</b>				
	IKON	1,000	1,000	1,000
	Canon	-	-	-
	Local Newspapers	190	190	190
	Volunteer Recognition	200	200	200
	Meeting refreshments	-	-	-
	Other	-	-	-
		1,390	1,390	1,390
<b>490000 Professional Development</b>				
	OLA Membership	470	470	470
	OLA Annual Conference	530	530	530
	Other workshops	-	-	-
		1,000	1,000	1,000
<b>500000 Information Services</b>				
	The Library Corp (TLC)	9,820	9,820	9,820
	Additional license	-	-	-
	Infrastructure improvements	70	70	70
	Comcast - 2 lines	1,600	1,600	1,600
	Barcode Reader/Receipt printer	-	-	-
	Terminal server/thin clients	-	-	-
	Evosus - Maintenance	5,430	5,430	5,430
	Replacement reserve	4,270	4,270	4,270
		21,190	21,190	21,190
<b>3xxxxx Offsetting Revenues</b>				
	State grant program	1,800	1,800	1,800
	Fines- Library	19,000	19,000	19,000
		20,800	20,800	20,800

## Public Works - Parks

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The Public Works – Parks cost center accounts of the costs for maintaining the City’s 12 parks and the development of 2 future parks. The City parks consist of:

- McCormick Park – a 70.33 acre regional park that contains: 2 softball fields with lighting; restrooms and concession stands; skateboard facilities; BMX track; fitness trails; sand volleyball court; horseshoe pits; overnight camping accommodations with restroom with showers; and other park amenities.
- Sand Island Marine Park – a 31.7 acre park in the middle of the Columbia River that contains concert docks with access ramp; picnic shelters; 37 overnight campsites with picnic tables and charcoal cookers; 3 composting restrooms; nature trails; and swimming/sunbathing beaches.
- Campbell Park – a 9.1 acre park that contains picnic shelters, 2 ball fields with lights and concession stand, 4 tennis courts, basketball courts and restrooms.
- Columbia View Park – a park on the river with a band stand, amphitheater and viewing deck.
- Neighborhood parks – nine parks with picnic facilities, playground equipment and other park amenities. Parks range from a pocket park to 3.2 acres.

Parks are maintained by Public Works Operations Division – Grounds Maintenance Section.

## Public Works - Parks

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Personal services								
001 005	401000	Salary	67,016	52,353	72,339			
001 005	422000	Longevity	340	600	600			
001 005	424000	Non-represented comp	264	565	604			
001 005	409000	Overtime	901	264	800			
001 005	415000	SSI taxes	5,256	4,100	5,649			
001 005	416000	Retirement	15,424	11,031	15,145			
001 005	417000	Workers comp	1,744	1,298	1,600			
001 005	418000	Medical benefits	17,082	14,064	18,637			
001 005	419000	Disability/life ins	277	182	350			
001 005	438000	VEBA	1,299	1,047	1,437			
001 005	471000	PF health	490	210	500			
001 005	420000	Unemployment	-	-	500			
001 005	449100	Direct labor charge	-	-	-	110,490	110,490	110,490
Total personal services			110,093	85,714	118,161	110,490	110,490	110,490

Dept	Divisions	Job titled	Total		Parks	
			FTE	Total Personal Services	Personal Services	FTE
Public Works						
	Operations	Parks Field Supervisor	1.00	108,600	54,300	0.50
		Utility II	6.00	487,050	44,730	0.55
	Operations Total		7.00	595,650	99,030	1.05
Community Development						
	Building	Building Official	1.00	121,360	1,210	0.01
		Building Secretary	0.70	48,080	7,210	0.10
	Building Total		1.70	169,440	8,420	0.11
	Planning	City Planner	1.00	101,280	3,040	0.03
		Planning Secretary	1.00	62,000	-	-
	Planning Total		2.00	163,280	3,040	0.03
Community Development Total			3.70	332,720	11,460	0.14
Grand Total					110,490	1.20

## Public Works - Parks

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Materials and Services							
001 005 455000	Insurance	3,943	3,732	5,171	-	-	-
001 005 457000	Office supplies	25	256	500	900	900	900
001 005 458000	Telephone expense	3,754	2,766	2,700	-	-	-
001 005 459000	Utilities	13,366	13,272	14,000	20,000	20,000	20,000
001 005 463000	Auditing	435	469	493	-	-	-
001 005 470000	Building expense	1,436	1,442	2,000	2,000	2,000	2,000
001 005 473000	Miscellaneous	19,194	16,603	17,000	1,300	1,300	1,300
001 005 475000	Lease expense				3,200	3,200	3,200
001 005 474000	Sanitary service- portable	2,321	3,562	4,500	4,500	4,500	4,500
001 005 479000	Events support	-	-	-	2,500	2,500	2,500
001 005 490000	Professional development	310	82	500	1,000	1,000	1,000
001 005 500000	Information services	1,273	313	1,000	1,000	1,000	1,000
001 005 501000	Operating materials and sup	24,900	33,277	25,000	26,000	26,000	26,000
001 005 502000	Equipment expense	6,470	2,718	5,000	5,000	5,000	5,000
001 005 509000	Marine board expense				14,000	14,000	14,000
001 005 513000	Chemicals	3,896	5,234	4,000	8,000	8,000	8,000
001 005 531000	Gasoline expense	8,615	1,235	5,000	10,000	10,000	10,000
001 005 554000	Professional services	95,073	147,046	115,000	9,000	9,000	9,000
001 005 555000	McCormick softball field impr.			1,000	-	-	-
001 005 579100	Indirect cost allocation				23,650	23,780	23,780
Total materials and services		185,011	232,005	202,864	132,050	132,180	132,180
Debt Service							
001 005 563000	Principle expense	40,759	42,899	45,152	47,530	47,530	47,530
001 005 569000	Interest expense	11,080	8,940	6,689	4,310	4,310	4,310
Total debt service		51,839	51,839	51,841	51,840	51,840	51,840
001 005 575000	Equipment	-	-	3,000			
001 005 578000	Other capital expense	777	7,572	13,900			
001 005 580000	Estate-equipment		-	7,192			
001 005 581000	Construction expense	21,415	-	-			
001 005 582000	Land purchase-Dalton park:	-	10,000	115,000			
Total capital outlay		22,192	17,572	139,092	-	-	-
001 005 692000	Transfer	-	-	-			
Total Parks		369,135	387,130	511,958	294,380	294,510	294,510



## Public Works - Parks

Acct #	Description	Proposed	Approved	Adopted
<b>459000 Utilities</b>				
	Lighting	8,000	8,000	8,000
	Garbage services	10,000	10,000	10,000
	Natural gas	2,000	2,000	2,000
		<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>473000 Miscellaneous Expense</b>				
	Solid waste disposal fees	600	600	600
	Miscellaneous	700	700	700
		<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
<b>475000 Lease Expense</b>				
	Oregon Dept. Trans./Land - 3 leases	1,200	1,200	1,200
	Port of St. Helens lease	500	500	500
	St. Helens Marina - Annual Moorage	1,500	1,500	1,500
		<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
<b>490000 Professional Development</b>				
	Chemical Application training/license	1,000	1,000	1,000
		<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>501000 Operating Materials and Services</b>				
	Hardware	6,000	6,000	6,000
	Bark chip/dust	1,500	1,500	1,500
	Restroom supplies	10,000	10,000	10,000
	Crushed Rock	2,200	2,200	2,200
	Miscellaneous	6,300	6,300	6,300
		<u>26,000</u>	<u>26,000</u>	<u>26,000</u>
<b>554000 Professional Services</b>				
	Col. Cnty. Corrections - Work Crews	8,000	8,000	8,000
	Other	1,000	1,000	1,000
		<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>3xxxxx Offsetting Revenues</b>				
	Camping fees	1,000	1,000	1,000
	Miscellaneous park revenue	8,000	8,000	8,000
	State grants - Marine Board	14,000	14,000	14,000
	Donation- Parks	100	100	100
	McCormick Softball Field Donations	1,000	1,000	1,000
		<u>24,100</u>	<u>24,100</u>	<u>24,100</u>

## **Administration – Non-Departmental**

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Non-Departmental cost center accounts for the administrative costs in processing dog and business licenses, the General Fund Contingency (representing 18% of the operating expenditures in the fund) and the transfers of the specialized reserves that have accumulated in the General Fund.

Reserves have accumulated over the years as either a result of the City receiving one time revenues from the sale of properties (Library and Parks), the sale of other assets (PD Data Cellular and Library equipment) or enacting ordinances (Arts and Cultural commission, and Parks SDCs). These reserves are being moved to special revenue funds for ease of budgeting and monitoring. The Parks SDCs are being transferred to the Capital Improvement Fund; and the rest of the reserves are being transferred to the Community Enhancement Fund. In addition, a new reserve for information technology replacement is being initiated this year and is reflected in the transfers.

Please note that the ending fund balance reflects the amount contained in the Operating contingency and unappropriated fund balance. The City's overall policy is to maintain a 10% operating reserve. For FY 11-12 the minimum reserve totals are \$438,000. The anticipated ending fund balance for FY 11-12 will be 18% of operating expenditures.

## Administration – Non-Departmental

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal services							
001 110	449100 Direct labor charge	-	-	-	19,400	19,400	19,400
	Total Personal Services	-	-	-	19,400	19,400	19,400
Materials and Services							
001 110	473000 Miscellaneous	-	-	-	500	500	500
001 110	500000 Information services	-	-	-	2,880	2,880	2,880
001 110	554000 Professional services	-	-	-	6,000	6,000	6,000
	Total Materials and Services	-	-	-	9,380	9,380	9,380
001 110	596000 Contingency	-	-	1,362,835	1,024,260	972,260	972,260
001 110	596000 ARRA Grant Reserve					52,000	52,000
Transfers							
001 110	692000 Transfers to comm enhancement fund				660,670	660,670	660,670
001 110	692000 Transfers IT Reserve				27,000	27,000	27,000
001 110	692000 Interfund loan- bldg. dept.			10,000	-	-	-
001 110	692000 Transfer to building dept.		10,422		-	-	-
	Total Transfers	-	10,422	10,000	687,670	687,670	687,670
	Total Non-departmental	-	10,422	1,372,835	1,740,710	1,740,710	1,740,710
Reserves							
001 001	613000 Reserve- park SDC's		-	75,137			
001 001	616000 Reserve- library proceeds		-	294,542			
001 001	617000 Reserve- park prop sale			197,740			
001 001	618000 Reserve- library equip			38,000			
001 001	619000 Reserve- park sale of prop			69,706			
001 001	620000 Reserve- art & cultural			23,169			
001 001	630000 Reserve-PD data cellular			10,200			
001 001	640000 Reserve-IT Equipment Replacement			-			
	Total reserves	-	-	708,494	-	-	-
	Total uses	4,211,702	3,836,480	6,278,089	5,762,990	5,774,710	5,774,710
	Net change in working capital	3,014,699	2,640,940	261,552	-	(0)	(0)
001 001	Ending fund balance (Unappropriated)	3,014,699	2,640,940	261,552	-	(0)	(0)

## Administration – Non-Departmental

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Acct #	Description	Proposed	Approved	Adopted
<b>500000 Information Services</b>				
	Springbrook - Business Licenses	1,530	1,530	1,530
	Springbrook - Dog Licenses	1,350	1,350	1,350
		<u>2,880</u>	<u>2,880</u>	<u>2,880</u>
<b>554000 Professional Services</b>				
	Dog Impound - County	6,000	6,000	6,000
		<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
<b>588000 Transfers</b>				
	Parks SDC	51,000	51,000	51,000
	Library Proceeds	298,820	298,820	298,820
	Library Equipment	38,500	38,500	38,500
	Park Properties	189,800	189,800	189,800
	Arts and Cultural	30,350	30,350	30,350
	Police Data Cellular	10,200	10,200	10,200
	PEG Access	42,000	42,000	42,000
	IT Equipment Replacement	27,000	27,000	27,000
		<u>687,670</u>	<u>687,670</u>	<u>687,670</u>



## **Building Fund**

## Fund Summary

	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Adopted 2010-11</b>	<b>Proposed 2011-12</b>	<b>Approved 2011-12</b>	<b>Adopted 2011-12</b>
<b>Resources</b>						
Beginning working capital	20,007	7,111	10,011	33,200	33,200	33,200
Revenues						
Licenses and permits	121,954	119,854	121,808	168,500	168,500	168,500
Miscellaneous	4,450	715	100	500	500	500
Transfer in	-	10,422	-	-	-	-
Total Revenues	126,404	130,991	121,908	169,000	169,000	169,000
Total Resources	146,411	138,102	131,919	202,200	202,200	202,200
<b>Uses</b>						
Personal services	124,440	99,495	102,623	139,400	139,410	139,410
Materials and services	14,860	20,654	24,925	35,430	35,480	35,480
Contingency	-	-	4,371	27,370	27,310	27,310
Total uses	139,300	120,149	131,919	202,200	202,200	202,200
Ending fund balance (Unappropriated)	7,111	17,953	-	-	-	-

## Community Development - Resources

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>								
003 000	301000	Beginning working capital	20,007	7,111	10,011	33,200	33,200	33,200
Revenues								
003 000	312000	Building permits	58,168	61,986	56,083	81,600	81,600	81,600
003 000	313000	Plumbing permit fees	11,800	21,490	21,357	25,200	25,200	25,200
003 000	314000	Mechanical permit fee	6,989	7,960	6,677	7,200	7,200	7,200
003 000	315000	Plan check fees	44,287	28,139	27,191	54,000	54,000	54,000
003 000	316000	Code enforcement fees	710	280	500	500	500	500
003 000	333000	Loan proceeds		-	10,000	-	-	-
003 000	354000	Miscellaneous	4,450	715	100	500	500	500
003 000	390000	Transfer from general	-	10,422	-	-	-	-
Total Revenues			126,404	130,991	121,908	169,000	169,000	169,000
Total resources			146,411	138,102	131,919	202,200	202,200	202,200

Please note that the budget assumes a 20% increase in Fees

Assumes Increase in rates of :	20%	20%	20%
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## **Community Development - Building**

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The Building Services Department is in place to protect the public and the value of their homes. Your local St. Helens Building Department issues plumbing, mechanical, structural, and fill permits. In addition to providing permits, the Building Services Department of St. Helens provides plan review and inspection services for permits already issued, ensuring that building codes are met.

St. Helens Building Services Department also performs investigations and enforces code requirements on structures that are a hazard to the public.

### **Mission Statement**

To protect the health, safety and welfare of the citizens of St. Helens through administration of state building codes, local codes and ordinances. This is accomplished through construction plan review, permit issuance, building inspection and code enforcement.

### **Accomplishments**

- Tested for certifications.
- Copied Council on Public Outreach materials produced and events.

### **Goals and Objectives**

- Acquire Commercial Mechanical Inspector's certification.
- Acquire Commercial Fire, Life, and Safety Plans Examiners Certification.
- Acquire International Building Official Certification.
- Develop public outreach and education program to improve public awareness of permits.
- Quarterly report of Building Department activity's and goal updates.



## Community Development - Building

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Uses</b>							
Personal services							
003 003 401000	Salary	73,976	54,614	62,114	100,920	100,920	100,920
003 003 422000	Longevity	98	-	-	-	-	-
003 003 424000	Non-represented comp	2,928	2,734	2,927	-	-	-
003 003 415000	SSI taxes	5,881	4,387	4,938	7,720	7,720	7,720
003 003 416000	Retirement	17,727	11,303	13,238	23,930	23,930	23,930
003 003 417000	Workers comp	501	429	550	780	780	780
003 003 418000	Medical benefits	17,991	13,386	16,942	33,320	33,320	33,320
003 003 419000	Disability/life ins	254	183	225	330	330	330
003 003 420000	Unemployment	1,425	10,924	-	-	-	-
003 003 438000	VEBA	2,936	1,080	1,233	2,020	2,020	2,020
003 003 471000	PF health	724	456	456	420	420	420
003 003 449100	Direct labor charge	-	-	-	(45,860)	(45,850)	(45,850)
003 003 449100	Direct labor charge	-	-	-	15,820	15,820	15,820
	Total Personal Services	124,440	99,495	102,623	139,400	139,410	139,410
Materials and Services							
003 003 455000	Insurance	-	-	-	1,780	1,780	1,780
003 003 452000	Plan review expense	4,538	11,175	5,500	3,000	3,000	3,000
003 003 454000	Attorney expense	-	-	-	7,500	7,500	7,500
003 003 457000	Office supplies	1,832	1,705	1,000	-	-	-
003 003 458000	Telephone expense	1,723	740	900	-	-	-
003 003 473000	Miscellaneous	1,477	601	2,000	2,050	2,050	2,050
003 003 490000	Professional development	260	1,885	800	350	350	350
003 003 500000	Information services	4,092	3,841	4,200	6,750	6,750	6,750
003 003 502000	Vehicle expense	-	26	-	-	-	-
003 003 531000	Gasoline	902	680	525	700	700	700
003 003 554000	Professional services	36	-	-	-	-	-
003 003 555000	Loan repayment	-	-	10,000	-	-	-
003 003 579100	Indirect cost allocation	-	-	-	13,300	13,350	13,350
	Total Materials and Services	14,860	20,654	24,925	35,430	35,480	35,480
003 003 596000	Contingency	-	-	4,371	27,370	27,310	27,310
	Total expenditures	139,299	120,149	131,919	202,200	202,200	202,200
	Net change in working capital	7,111	17,953	-	-	-	-
003 003	Ending fund balance (Unappropriated)	7,111	17,953	-	-	-	-

## Community Development - Building

Dept	Divisions	Job titled	Total		Building		Other Dept/Div Support Provided							
			FTE	Total Personal Services	Personal Services	Building	Courts	Parks	Non-Dept	Streets	City Recorder	Distrib.	Collection	Storm
Community Development														
	Building	Building Official	1.00	121,360	113,490	0.94		1,210	-	1,210	-	1,210	1,210	3,030
		Building Secretary	0.70	48,080	10,100	0.15	13,940	7,210	10,100	-	6,730	-	-	-
	<b>Building Total</b>		<b>1.70</b>	<b>169,440</b>	<b>123,590</b>	<b>1.08</b>	<b>13,940</b>	<b>8,420</b>	<b>10,100</b>	<b>1,210</b>	<b>6,730</b>	<b>1,210</b>	<b>1,210</b>	<b>3,030</b>
	Planning	City Planner	1.00	101,280	9,620	0.09								
		Planning Secretary	1.00	62,000	6,200	0.10								
	<b>Planning Total</b>		<b>2.00</b>	<b>163,280</b>	<b>15,820</b>	<b>0.19</b>								
<b>Community Development Total</b>			<b>3.70</b>	<b>332,720</b>	<b>139,410</b>	<b>1.28</b>								

Acct #	Description	Proposed	Approved	Adopted
<b>452000 Plan Review Services</b>				
	Columbia Cnty. - Inspection services	3,000	3,000	3,000
		3,000	3,000	3,000
<b>473000 Miscellaneous Expense</b>				
	Outreach program	1,000	1,000	1,000
	Other	1,050	1,050	1,050
		2,050	2,050	2,050
<b>490000 Professional Development</b>				
	International Code Council Membership	100	100	100
	Oregon Building Officials Membership	120	120	120
	Oregon Dept. of Consumer - certification	130	130	130
	OBO conference	-	-	-
	Other	-	-	-
		350	350	350
<b>500000 Information Services</b>				
	Springbrook	3,550	3,550	3,550
	Evosus	2,660	2,660	2,660
	Replacement reserve	540	540	540
		6,750	6,750	6,750



## **911 Emergency Fund**

## 911 Emergency Communications

The 911 Emergency Communications fund accounts for the allocation per ORS 401.808 of the State 9-1-1 Emergency Telephone Tax Revenue. Local governments are required to use 9-1-1 tax revenue and any investment proceeds thereof for the planning, installation, maintenance, operation and improvements of the 9-1-1 reporting system. These funds are directly distributed to the Columbia County Emergency Communications Center. However, in accordance with ORS, municipalities are required to appropriate their proportional tax revenue share in order for the Communications Center to receive these funds. The estimated revenues and offsetting expenses are reported to the City on a quarterly basis from the State.

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>								
007 000	301000	Beginning working capital	-	-	-	-	-	-
Revenues								
007 000	335000	Revenue 911	65,260	62,357	62,000	62,000	62,000	62,000
	000	Total Revenues	65,260	62,357	62,000	62,000	62,000	62,000
Total resources			65,260	62,357	62,000	62,000	62,000	62,000
<b>Uses</b>								
Materials and Services								
007 007	528000	911 distributions	65,260	62,357	62,000	62,000	62,000	62,000
	007	Total Materials and Services	65,260	62,357	62,000	62,000	62,000	62,000
007 007	596000	Contingency	-	-	-	-	-	-
Total Uses			65,260	62,357	62,000	62,000	62,000	62,000
007 007		Ending fund balance (Unappropriated)	-	-	-	-	-	-



## **Visitor and Tourism Fund**

## **Community Development – Visitor and Tourism**

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The Visitors and Tourism Fund accounts for improvements to tourist attractions or cultural facilities and the promotion of St. Helens community events, festivals and tourism.

These activities are funded through the Transient Room Fee, commonly known as hotel/motel tax. The tax is seven percent of the nightly rate charged for lodging and is collected by lodging establishments within the St. Helens city limits. Expenditures of the fund are overseen by a nine member committee. Tourism functions are performed by a part-time contracted director.

### **Mission**

To develop and promote local tourism assets and large development projects such as a civic center or to increase draw and visitor infrastructure.

### **Accomplishments and highlights of 2009/10:**

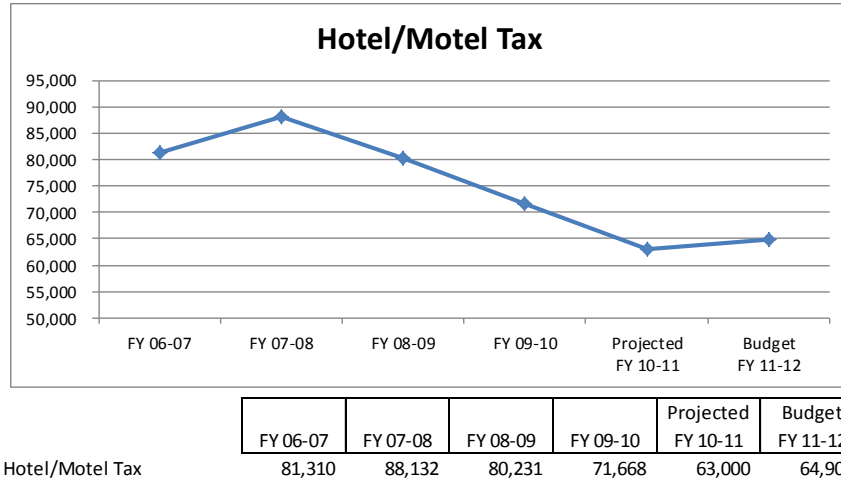
- Columbia County received nine visitor oriented media placements with a total circulation of 31,576,897 worth the ad equivalency of \$842,096.00. (No multipliers used in calculation.)
- Produced, published and disseminated a Car-Free Vacation Guide
- Released the Car-Free Guide at the Pedal Nation Bike Show where we shared a booth with Washington County to promote cycling assets.
- Produced, published and disseminated a walking map of Olde Towne titled “Twilight, Dark History and Haunted Places.”
- Continued engagement and participation with the Regional Cooperative Marketing Partnership to leverage public relations efforts.
- Established Halloweentown as a month-long draw and community activity throughout the month of October.

### **Goals**

- Gain county-wide participation in tourism development and promotion efforts.
- Work with County’s Economic Development Director to expand tourism assets.
- Support and promote the Portland Pirate Festival’s invasion of St. Helens.
- Continue event development, coordination and promotion of Halloweentown.
- Assist in the promotion of local events including concerts, car shows, tournaments, etc.
- Increase room revenues by 3%.
- Continue to support development and promotion of assets in the categories of Outdoor Adventure (birding, running, cycling, mountain biking, kayaking, fishing), Portland’s Nearest Escape (B&B’s, boutiques, spa, antiques, thrift, dining, farm, nursery) and Twilight Locations, Dark History and Haunted Places (including Halloweentown locations).

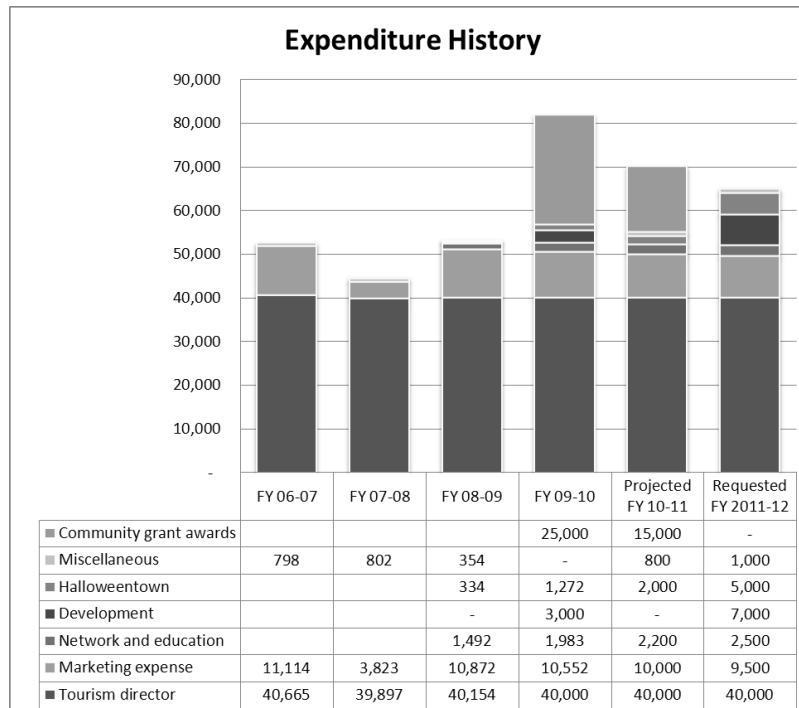
# Community Development – Visitor and Tourism

## Revenues



The primary revenue source is Hotel/Motel Tax which has been declining over the past three years primarily due to the recession in 2008 and the lingering effects on employment and the housing markets. The economic indicators for the next fiscal year and attraction of additional festivals and events in the city provide the expectation of reversing this trend with a modest 3% increase in revenues.

## Expenditures



## **Community Development – Visitor and Tourism**

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### Increasing the Fund

The TOT ordinance establishes a tax that will generate funds for tourism development and promotion, and specifically a capital improvement project. The fund is being maintained with the intent to increase the fund until it is economically viable to move forward with a visitor oriented project such as a civic center that could house performing arts, a museum or interpretive center, meetings and events.

### Tourism Director

The tourism director is funded at a half-time level. The tourism director works with regional and state partners, representing Columbia County's visitor assets in the industry and to media. The tourism director meets with interested parties to sell the area. For example, the tourism director brought the Portland Pirate Festival out to Saint Helens three years ago to sell them on the idea of relocating to Saint Helens. The tourism director provides design, copy and ad placement for area assets and events as well as managing specific development projects such as the car-free vacation guide.

### Marketing Expense

Marketing expenses include the cost of display advertising, printing of posters or brochures, having a presence at trade shows or events and entertaining media or prospective event developers in the area. It includes the promotion of area events.

### Networking and Education

Networking and Education expenses include the cost of organization memberships, conference attendance and stakeholder meetings with members of the Regional Cooperative Marketing Program, Travel Portland, Travel Oregon and local tourism oriented business. This occasionally includes meals, parking and lodging.

### Development

Development expenses include new development. Depending on the project, it could be infrastructure improvement, signage, artwork, feasibility studies or audience research.

### Halloweentown

Halloweentown is the only event that tourism is involved in from the ground up. The Tourism Committee has funded and coordinated the development, community engagement and marketing of this event.

### Community Grant Awards

While the Tourism Committee does not have a formal grant program, they have occasionally awarded funds upon request to projects in the community. They have awarded money to the St. Helens Community Foundation, the Parks Commission and The South Columbia County Chamber of Commerce.



## Community Development – Visitor and Tourism

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>								
008 000	301000	Beginning working capital	271,932	298,958	299,368	282,920	282,920	282,920
Revenues								
008 000	306000	Motel/hotel tax	80,231	71,667	70,000	64,900	64,900	64,900
008 000	309000	Penalty fees	-	1,006	-	-	-	-
Total Revenues			80,231	72,673	70,000	64,900	64,900	64,900
Total resources			352,163	371,631	369,368	347,820	347,820	347,820
<b>Uses</b>								
Materials and Services								
008 008	449000	Tourism director	40,154	40,000	40,000	40,000	40,000	40,000
008 008	451000	Marketing expense	10,872	10,552	15,000	9,500	9,500	9,500
008 008	558100	Network and education	1,492	1,983	-	2,500	2,500	2,500
008 008	558101	Development	-	3,000	-	7,000	7,000	7,000
008 008	558102	Halloweentown	334	1,272	3,000	5,000	5,000	5,000
008 008	473000	Miscellaneous	354	-	12,000	1,000	1,000	1,000
008 008	558103	Community grant awards		25,000	-	-	-	-
Total Materials and Services			53,205	81,807	70,000	65,000	65,000	65,000
008 008	596000	Contingency	-	-	45,000	10,000	10,000	282,820
Total requirements			53,205	81,807	115,000	75,000	75,000	347,820
008 008		Ending fund balance (Unappropriated)	298,958	289,824	254,368	272,820	272,820	(0)

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## **Community Enhancement Fund**

## Administration – Community Enhancement

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The City initiated this fund to account for the special reserve funds that are currently housed in the General Fund.

### Fund Summary

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	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Adopted 2010-11</b>	<b>Proposed 2011-12</b>	<b>Approved 2011-12</b>
<b><u>Resources</u></b>					
Beginning working capital	-	-	-		
Revenues					
Public Arts fees	-	-	-	6,500	6,500
Interest earnings	-	-	-	1,490	1,490
Miscellaneous	-	-	-	-	-
Transfer in	-	-	-	609,670	609,670
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>617,660</b>	<b>617,660</b>
<b>Total Resources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>617,660</b>	<b>617,660</b>
<b><u>Uses</u></b>					
Public Art program	-	-	-	33,750	33,750
Library improvements	-	-	-	20,390	20,620
Park improvements				25,000	27,500
Police data cellular				6,000	6,000
PEG Access				12,000	12,000
Contingency	-	-	-	177,300	175,380
<b>Total uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>274,440</b>	<b>275,250</b>
<b>Ending fund balance (Unappropriated)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>343,220</b>	<b>342,410</b>

## Administration – Community Enhancement

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Public Arts Reserve</b>								
<b>Resources</b>								
009 201	392000	Transfer in				30,350	30,350	30,350
009 201	365100	Public improvement fee				6,500	6,500	6,500
009 201	335100	Other donations				-	-	-
Total Resources			-	-	-	36,850	36,850	36,850
<b>Uses</b>								
009 201	558104	Gallery corridor banners				6,000	6,000	6,000
009 201	558105	Summer arts in the park				1,000	1,000	1,000
009 201	652000	Gateway project - phase I				25,000	25,000	25,000
009 201	558107	Maintenance of public art				750	750	750
009 201	558108	Administration & marketing				1,000	1,000	1,000
009 201	596000	Contingency				3,100	3,100	3,100
Total Uses			-	-	-	36,850	36,850	36,850
Ending fund balance (Unappropriated)			-	-	-	-	-	-

The Arts and Cultural Commission's mission is to encourage opportunities for recognition of art and culture, to promote artistic and cultural activities in St. Helens and to provide coordination and communication about arts and culture among community groups and individuals. Revenues are derived from SHMC 2.36.090 that levies a public art fee on eligible public capital improvement projects over \$25,000.

## Administration – Community Enhancement

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Library building reserve</b>								
<b>Resources</b>								
009 202	392000	Transfer in				298,820	298,820	298,820
009 202	346000	Interest earnings				1,490	1,490	1,490
Total Resources			-	-	-	300,310	300,310	300,310
<b>Uses</b>								
009 202	652200	Replacement of doors				2,000	2,000	2,000
009 202	652210	Relocate electrical				5,000	5,000	5,000
009 202	596000	Contingency				100,000	68,310	68,310
Total Uses			-	-	-	107,000	75,310	75,310
Ending fund balance (Unappropriated)			-	-	-	193,310	225,000	225,000
<b>Library equipment reserve</b>								
<b>Resources</b>								
009 203	392000	Transfer in				38,500	38,500	38,500
009 203	335100	Other donations				-	-	-
Total Resources			-	-	-	38,500	38,500	38,500
<b>Uses</b>								
009 203	652300	Thin client server				11,690	9,920	9,920
009 203	652310	Network switches & Accessories				1,700	1,700	1,700
009 203	652311	Staff Workstation					2,000	2,000
009 203	596000	Contingency				20,000	19,770	19,770
Total Uses			-	-	-	33,390	33,390	33,390
Ending fund balance (Unappropriated)			-	-	-	5,110	5,110	5,110

Resolution 1228, adopted on September 18, 1996, established a reserve account for the proceeds from the sale of City property at 270 Columbia Blvd. known as the old library. The resolution further resolved that only the interest shall be appropriated from this established reserve account for Library capital items that otherwise would not be budgeted due to lack of funding. The principal sum received was \$225,000.

The City Council authorized setting aside funds to be utilized to replace capital equipment at the Library that would not otherwise be purchased due to budgetary constraints.

## Administration – Community Enhancement

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Parks Property Reserve</b>								
<b>Resources</b>								
009 204	392000	Transfer in				189,800	189,800	189,800
009 204	335100	Other donations				-	-	-
Total Resources			-	-	-	189,800	189,800	189,800
<b>Uses</b>								
009 204	652400	6th Street Park - irrigation				25,000	25,000	25,000
009 204	652401	Dalton Lake Outreach				-	-	2,500
009 204	596000	Contingency				50,000	50,000	50,000
Total Uses			-	-	-	75,000	75,000	77,500
Ending fund balance (Unappropriated)			-	-	-	114,800	114,800	112,300

Over the years the City sold and traded properties that resulted in one-time revenues. City Council designated that these one-time revenue sources be utilized for one-time park acquisitions and/or improvements. Over the past two years these reserves were utilized to purchase two new properties, as well as assist in the purchase of ball field lighting at McCormick Park.

In the current budget year, staff is requesting to utilize approximately \$25,000 to replace and upgrade the sprinkler systems in the 6th Street ballpark and approximately 2,500 for a Dalton Lake Outreach program.

## Administration – Community Enhancement

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>PD Data Cellular</b>							
<b>Resources</b>							
009 205 392000	Transfer in				52,200	10,200	10,200
009 205 335100	Other donations				-	-	2,500
Total Resources		-	-	-	52,200	10,200	12,700
<b>Uses</b>							
009 205 458000	Telecommunication expense				6,000	6,000	6,000
009 205 458100	PEG Access				12,000	-	-
009 205 596000	Contingency				4,200	4,200	4,200
Total Uses		-	-	-	22,200	10,200	10,200
Ending fund balance (Unappropriated)		-	-	-	30,000	-	2,500

The PD Data Cellular reserve was initiated with the proceeds from the auction of retired police vehicles. The main purpose is to offset the cost of the cell service being utilized by the mobile data terminal in the Police cars.

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>PEG Access Reserve</b>							
<b>Resources</b>							
009 206 392000	Transfer in				-	42,000	42,000
009 206 335100	Other donations				-	-	-
Total Resources		-	-	-	-	42,000	42,000
<b>Uses</b>							
009 206 458100	PEG Access				-	12,000	12,000
009 206 596000	Contingency				-	30,000	30,000
Total Uses		-	-	-	-	42,000	42,000
Ending fund balance (Unappropriated)		-	-	-	-	-	-

This cost center is the residual funds provided by our local cable provider to make improvements to our electronic/internet infrastructure to enhance public access and televised public meetings.





## **Capital Improvement Fund**

## Capital Improvements

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The City initiated this fund to account for the special reserve funds that are currently housed in the many different capital intensive operating funds. This fund accounts for the construction of all cities capital improvement projects such as streets, water, sewer and parks and covers the gamut of funding sources from loans, System Development Charges (SDC), and rate payers' pay as you go projects. Each classification of infrastructure is accounted for in their specifically designated costs center.

### Fund Summary

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	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>						
Beginning working capital	-	-	-			
Revenues						
Systems development fees	-	-	-	151,500	151,500	151,500
Intergovernmental	-	-	-	320,000	345,000	345,000
Loans - DEQ	-	-	-	1,250,000	1,250,000	1,250,000
Transfer in	-	-	-	5,331,930	5,331,930	5,331,930
Total Revenues	-	-	-	7,053,430	7,078,430	7,078,430
Total Resources	-	-	-	7,053,430	7,078,430	7,078,430
<b>Uses</b>						
Street projects	-	-	-	710,000	735,000	735,000
Water projects				818,610	818,610	818,610
Park improvements				-	-	-
Storm projects				362,500	362,500	362,500
Sewer projects				1,428,000	1,428,000	1,428,000
Equipment replacement				190,000	190,000	190,000
Transfer out				51,840	51,840	51,840
Contingency	-	-	-	40,000	519,160	519,160
Total uses	-	-	-	3,600,950	4,105,110	4,105,110
Ending fund balance (Unappropriated)	-	-	-	3,452,480	2,973,320	2,973,320

## Capital Improvements

			Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Parks Projects - SDC</b>								
<b>Resources</b>								
010 300	392000	Transfer In				51,000	51,000	51,000
010 300	365000	SDC Fees				20,000	20,000	20,000
010 300	335100	Other donations				-	-	-
Total Resources			-	-	-	71,000	71,000	71,000
<b>Uses</b>								
010 300	653000	Street Light upgrades				-	-	-
010 300	692000	Transfer out - debt service				51,840	51,840	51,840
010 300	596000	Contingency				-	19,160	19,160
Total Uses			-	-	-	51,840	71,000	71,000
010 300		Ending fund balance (Unappropriated) Reserve Balances SDC	-	-	-	19,160	-	-
						19,160	-	-

Parks SDC has been dedicated to make annual debt service payments on the acquisition of the Dahlgren property on Ross Road. The debt will be retired with a last annual payment in July 2012 for \$36,543.55.

			Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Street Projects</b>								
<b>Resources</b>								
010 301	392000	Transfer In				1,377,600	1,377,600	1,377,600
010 301	365000	SDC Fees				35,000	35,000	35,000
010 301	334000	State STP				320,000	345,000	345,000
Total Resources			-	-	-	1,732,600	1,757,600	1,757,600
<b>Uses</b>								
010 301	653100	Unimproved paving				190,000	190,000	190,000
010 301	653101	Sidewalk				145,000	145,000	145,000
010 301	653102	Columbia Blvd Overlay				320,000	345,000	345,000
010 301	653103	Street Light upgrades				35,000	35,000	35,000
010 301	653104	Signal Controllers				20,000	20,000	20,000
010 301	596000	Contingency				40,000	100,000	100,000
Total Uses			-	-	-	750,000	835,000	835,000
010 301		Ending fund balance (Unappropriated) Reserve Balances SDC	-	-	-	982,600	922,600	922,600
						982,600	922,600	922,600

## Capital Improvements

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**PROJECT:** Unimproved Street Paving Program

Over the past five years, the City has been systematically paving the gravel streets throughout town. Since the start of the program, the miles of unpaved roadways have been reduced to just under two miles from the original five miles. This project will continue the paving program.

**PROJECT DESCRIPTION:** Improve storm drainage and pave unimproved and/or gravel streets throughout the City. The project has targeted those streets with little to no storm drain issues; the remaining streets require significant storm drain improvements and will be more challenging to complete. Funds are carried over from the previous budget.

**PROJECT:** Sidewalk and ADA Ramp Repair/Construction

There are several areas around the City where there is inadequate or no ADA ramp to access the crosswalks. In addition, some sidewalks adjacent to City facilities, including City Hall, need to be repaired.

**PROJECT DESCRIPTION:** This project will identify several locations that lack an ADA ramp or require reconfiguration of the existing one, repair damaged sidewalks adjacent to City facilities, and construct new sidewalks per existing agreements, i.e. Hankey Road. Funds are carried over from the previous budget.

**PROJECT:** Columbia Boulevard Overlay, 15th Street to 1st Street

Records indicate that Columbia Boulevard has not been overlaid since 1953. Through an ODOT grant program, part of the road from 21st Street to 15th Street was repaved in 2010. The remainder of the roadway is still in need of an asphalt overlay to preserve its integrity for continued use.

**PROJECT DESCRIPTION:** Utilize Surface Transportation Program exchange funds to develop and implement a project to place a 2-inch asphalt overlay on Columbia Boulevard starting where the ODOT project ended and continuing to 1st Street.

**PROJECT:** Old Portland Road and Matzen Street Lighting Upgrade

Areas along Old Portland Road and Matzen Street lack sufficient overhead lighting to provide safe passage for pedestrians walking through the area.

**PROJECT DESCRIPTION:** Work with Columbia River PUD to identify specific locations and install new overhead lighting fixtures.

**PROJECT:** Signal Controller, Columbia Boulevard & 18th Street Light

The signal controller has exceeded its life expectancy and needs to be replaced before it fails and leaves the intersection with no signal light.

**PROJECT DESCRIPTION:** Go through the lengthy process with the Oregon Department of Transportation of selection, testing and installation of a new signal control unit.

## Capital Improvements

			Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Water Projects</b>								
<b>Resources</b>								
010 302	392000	Transfer In				1,551,000	1,551,000	1,551,000
010 302	365000	SDC Fees				30,000	30,000	30,000
Total Resources			-	-	-	1,581,000	1,581,000	1,581,000
<b>Uses</b>								
Capital Outlay								
010 302	653200	Telemetry System Upgrade				450,000	450,000	450,000
010 302	653201	Water main replacement				150,000	150,000	150,000
010 302	653202	Water meter replacement				100,000	100,000	100,000
010 302	653203	Salmonberry overflow				10,000	10,000	10,000
010 302	653204	Kavanagh water main				108,610	108,610	108,610
010 302	596000	Contingency				-	100,000	100,000
Total Uses			-	-	-	818,610	918,610	918,610
010 302	Ending fund balance		-	-	-	762,390	662,390	662,390
Reserves								
010 302	SDC					440,100	340,100	340,100
010 302	Reservoirs					22,290	22,290	22,290
010 302	Membranes replacements					300,000	300,000	300,000
Total Contingency / Reserves			-	-	-	762,390	662,390	662,390

### PROJECT: Water Telemetry System Upgrade

The existing telemetry system is outdated and is not integrated with the new SCADA system that controls the Water Filtration Facility. Alarm notices do not provide any information as to what, if any, problem is at hand. It often gives out false alarms causing Public Works staff to respond during nights and weekends.

**PROJECT DESCRIPTION:** This project will update and improve telemetry to a more automated system. New controls will “talk” to the WFF system and provide details of the nature and importance of the alarms. It will also allow remote access, eliminating some unnecessary trips during non-working hours.

### PROJECT: Repair Salmonberry Overflow Structure

The existing overflow structure is approximately 80 years old and is non-functioning. It no longer allows water to exit the reservoir through underground discharge pipes that flow under the dam. All overflows exit the reservoir via surface flow; a small creek flows around the dam and discharges into the creek downstream.

**PROJECT DESCRIPTION:** Replace the non-functioning valves and install a level control device that would allow the maximum level of the reservoir to be seasonally adjusted.

### PROJECT: Waterline Extension, Kavanagh/Les Schwab Area

**PROJECT DESCRIPTION:** City cost participation in waterline extension into new service area on west side of Highway 30 within the Urban Growth Boundary.

# Capital Improvements

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Sewer Projects</b>									
<b>Resources</b>									
010 303	392000	Transfer In					1,059,900	1,059,900	1,059,900
010 303	333000	Loans - DEQ					1,050,000	1,050,000	1,050,000
010 303	365000	SDC Fees					60,000	60,000	60,000
Total Resources				-	-	-	2,169,900	2,169,900	2,169,900
<b>Uses</b>									
Capital Outlay									
010 303	653300	Sodium Hypochlorite tanks					35,000	35,000	35,000
010 303	653301	Sewer main replacement					152,500	152,500	152,500
010 303	653302	I&I Reduction					1,050,000	1,050,000	1,050,000
010 303	653303	Headworks upgrade					190,500	190,500	190,500
010 303	596000	Contingency					-	200,000	200,000
Total Uses				-	-	-	1,428,000	1,628,000	1,628,000
Ending fund balance				-	-	-	741,900	541,900	541,900
Reserves									
SDC							741,900	541,900	541,900

**PROJECT:** Replace Sodium Hypochlorite Tanks

The Sodium Hypochlorite system was installed in 1999. There are two 3,000 gallon tanks inside the storage building that are overdue for replacement.

PROJECT DESCRIPTION: The plastic tanks will be replaced with more sturdy and reliable fiberglass. All of the PVC lines will also be replaced.

**PROJECT:** Continued I&I Reduction Program

Continue to repair, replace, and rehabilitation major sections of the sanitary sewer system to eliminate inflow and infiltration of storm and ground water into the sanitary sewers. Additional storm drain system improvements will also be constructed as part of the project; 10% of the loan proceeds are designated to be used for the storm projects.

PROJECT DESCRIPTION: A \$4.5 million loan was received from the Clean Water State Revolving Fund in 2010. Project development will begin in early 2011 with various construction projects taking place over the next 2 to 4 years.

# Capital Improvements

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Storm Water Projects</b>								
<b>Resources</b>								
010 304	392000	Transfer In				1,102,430	1,102,430	1,102,430
010 304	333000	Loans - DEQ				200,000	200,000	200,000
010 304	365000	SDC Fees				6,500	6,500	6,500
Total Resources			-	-	-	1,308,930	1,308,930	1,308,930
<b>Uses</b>								
Capital Outlay								
010 304	653400	Storm drains				162,500	162,500	162,500
010 304	653302	I&I Reduction				200,000	200,000	200,000
010 304	596000	Contingency				-	100,000	100,000
Total Uses			-	-	-	362,500	462,500	462,500
010 304		Ending fund balance	-	-	-	946,430	846,430	846,430
Reserves								
010 304		SDC				946,430	846,430	846,430
010 304						-	-	-
Total Contingency / Reserves			-	-	-	946,430	846,430	846,430

## Capital Improvements

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Equipment replacement</b>									
<b>Resources</b>									
010 305	392000		Transfer In water				80,000	80,000	80,000
010 305	392000		Transfer from sewer				110,000	110,000	110,000
010 305	335100		Other donations				-	-	-
Total Resources				-	-	-	190,000	190,000	190,000
<b>Uses</b>									
Capital Outlay									
010 305	653500		SUV - pickup 2				60,000	60,000	60,000
010 305	653501		Heavy equipment - backhoe				130,000	130,000	130,000
010 305	596000		Contingency				-	-	-
Total Uses				-	-	-	190,000	190,000	190,000
010 305			Ending fund balance	-	-	-	-	-	-
Reserves									
010 305	606000		SDC				-	-	-
010 305	606000		open				-	-	-
Total Contingency / Reserves				-	-	-	-	-	-

### PROJECT: Vehicle Replacement Program

The Public Works Department currently utilizes more than 30 'daily use' vehicles, 15 of which should be replaced after eight years of service. Those vehicles would be handed down to replace the other 15 vehicles, which would then be surplus.

### PROJECT: Equipment Replacement Program

The Public Works Department currently utilizes more than 60 pieces of equipment, everything from stationary backup generators to dump trucks to a road grader. Unlike daily use vehicles, the lifecycle of each piece of equipment is unique and, in most cases, is based on hours of use rather than mileage. Normally equipment that has reached the end of its useful life is replaced in kind, unless there is a rational reason to do otherwise.



## Capital Improvements – Five Year CIP Summary

Dept	Funding Source	Proj #	Project Description	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total	Out Years		% Growth Related
										Amount	ETA	
<b>Parks</b>												
	Unfunded		Columbia View Park *	-	-	150,000	-	200,000	350,000			
			Promenade			150,000						
			New Gazebo/storage					200,000				
	Park Reserves		6th Street Park Sprinkler System	25,000	-	-	-	-	25,000			
<b>Total Parks</b>				25,000	-	150,000	-	200,000	375,000			
<b>Streets</b>												
	SDC - CO		Unimprove Street Paving Program	150,000	145,000	-	-	-	295,000			
	STP - CO		Sidewalk and ADA Ramp Repair/Constr	145,000	-	-	-	-	145,000			
	STP - CO		Columbia Blvd Overlay - 15th to 1st	320,000	-	-	-	-	320,000			
	STP - new		Old Portland Rd & Matzen Street Lighting Upgrade	35,000	-	-	-	-	35,000			
	Carry Over (CO)		Signal Controller, Columbia Blvd & 18th street light	20,000	-	-	-	-	20,000			
<b>Total Streets</b>				670,000	145,000	-	-	-	815,000			
<b>Water Utility</b>												
	Rates/SDC		Telemetry System Upgrade	450,000	-	-	-	-	450,000			
			New Reservoirs	-	500,000	-	-	2,000,000	2,500,000	4,000,000		
	SDC		Purchase Land (High/Low)	-	500,000	-	-	-	500,000			
	SDC		Construct Low	-	-	-	-	2,000,000	2,000,000			
	SDC/Loan/Rates		Construct High	-	-	-	-	-	-	4,000,000	2015-30	
	Rates - Ops		Water Meter Replacement	100,000	100,000	100,000	100,000	100,000	500,000			
	Rates		Water Main Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000			
	Rates		Water Filtration Membrane Rplacement	-	-	-	-	700,000	700,000			
	Rates		2 MG Reservoir Replacement	-			2,000,000		2,000,000			
	Rates		Salmonberry Overflow - Repair	10,000					10,000			
	SDC		Kavanagh Water Main	108,610					108,610			
<b>Total Water Utility</b>				868,610	800,000	300,000	2,300,000	3,000,000	7,268,610	4,000,000		
<b>Sewer Utility</b>												
	Rates		Sodium Hypochorite Tanks - Replace	35,000					35,000			
	Rates		Annual Sewer Main Replacement Program	200,000	200,000	200,000	200,000	200,000	1,000,000			
	Loan		Continue I&I Reduction Program	1,050,000	1,000,000	1,000,000	1,000,000		4,050,000			
	Rates		Lift station # 7 - Upgrade *	-		120,000			120,000			
	Rates		Lift station # 1 - Coat Wetwell *	-			70,000		70,000			
	Rates		Lift station # 9 - Upgrade *	-				50,000	50,000			
	Rates		WWTP - Extra Storage	-	-	-	-	30,000	30,000			
<b>Total Sewer Utility</b>				1,285,000	1,200,000	1,320,000	1,270,000	280,000	5,355,000			

## Capital Improvements – Five Year CIP Summary

Dept	Funding Source	Proj #	Project Description	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total	Out Years		% Growth Related
										Amount	ETA	
<b>Storm Water Utility</b>												
	Loan		Continue I&I Reduction Program	200,000	200,000	50,000	-	-	450,000			
	Rates		Annual Storm Drain Maintenance Program	200,000	200,000	200,000	200,000	200,000	1,000,000			
	Rates/SDC		Godfrey Outfall - Replacement	-	-	1,200,000	-	-	1,200,000			41%
	Rates/SDC		Columbia Blvd Storm Drain Upgrade	-	-	-	-	1,000,000	1,000,000			41%
<b>Total Sewer</b>				400,000	400,000	1,450,000	200,000	1,200,000	3,650,000			
<b>Public Works - Equipment Replacement</b>												
			Various Pickups/SUV's	60,000	65,000	60,000	60,000	70,000	315,000			
	Wat Rates			15,000	27,500	30,000	20,000	70,000	162,500			
	Sew Rates			45,000	10,000	30,000	20,000	-	105,000			
	Stre Gas Tax - Ops			-	27,500	-	20,000	-	47,500			
			Heavy Equipment replacement	130,000	70,000	136,000	-	-	336,000			
	Wat Rates			65,000	-	-	-	-	65,000			
	Sew Rates			65,000	70,000	115,000	-	-	250,000			
	Park Ops			-	-	21,000	-	-	21,000			
<b>Total Public Works Equipment Replacements</b>				190,000	135,000	196,000	60,000	70,000	651,000			
<b>Police Department</b>												
	Unfunded		Various Rolling Stock									
	Unfunded		Police Facility									
<b>Total Police Department</b>				-	-	-	-	-	-			
<b>Library Services</b>												
			Library Computers	11,687	3,820	62,700	2,700	-	80,907			
	Library Res		Admin			9,800						
	Library Res		Public Use	11,687	3,820	2,700	2,700					
	Unknown		Upgrade Library Circulation Software			50,200						
			Library Infrastructure	-	2,000	5,000	20,000	-	27,000	100,000		
	Library Res		Painting (Hallways)		2,000							
	Library Res		Carpet (Hallways)			5,000						
	Library Res		Paint exterior of Facilities				20,000					
	Library Res		Roof							100,000	2020	
<b>Total Library Services</b>				11,687	5,820	67,700	22,700	-	107,907	100,000		

## Capital Improvements – Five Year CIP Summary

Dept	Funding Source	Proj #	Project Description	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total	Out Years Amount	ETA	% Growth Related
<b>Administration</b>												
	General Fund		Courts - Upgrade Full Court Software			14,400			14,400			
	Operating Funds		Finance - Upgrade Springbrook Software			20,000			20,000			
	Various		Information Technology									
Total Administration				-	-	34,400	-	-	34,400	-		
<b>Total Five Year CIP</b>				<b>3,450,297</b>	<b>2,685,820</b>	<b>3,518,100</b>	<b>3,852,700</b>	<b>4,750,000</b>	<b>18,256,917</b>	<b>4,100,000</b>		
<b>Significant On-going Operating Programs</b>												
Streets												
	Gas Tax - Ops		Handrail Replacement program	15,000	15,000				30,000			
	Gas Tax - Ops		Annual Street Striping	22,000	22,000	22,000	22,000	22,000	110,000			
	Gas Tax - Ops		Annual Tree Trimming	10,000	10,000	10,000	10,000	10,000	50,000			
Sewer												
	Rates - Ops		Annual Root Control	20,000	20,000	20,000	10,000	10,000	80,000			
<b>Total Significant On-going Operating Programs</b>				<b>67,000</b>	<b>67,000</b>	<b>52,000</b>	<b>42,000</b>	<b>42,000</b>	<b>270,000</b>	-		

### City of St. Helens Five Year Capital Improvement Program Summary of Project Funding Status

CIP Category	5 Yr CIP	% of CIP	Funded	Unfunded	Percent Unfunded
Parks	375,000	2.0%	25,000	350,000	93.3%
Streets	815,000	4.4%	815,000	-	0.0%
Water	7,268,610	39.5%	2,428,050	4,840,560	66.6%
Sewer	5,355,000	29.1%	5,170,500	184,500	3.4%
Storm	3,650,000	19.8%	3,650,000	-	0.0%
Public Works - Equipment	651,000	3.5%	651,000	-	0.0%
Police - Facilities	-	0.0%	-	-	100.0%
Police - Vehicles	-	0.0%	-	-	100.0%
Library - Equipment	20,907	0.1%	20,907	-	0.0%
Library - Software	50,200	0.3%	-	50,200	100.0%
Library - Infrastructure	27,000	0.1%	27,000	-	0.0%
Administration - Software	34,400	0.2%	4,800	29,600	86.0%
Sub-total CIP	18,247,117	99.1%	12,792,257	5,454,860	29.9%
Administration - IT Equipment	167,910	0.9%	167,910	-	0.0%
<b>Total CIP</b>	<b>18,415,027</b>	<b>100.0%</b>	<b>12,960,167</b>	<b>5,454,860</b>	<b>29.6%</b>

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## **Revenue Sharing Fund**

## Revenue Sharing Fund

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The Revenue Sharing Fund accounts for the OLCC allocation of State Shared Revenues associated with the 14% of the state liquor receipts given to cities on a formula basis outlined in ORS 221.770. The City must provide an opportunity for local citizens to give written or oral comments on the possible uses of the apportionment.

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>								
032 000	301000	Beginning working capital	57,586	146,210	125,784	80,150	80,150	80,150
		Revenues	-	-				
032 000	334000	State grants	98,999	94,739	104,962	91,500	91,500	91,500
		Miscellaneous	-	-	-	-	-	-
		Total Revenues	98,999	94,739	104,962	91,500	91,500	91,500
Total Resources			156,585	240,949	230,746	171,650	171,650	171,650
<b>Uses</b>								
Materials and Services								
032 032	558321	Main street vista program	-	-	-	10,000	10,000	10,000
032 032	558322	Col Cnty Economic Develop	-	-	7,500	15,000	15,000	15,000
032 032	558325	Grant awards	10,375	124,856	-	-	-	-
		Total Materials and Services	10,375	124,856	7,500	25,000	25,000	25,000
032 032	596000	Contingency	-	-	223,246	146,650	146,650	146,650
		Total Uses	10,375	124,856	230,746	171,650	171,650	171,650
032 032		Ending fund balance	146,210	116,093	-	-	-	-



## **Community Development Block Grant (CDBG) Fund**

## Community Development Block Grant Fund (CDBG)

Grant funding from the State of Oregon for low income housing improvements for our jurisdiction was awarded in February 1987. The City contracted with Community action Team (CAT) to establish and maintain the program. Loan payoffs by participants from the program are to be considered seed moneys for future housing improvements and returned to the CAT program coordinator. This year's estimated dollars is \$50,000.

In 2006, Parole and Probation formed a partnership with Community Action Team to complete a much needed transitional housing for those felons that had been incarcerated and required to be released in the county they were convicted in. A total project of over \$1 million, the City of St. Helens has allowed \$100,000 of the low income seed money to pay the remaining \$100,000 needed for this project. This loan is with the City of St. Helens and Columbia County Community Corrections with a 20 year term at 3% interest. Annual payments are \$6,821.52.

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>						
033 000 301000	2,402	(80,932)	-			
Revenues						
033 000 331000	-	800,000	50,000	400,000	400,000	400,000
033 000 333000	13,810	35,736	50,000	50,000	50,000	50,000
033 000 335000	6,680	6,680	6,822	6,830	6,830	6,830
033 000 336000	-	300,000	-	-	-	-
033 000 337000	-	108,425	-	-	-	-
Total Revenues	20,490	1,250,841	106,822	456,830	456,830	456,830
Total Resources	22,892	1,169,909	106,822	456,830	456,830	456,830
<b>Uses</b>						
Materials and Services						
033 033 537000		-	-			
033 033 550000	20,058	35,736	50,000	50,000	50,000	50,000
033 033 560000	6,680	6,680	6,822	6,830	6,830	6,830
Total Materials and Services	26,738	42,416	56,822	56,830	56,830	56,830
033 033 581000	77,087	1,093,909	50,000	400,000	400,000	400,000
033 033 596000	-	-	-	-	-	-
Total Uses	103,824	1,136,325	106,822	456,830	456,830	456,830
Ending fund balance	(80,932)	33,584	-	-	-	-





## **Street Gas Tax Fund**

## Public Works - Streets

The Street Fund supports the City's street utilities. The fund provides for the maintenance, and repair of more than 52.5 miles of paved and unpaved streets, sidewalks & gutters and the maintenance of the City's traffic control and safety devices (street signage & striping). The Street Fund receives revenue primarily from the state motor fuel taxes.

### Fund Summary

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>						
Beginning working capital	2,376,537	2,253,583	2,060,098	1,652,410	1,652,410	1,652,410
Revenues						
Motor vehicle tax	470,914	510,410	621,747	610,000	610,000	610,000
Intergovernmental	537,670	110,882	261,053	-	-	-
System development charges	55,526	87,962	60,000	-	-	-
Miscellaneous	4,052	14,462	3,000	3,000	3,000	3,000
Total Revenues	1,068,162	723,716	945,800	613,000	613,000	613,000
Total Resources	3,444,699	2,977,299	3,005,898	2,265,410	2,265,410	2,265,410
<b>Uses</b>						
Personal services	173,842	178,760	151,784	174,100	174,100	174,100
Materials and services	765,023	454,107	888,122	432,700	433,230	433,230
Capital outlay	252,251	372,987	175,000	-	10,000	10,000
Transfers	-	-	-	1,377,600	1,377,600	1,377,600
Contingency	-	-	75,000	75,000	75,000	75,000
Total uses	1,191,116	1,005,854	1,289,906	2,059,400	2,069,930	2,069,930
Ending fund balance	2,253,583	1,971,445	1,715,992	206,010	195,480	195,480

### Revenue Detail

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>						
011 000 301000 Beginning working capital	2,376,537	2,253,583	2,060,098	1,652,410	1,652,410	1,652,410
Revenues						
011 000 327000 Motor vehicle tax	470,914	510,410	621,747	610,000	610,000	610,000
011 000 334000 State grants	537,670	110,882	261,053	-	-	-
011 000 335000 Donations- bicycle safety	-	808	-	-	-	-
011 000 342000 Bicycle helmet donations	-	600	1,000	-	-	-
011 000 345000 Interest- state pool	3,753	799	1,000	2,000	2,000	2,000
011 000 346000 Interest earnings	-	469	-	-	-	-
011 000 354000 Miscellaneous	299	11,786	1,000	1,000	1,000	1,000
011 000 365000 System devel charge	55,526	87,962	60,000	-	-	-
Total Revenues	1,068,162	723,716	945,800	613,000	613,000	613,000
Total resources	3,444,699	2,977,299	3,005,898	2,265,410	2,265,410	2,265,410

## Public Works - Streets

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Uses									
Personal services									
011 011	401000	Salary		99,903	109,875	86,237			
011 011	424000	Non-represented comp		1,467	1,556	1,985			
011 011	422000	Longevity		825	644	450			
011 011	411000	Standby		2,965	1,890	2,000			
011 011	409000	Overtime		1,333	1,353	1,500			
011 011	415000	SSI taxes		8,065	8,786	7,013			
011 011	416000	Retirement		23,915	20,322	18,802			
011 011	417000	Workers comp		3,031	2,616	3,000			
011 011	418000	Medical benefits		29,819	29,342	28,532			
011 011	419000	Disability/life ins		390	337	300			
011 011	420000	Unemployment		-	-	50			
011 011	438000	VEBA		1,993	1,897	1,715			
011 011	471000	PF health		137	142	200			
011 011	449100	Direct labor charge		-	-	-	174,100	174,100	174,100
				173,842	178,760	151,784	174,100	174,100	174,100
Materials and Services									
011 011	453000	Street lighting		95,318	61,044	100,500	100,000	100,000	100,000
011 011	455000	Insurance		6,416	6,073	8,413	-	-	-
011 011	459000	Utilities		4,882	5,722	6,500	-	-	-
011 011	463000	Auditing		1,094	1,179	1,233	-	-	-
011 011	470000	Building expense		653	105	500	-	-	-
011 011	473000	Miscellaneous		7,184	14,673	18,000	16,240	16,240	16,240
011 011	501000	Operating materials & supp		50,401	20,634	35,000	35,000	35,000	35,000
011 011	502000	Equipment expense		6,307	7,208	10,000	10,000	10,000	10,000
011 011	505000	Street signs		6,389	12,848	15,000	10,000	10,000	10,000
011 011	508000	Janitorial services		4,152	4,382	4,290	-	-	-
011 011	515000	Internal maint expense		51,406	55,228	61,633	73,960	73,960	73,960
011 011	516000	Road paving		491,543	5,725	300,000	-	-	-
011 011	523000	Road patching projects		-	-	-	50,000	50,000	50,000
011 011	520000	Sidewalk project		-	166,170	258,053	-	-	-
011 011	521000	Bicycle safety grant exp		-	5,000	3,000	-	-	-
011 011	554000	Contractual/consult serv.		39,279	88,118	65,000	67,000	67,000	67,000
011 011	522000	Bicycle helmet expense		-	-	1,000	-	-	-
011 011	579100	Indirect cost allocation		-	-	-	70,500	71,030	71,030
				765,023	454,107	888,122	432,700	433,230	433,230

## Public Works - Streets

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
011 011	566000	Bicycle path construction	155,379	213,418	-	-	-
011 011	575000	Equipment expense	96,872	159,570	175,000	-	10,000
			252,251	372,988	175,000	-	10,000
011 011	596000	Contingency	-	-	75,000	75,000	75,000
		Transfers					
011 011	692000	Transfer to capital - SDC			1,177,600	1,177,600	1,177,600
011 011	692000	Transfer to capital			200,000	200,000	200,000
		Total expenditure	1,191,116	1,005,854	1,289,906	2,059,400	2,069,930
		Ending fund balance (Unappropriated)	2,253,583	1,971,445	1,715,992	206,010	195,480

Dept	Divisions	Job titled	Total		Streets	
			FTE	Total Personal Services	Personal Services	FTE
Public Works						
	Engineering	Civil Engr/Suprv	1.00	115,990	17,400	0.15
		Engineering Tech II	2.00	205,180	25,020	0.24
		<b>Engineering Total</b>	<b>3.00</b>	<b>321,170</b>	<b>42,420</b>	<b>0.39</b>
	Operations	PW Field Supr/safety	1.00	111,820	27,960	0.25
		PW Supervisor	1.00	135,110	33,780	0.25
		Utility I	4.00	296,130	68,730	0.93
		<b>Operations Total</b>	<b>6.00</b>	<b>543,060</b>	<b>130,470</b>	<b>1.43</b>
Community Development						
	Building	Building Official	1.00	121,360	1,210	0.01
		Building Secretary	0.70	48,080	-	-
		<b>Building Total</b>	<b>1.70</b>	<b>169,440</b>	<b>1,210</b>	<b>0.01</b>
<b>Grand Total</b>					<b>174,100</b>	<b>1.83</b>



## **Administrative Services Fund**

## Administrative Services Fund

### Internal Service Fund

This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government unit, or to other governmental units, on a cost reimbursement basis. The measurement focus is on determination of net income, financial position and changes in financial position. Internal service funds are accounted for on an accrual basis (transactions are recognized when they occur, regardless of the timing of related cash flow) and are budgeted for on the modify accrual basis, revenues are recognized when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are generally recognized when the related fund liability is incurred. For GASB Statement #34 reporting purposes, all these funds are considered Non-Major Funds in the City’s CAFR in FY 11-12. The City utilizes Administrative Services, Public Works, and Fleet internal service funds.

### Administrative Services Fund

Administrative Services Fund accounts for revenue and expenses associated with providing administrative services to all City departments. The major source of revenue is service paid by operating funds based on a cost allocation formula. Expenses are for the operations of the offices of the City Administrator, City Recorder and Finance; the operations of City Hall facilities (including the Annex); and the information systems and self-insurance infrastructure. As an internal service fund, revenues (charges for service) should equal expenses, with any accrued balance each year returned proportionately to the contributing funds, except for the building of reserves for shared asset replacement and/or contingent claims.

Administration divisions (Administration, City Recorder and Finance) are allocated based on last year’s budgetary dollars. Reference the following table.

Allocation of City Council and Administration														
Division	Total Costs	General Fund						Sewer						
		Muni-crt	Plng	Police	Library	Parks	Bldg	Streets	Fleet	Water	Collections	Secondary	Primary	Storm
Allocations Based on Budget	21,827,204	440,316 2.02%	162,617 0.75%	2,549,261 11.68%	510,963 2.34%	321,025 1.47%	121,919 0.56%	1,214,906 5.57%	261,940 1.20%	4,391,792 20.12%	7,607,906 34.86%	1,093,418 5.01%	2,003,674 9.18%	1,147,467 5.26%
City Council	56,200	1,130	420	6,560	1,320	830	310	3,130	670	11,310	19,590	2,820	5,160	2,950
Administration														
City Administrator	202,940	4,090	1,510	23,700	4,750	2,980	1,130	11,300	2,440	40,830	70,740	10,170	18,630	10,670
City Recorder	290,640	5,860	2,170	33,940	6,800	4,270	1,620	16,180	3,490	58,480	101,310	14,560	26,680	15,280
Finance														
(50% Budget/50% Utilities)														
Finance - Acctg Services	299,980	6,050	2,230	35,040	7,020	4,410	1,680	16,700	3,600	60,360	104,550	15,030	27,540	15,770
Finance - Utility Billings	309,280	-	-	-	-	-	-	-	-	105,160	131,020	18,830	34,510	19,760
City Hall	99,230	27,890	6,830	240	-	590	8,610	2,790	-	13,060	30,080	710	710	7,720
(Allocation based on FTE)	16.72	4.70	1.15	0.04	-	0.10	1.45	0.47	-	2.20	5.07	0.12	0.12	1.30
Sub Total - Internal Services	1,202,070	43,890	12,740	92,920	18,570	12,250	13,040	46,970	9,530	277,890	437,700	59,300	108,070	69,200
Sub Total - City Council	56,200	1,130	420	6,560	1,320	830	310	3,130	670	11,310	19,590	2,820	5,160	2,950
Total Indirect Cost Allocation	1,258,270	45,020	13,160	99,480	19,890	13,080	13,350	50,100	10,200	289,200	457,290	62,120	113,230	72,150

# Administrative Services Fund

## Fund Summary

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>						
Beginning working capital	-	-	-	-	-	-
Revenues						
IT equipment reserve				39,690	39,690	39,690
Self insurance reserve				100,000	100,000	100,000
Indirect cost allocation - admin.				1,180,160	1,202,070	1,202,070
Transfers in - Full Court upgrade				4,800	4,800	4,800
Transfer - Reserve for IT replacement				27,000	27,000	27,000
<b>Total Revenues</b>	-	-	-	1,351,650	1,373,560	1,373,560
<b>Total resources</b>	-	-	-	1,351,650	1,373,560	1,373,560
<b>Uses</b>						
<b>City Administrator</b>						
Personal services	-	-	-	164,080	164,080	164,080
Materials and services	-	-	-	38,860	38,860	38,860
<b>Total City Administrator</b>	-	-	-	202,940	202,940	202,940
<b>City Recorder</b>						
Personal services	-	-	-	201,630	201,630	201,630
Materials and services	-	-	-	86,890	84,010	84,010
Capital outlay				5,000	5,000	5,000
<b>Total City Recorder</b>	-	-	-	293,520	290,640	290,640
<b>Finance</b>						
Personal services	-	-	-	417,030	441,820	441,820
Materials and services	-	-	-	162,440	162,440	162,440
Equipment	-	-	-	5,000	5,000	5,000
<b>Total Finance</b>	-	-	-	584,470	609,260	609,260
<b>City Hall Facilities</b>						
Materials and services	-	-	-	94,230	94,230	94,230
Capital outlay	-	-	-	5,000	5,000	5,000
<b>Total City Hall Facilities</b>	-	-	-	99,230	99,230	99,230
<b>IT / Self-insurance Reserves</b>						
Capital outlay	-	-	-	41,690	41,690	41,690
Contingency (reserves)	-	-	-	129,800	129,800	129,800
<b>Total IT / Self-insurance Reserves</b>	-	-	-	171,490	171,490	171,490
<b>Total uses</b>	-	-	-	1,351,650	1,373,560	1,373,560
<b>Ending fund balance</b> (Unappropriated)	-	-	-	-	-	-

## Administrative Services Fund Resources

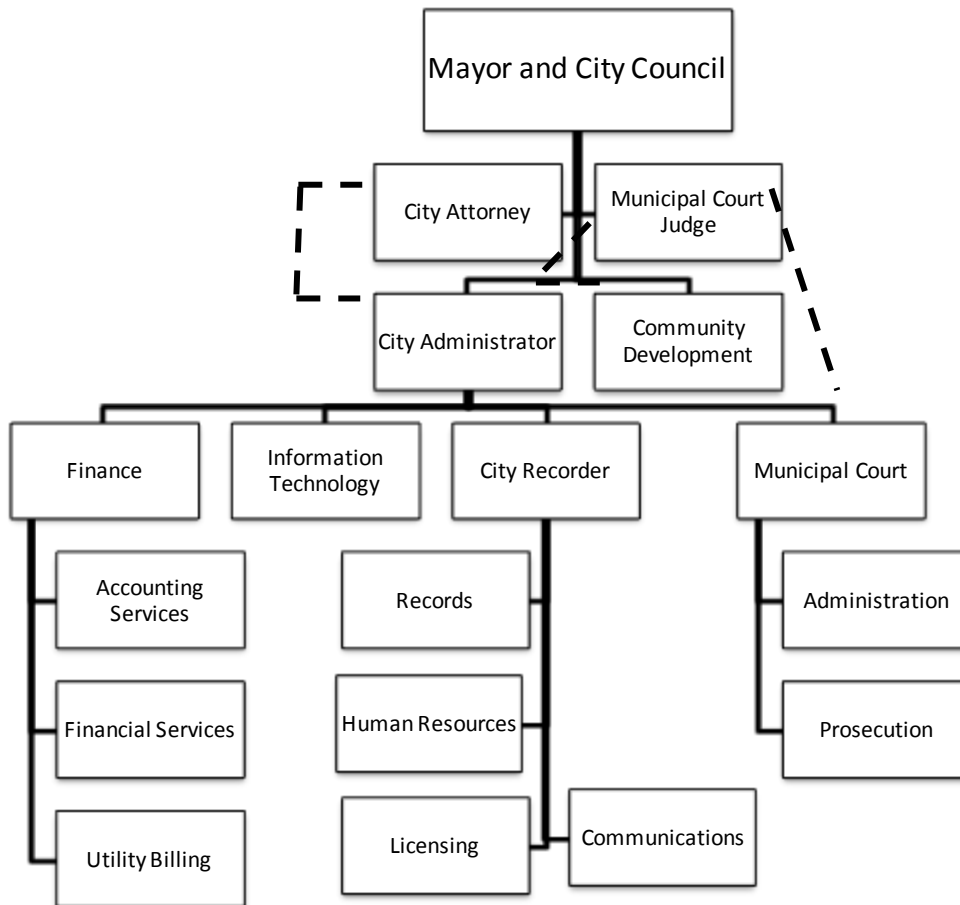
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			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>								
Revenues								
012 000	301000	Beginning working capital				-	-	-
012 000	389300	IT equipment reserve				39,690	39,690	39,690
012 000	389200	Self insurance reserve				100,000	100,000	100,000
012 000	389100	Indirect cost allocation - Admin				1,180,160	1,202,070	1,202,070
012 000	392000	Transfers in - Full Court upgrade				4,800	4,800	4,800
012 000	392000	Transfer - Reserve for IT replacement				27,000	27,000	27,000
			-	-	-	1,351,650	1,373,560	1,373,560



# Administration

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The Department of Administration provides for the general administrative oversight of the City to insure implementation of the City Council goals, policies and governing policy. The department provides support to the City Council and to the City departments. Department offices include the City Administrator's Office, Finance Department, City Recorder's Office and Municipal Court. Due to budget constraints, the Community Development Department was merged with the Administration Department. This merger will continue in the new fiscal year. Other core administrative activities managed by the department include carrying out Council goals and policies, contracting and purchasing, information technology, legal services, human resources, communications, economic development, property and casualty insurance programs/risk management, inter-governmental relations, community grant administration and special projects.

## **Mission Statement**

To oversee and coordinate the administrative affairs of the City of St. Helens and work in collaboration with City departments to accomplish the goals, policies, objectives and directives of the City Council to meet the service needs of City residents and visitors in the most efficient and effective manner possible.

## **Accomplishments**

- Customer Service Training Program—Completed 16-hour in-house training for all employees.
- Classification/Compensation Analysis—LGPI completed classification analysis and compensation survey for all employees SHPA.
- Employee Recognition Program—Initiated ERP through the Excellence Committee.
- Enterprise Zone Expansion—Completed EZ expansion to include Scappoose.
- Enterprise Zone Association IGA—Completed EZ Association IGA.
- Main Street Program—Applied to AmeriCorps VISTA program for a MSP Coordinator. Exploring Downtown Phase still ongoing.
- City Website—Completed Phase I website design project.
- Interim Director of Community Development—City Administrator acting as CD Director. Saved City approximately \$125,000.
- Entrance Sign Design Committee—Design Committee working with City Landscape Architect to complete entrance sign design project. In-progress, anticipate completion by June 30, 2011.
- Implement Project Status Report—Completed IPSR. Report to Council at 6-month intervals.
- Performance Based Management System—Process development in progress.

## **Goals and Objectives**

- Annual Strategic Planning System—Develop and recommend system including goal development, performance based budget, goal based evaluation system, performance based management system and monitoring system.
- Update Personnel Policies and Procedures Manual— Complete update for Council consideration.
- Customer Service Training Program— Initiate second year CST program. Specific training program to be determined.
- Highway 30 Landscape Plan with ODOT and P.W. Railroad— Collaborate with stakeholders to complete plan for Council consideration.
- Dalton Lake Recreation Plan— Complete plan for Council consideration.
- Safe Passages Action Plan— Complete plan for Council consideration.

## **Administration**

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- Main Street Program—Exploring Downtown Phase on-going. Possible to proceed to Transforming Downtown phase. Will provide day to day supervision of MSP Coordinator if VISTA funding is approved.
- City Website: Phase II—Develop Phase II design elements and financing plan.
- Interim Director of Community Development—City Administrator continues acting as Community Development Director.
- Entrance Sign Design Construction—Initiate construction of south Highway 30 entrance sign subject to funding approval.
- SH Communications Plan—Complete plan for Council consideration.
- Update SH Strategic Economic Plans—Complete plan for Council consideration.

### **Activity Indicators**

- Completion of Council Goals
- Completion of Administrative Goals
- Completion of Department Goals

## Administration – City Administrator

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal services							
012 101	401000 Salary				105,970	105,970	105,970
012 101	424000 Non-represented comp				-	-	-
012 101	415000 SSI taxes				8,110	8,110	8,110
012 101	416000 Retirement				26,340	26,340	26,340
012 101	417000 Workers comp				130	130	130
012 101	418000 Medical benefits				18,770	18,770	18,770
012 101	419000 Disability/life ins				190	190	190
012 101	438000 VEBA				2,120	2,120	2,120
012 101	449000 PF health				420	420	420
012 101	449100 Direct labor charge				2,030	2,030	2,030
		-	-	-	164,080	164,080	164,080
Materials and Services							
012 101	455000 Insurance				166,190	166,190	166,190
012 101	455000 Insurance				(162,560)	(162,560)	(162,560)
012 101	457000 Office supplies				500	500	500
012 101	526000 Advertisements				500	500	500
012 101	490000 Professional development				980	980	980
012 101	523000 Special projects				-	-	-
012 101	454000 Attorney expense				150,000	150,000	150,000
012 101	454000 Attorney expense				(119,250)	(119,250)	(119,250)
012 101	500000 Information services				87,760	87,760	87,760
012 101	500000 Information services - direct charged				(86,160)	(86,160)	(86,160)
012 101	554000 Contractual payments				900	900	900
		-	-	-	38,860	38,860	38,860
012 101	Total City Administrator	-	-	-	202,940	202,940	202,940

Dept	Divisions	Job titled	Total		City Admin	
			FTE	Total Personal Services	Personal Services	FTE
Administration						
	Administration	City Adminstrator	1.00	162,050	162,050	1.00
Administration Total			1.00	162,050	162,050	1.00
Community Development						
	Planning	City Planner	1.00	101,280	2,030	0.02
		Planning Secretary	1.00	62,000	-	-
Planning Total			2.00	163,280	2,030	0.02
Grand Total					164,080	1.02

## Administration – City Administrator

Acct #	Description	Proposed	Approved	Adopted
<b>454000</b>	<b>Attorney Expense</b>			
	Contract City Attorney	150,000	150,000	150,000
	*Allocated to other Departments/Divisions	(119,250)	(119,250)	(119,250)
		30,750	30,750	30,750
	*Please note that City Attorney costs are allocated to other departments and divisions based on actual activity			
<b>455000</b>	<b>Insurance</b>			
	Liability	97,800	97,800	97,800
	Property	67,200	67,200	67,200
	Self Insurance	1,190	1,190	1,190
	*Allocated to other Departments/Divisions	(162,560)	(162,560)	(162,560)
		3,630	3,630	3,630
	*Please note that risk management costs are allocated to other departments and divisions based on claims activity and property insured			
<b>490000</b>	<b>Professional Development</b>			
	LOC Annual Conference	-	-	-
	CIS Conference	-	-	-
	Professional Development Training (2)	-	-	-
	Memberships			
	ICMA	800	800	800
	OCCMA	180	180	180
		980	980	980
<b>500000</b>	<b>Information Services</b>			
	Evosus Maintenance	78,400	78,400	78,400
	Evosus Software support	7,100	7,100	7,100
	Equipment replacement	260	260	260
	OPUS Interactive	2,000	2,000	2,000
	*Allocated to other Departments/Divisions	(86,160)	(86,160)	(86,160)
		1,600	1,600	1,600
	*Please note that IT costs are allocated to other departments and divisions based on actual usage			
<b>523000</b>	<b>Special Projects</b>			
	Customer Service Training (CST)	-	-	-
		-	-	-
<b>5xxxxx</b>	<b>Contract Payment</b>			
	Columbia Learning Center Ins.	900	900	900
		900	900	900

## **Administration—City Recorder**

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The City Recorder's Office provides administrative and technical support to the Mayor, City Council members, City Administrator, Boards and Commissions members and other City staff, as well as the public.

The Recorder's office handles a broad range of City functions which include licensing and permitting, public records requests, records management, human resources and website development and maintenance. The City Recorder serves as the Municipal Elections Officer.

The City Recorder supervises the Administrative Assistant, Planning Secretary and the part-time Secretary. However, the Planning Secretary's salary comes from the Community Development/Planning budget and the part-time Secretary's salary comes from the Community Development/Building budget.

### **Mission Statement**

To oversee and coordinate the administrative affairs of the City of St. Helens and work in collaboration with City departments to accomplish the goals, policies, objectives and directives of the City Council to meet the service needs of City residents and visitors in the most efficient and effective manner.

### **Accomplishments**

- New City Website — Completed Phase I of the new City website.
- Training— City Recorder completed Professional Development II for certification as a Municipal Clerk.
- New Employment Application Process— Completed development and training for new application process for employment.
- Customer Service Training— Attended a comprehensive customer service training program established by the City Administrator.

### **Goals and Objectives**

- Certification— Take Professional Development III training in June and begin work on application process to be certified as a Municipal Clerk.
- Records Management Manual— Create St. Helens Records Management Manual including Records Retention Schedule.
- Digital Archiving System— Research and propose digital records archiving system.
- Public Records Disaster Preparedness & Recovery Plan— Research and propose plan for preparing public records in case of a disaster and a plan for recovering records that get damaged.

## Administration—City Recorder

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### Workload Indicators

			Projected	
			FY 08-09	FY 09-10
• Positions Advertised	13	6	10	9
• Records Requests Processed	64	136	100	100
• Ordinances Processed	20	27	20	22
• Resolutions Processed	32	28	27	29
• Contracts Processed	71	61	30	54
• Dog Licenses Issued	476	1,588	800	1,061
• Business Licenses Issued	1,167	1,157	1,160	1,160
• Parks Reservations Issued	117	125	120	120
• City Council Work Sessions	22	22	22	22
• City Council Public Forums	9	7	14	12
• City Council Public Hearings	12	12	8	10
• City Council Regular Sessions	22	22	22	22
• City Council Special/Joint Mtgs.	6	3	2	3
• Council Packets Processed	50	47	46	47
• Council Minutes To Transcribe	71	66	68	69
• Website Contact Responses	15	15	25	35

# Administration—City Recorder

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Personal services							
012 102	401000				113,950	113,950	113,950
012 102	422000				960	960	960
012 102	424000				-	-	-
012 102	415000				8,790	8,790	8,790
012 102	416000				28,570	28,570	28,570
012 102	417000				140	140	140
012 102	418000				33,210	33,210	33,210
012 102	419000				380	380	380
012 102	438000				2,280	2,280	2,280
012 102	449000				420	420	420
012 102	449100				12,930	12,930	12,930
		-	-	-	201,630	201,630	201,630
Materials and Services							
012 102	455000				7,270	7,270	7,270
012 102	457000				500	500	500
012 102	454000				30,000	30,000	30,000
012 102	526000				10,300	10,300	10,300
012 102	473000				4,450	4,450	4,450
012 102	500000				7,680	4,800	4,800
012 102	501000				1,500	1,500	1,500
012 102	490000				4,590	4,590	4,590
012 102	523000				4,500	4,500	4,500
012 102	502000				1,300	1,300	1,300
012 102	554000				14,800	14,800	14,800
		-	-	-	86,890	84,010	84,010
012 102	575000				5,000	5,000	5,000
012 102	Total City Recorder	-	-	-	293,520	290,640	290,640



## Administration—City Recorder

Dept	Divisions	Job titled	Total		City Recorder	
			FTE	Total Personal Services	Personal Services	FTE
Administration						
	City Recorder / Human Resources	Administrative Assistant	1.00	84,180	84,180	1.00
		City Recorder I	1.00	104,520	104,520	1.00
	<b>City Recorder / Human Resources Total</b>		<b>2.00</b>	<b>188,700</b>	<b>188,700</b>	<b>2.00</b>
Community Development						
	Building	Building Official	1.00	121,360	-	-
		Building Secretary	0.70	48,080	6,730	0.10
	<b>Building Total</b>		<b>1.70</b>	<b>169,440</b>	<b>6,730</b>	<b>0.10</b>
	Planning	City Planner	1.00	101,280	-	-
		Planning Secretary	1.00	62,000	6,200	0.10
	<b>Planning Total</b>		<b>2.00</b>	<b>163,280</b>	<b>6,200</b>	<b>0.10</b>
<b>Grand Total</b>					<b>201,630</b>	<b>2.20</b>

Acct #	Description	Proposed	Approved	Adopted
<b>473000 Miscellaneous Expense</b>				
	Recognition plaques & awards	500	500	500
	Brochures / flyers	2,000	2,000	2,000
	Food / Catering Special Meetings	750	750	750
	County recording fees	200	200	200
	Contract for project specific assistance	500	500	500
	Miscellaneous	500	500	500
		<b>4,450</b>	<b>4,450</b>	<b>4,450</b>
<b>490000 Professional Development</b>				
	Memberships - OAMR/IIMC	190	190	190
	OAMR Training/Conference	800	800	800
	NWCI Training	1,200	1,200	1,200
	LGPI	1,500	1,500	1,500
	Notary Renewals	50	50	50
	City Recorder Bonding	350	350	350
	Miscellaneous	500	500	500
		<b>4,590</b>	<b>4,590</b>	<b>4,590</b>
<b>500000 Information Services</b>				
	Springbrook - Business Licenses	1,530	-	-
	Springbrook - Dog Licenses	1,350	-	-
	Evosus - Maintenance	4,000	4,000	4,000
	Replacement reserve	800	800	800
		<b>7,680</b>	<b>4,800</b>	<b>4,800</b>

## Administration—City Recorder

Acct #	Description	Proposed	Approved	Adopted
<b>501000 Materials and Supplies</b>				
	Web Site Photography	500	500	500
	Miscellaneous	1,000	1,000	1,000
		<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b>502000 Equipment Expense</b>				
	Office equipment/chairs	1,000	1,000	1,000
	Miscellaneous	300	300	300
		<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
<b>523000 Special Programs</b>				
	Employee Recognition	3,000	3,000	3,000
	Customer Service Training	500	500	500
	Summer BBQ (Parks)	500	500	500
	Miscellaneous	500	500	500
		<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
<b>526000 Advertisements</b>				
	Gazette Printing & Postage	7,000	7,000	7,000
	Meeting Notices/Display ads	2,000	2,000	2,000
	Employment Advertising	1,000	1,000	1,000
	Miscellaneous	300	300	300
		<u>10,300</u>	<u>10,300</u>	<u>10,300</u>
<b>554000 Professional Services</b>				
	Code Publishing	4,000	4,000	4,000
	Communications Coordinator	5,000	5,000	5,000
	NEOGOV (HR)	2,000	2,000	2,000
	Typethink - Phase I Maint. (Website)	2,000	2,000	2,000
	Bio-med Testing (HR)	1,500	1,500	1,500
	HR Outsourced (HR)	300	300	300
	GNSA (Cancelled)	-	-	-
		<u>14,800</u>	<u>14,800</u>	<u>14,800</u>
<b>575000 Equipment</b>				
	Digital Records Management System	5,000	5,000	5,000
		<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<b>588000 Transfer</b>				
	Website phase II	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>

## **Administration—Finance**

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The Finance division is responsible for a wide variety of financial and budgetary activity of the City. Responsibilities include, but are not limited to: accounting (payroll, accounts payable, and accounts receivable); preparation of the annual budget; long term financial planning and related financial analysis; development and maintenance of internal accounting controls; treasury (investments and debt administration and revenue collections); and utility billing. To administer these responsibilities, the division is staffed by a Finance Director (designated budget officer), two Accounting Assistants, and two Utility Billing Specialists.

The Accounting Assistants primary responsibilities are to manage and perform accounting activities necessary for the annual budget, audits, accounts payable, accounts receivable, payroll, monthly reports, internal controls and annual financial reports. They also assist other divisions and departments within the City with accounting procedures, costing, rate modeling medical/dental benefits and fixed asset management.

The Utility Billing Specialist's primary responsibility is to provide day-to-day customer service, billing and information support to the public for water, wastewater, and storm drain fees. While other departments provide document use of services, Utility Billing Specialists do the billing and processing of the payments for these services based on those metrics & the collected funds pay for those services provided.

### **Mission Statement**

Our mission is to protect the financial health of the City, ensure fiscal responsibility and provide services with commitment and professionalism.

### **Accomplishments**

- Successfully received unqualified audit report
- Timely processed all payroll and accounts payable payments
- Timely collected and receipted utility payments
- Successfully prepared, presented and adopted annual budget

### **Goals and Objectives**

- Enhance Budget process, documentation and monitoring/reporting
- Complete the comprehensive annual financial report (CAFR) in a timely manner
- Develop a comprehensive set of financial policies
- GFOA Budget and CAFR certification
- Development of a master fee schedule (full cost recovery)

# Administration—Finance

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## Activity Indicators

	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>
Utility Billing			
Average number of Billings per cycle			
Average number of late fees assessed per billing cycle			
Average number of shut offs per billing cycle			
Payment method			
% paid by ACH			
% paid via website			
% paid by mail			
% paid over the counter			
Accounting			
Pay Checks			
% direct deposit			
Payable checks processed			
% within 30 days			

Under  
construction

## Administration—Finance

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal services							
012 106	401000 Salary				245,050	259,540	259,540
012 106	422000 Longevity				1,260	1,260	1,260
012 106	424000 Non-represented comp				-	-	-
012 106	409000 Overtime				-	-	-
012 106	415000 SSI taxes				18,830	19,940	19,940
012 106	416000 Retirement				56,390	59,350	59,350
012 106	417000 Workers comp				290	310	310
012 106	418000 Medical benefits				78,560	84,480	84,480
012 106	419000 Disability/life ins				760	760	760
012 106	438000 VEBA				4,910	5,200	5,200
012 106	449000 PF health				1,680	1,680	1,680
012 106	449100 Direct labor charge				9,300	9,300	9,300
		-	-	-	417,030	441,820	441,820
Materials and Services							
012 106	455000 Insurance				15,200	15,200	15,200
012 106	457000 Office Supplies				7,500	7,500	7,500
012 106	473000 Miscellaneous				500	500	500
012 106	480000 Postage				32,200	32,200	32,200
012 106	490000 Professional development				2,190	2,190	2,190
012 106	500000 Information services				33,950	33,950	33,950
012 106	526000 Advertisements				500	500	500
012 106	502000 Equipment				13,400	13,400	13,400
012 106	554000 Professional services				57,000	57,000	57,000
		-	-	-	162,440	162,440	162,440
012 106	575000 Equipment	-	-	-	5,000	5,000	5,000
012 106	Total Finance	-	-	-	584,470	609,260	609,260

Dept	Divisions	Job titled	Total		Finance	
			FTE	Total Personal Costs	Personal Services	FTE
Administration						
	Finance	Accounting Assistant	2.00	168,340	168,340	2.00
		Finance Director	1.00	131,450	131,450	1.00
		Utility Billing Specialist	2.00	132,730	132,730	2.00
		Finance Total	5.00	432,520	432,520	5.00
Community Development						
	Planning	City Planner	1.00	101,280	-	-
		Planning Secretary	1.00	62,000	9,300	0.15
		Planning Total	2.00	163,280	9,300	0.15
Grand Total					441,820	5.15

## Administration—Finance

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Acct #	Description	Proposed	Approved	Adopted
<b>457000 Office Supplies</b>				
	Utility Billing Mailers	5,000	5,000	5,000
	Forms (W-2, 1099, other)	2,000	2,000	2,000
	Miscellaneous	500	500	500
		<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<b>480000 Postage</b>				
	Utility Billings	16,200	16,200	16,200
	General Mail	16,000	16,000	16,000
		<u>32,200</u>	<u>32,200</u>	<u>32,200</u>
<b>490000 Professional Development</b>				
	Springbrook Utility (2)	-	-	-
	Springbrook Reporting (2)	1,200	1,200	1,200
	MS Office (4)	800	800	800
	GFOA City Membership	190	190	190
	OMFOA Memberships (3)	-	-	-
	OMFOA - Spring Conference (1)	-	-	-
	OMFOA - Fall Conference (2)	-	-	-
		<u>2,190</u>	<u>2,190</u>	<u>2,190</u>
<b>500000 Information Services</b>				
	Springbrook - UB	7,010	7,010	7,010
	Springbrook - Financial	9,940	9,940	9,940
	Springbrook - Customization	5,000	5,000	5,000
	Evosus Maintenance	9,250	9,250	9,250
	Replacement reserve	2,750	2,750	2,750
		<u>33,950</u>	<u>33,950</u>	<u>33,950</u>

## Administration—Finance

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Acct #	Description	Proposed	Approved	Adopted
<b>502000 Equipment</b>				
	Printer/Copier (Utility Billing)	600	600	600
	Monitors (2 - dual monitor work station)	400	400	400
	Ergonomic chair	400	400	400
	Postage Machine - Rental (1401663)	12,000	12,000	12,000
		<u>13,400</u>	<u>13,400</u>	<u>13,400</u>
<b>554000 Professional Services</b>				
	Banking Services	29,000	29,000	29,000
	Audit	27,300	27,300	27,300
	Semling Pharmacy (UB collections)	700	700	700
		<u>57,000</u>	<u>57,000</u>	<u>57,000</u>
<b>575000 Equipment</b>				
	Mail / check scanner (process UB payments)	5,000	5,000	5,000

## Administration – City Hall

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The purpose of this cost center is to accumulate costs associated with the building's operations and maintenance including, but not limited to, supplies, janitorial services, copiers and utilities. The goal is to improve accountability and enhance efficiency of managing City facilities. Costs will be allocated based on occupancy of the building.

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Materials and Services							
012 107	455000 Insurance				5,930	5,930	5,930
012 107	457000 Office supplies				18,900	18,900	18,900
012 107	458000 Telephone				9,750	9,750	9,750
012 107	459000 Utilities				14,300	14,300	14,300
012 107	502000 Equipment				10,700	10,700	10,700
012 107	554000 Professional services				34,650	34,650	34,650
		-	-	-	94,230	94,230	94,230
012 107	575000 Equipment	-	-	-	5,000	5,000	5,000
012 106	Total City Hall	-	-	-	99,230	99,230	99,230



## Administration – City Hall

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Acct #	Description	Proposed	Approved	Adopted
<b><u>457000 Supplies</u></b>				
	Refreshments	2,300	2,300	2,300
	Building	2,000	2,000	2,000
	Office	14,400	14,400	14,400
	First aid	200	200	200
		<u>18,900</u>	<u>18,900</u>	<u>18,900</u>
<b><u>458000 Telephone</u></b>				
	Service	9,750	9,750	9,750
		<u>9,750</u>	<u>9,750</u>	<u>9,750</u>
<b><u>459000 Utilities</u></b>				
	Gas	3,700	3,700	3,700
	Garbage	5,200	5,200	5,200
	Cable	900	900	900
	Electric	4,500	4,500	4,500
		<u>14,300</u>	<u>14,300</u>	<u>14,300</u>
<b><u>502000 Equipment Expense</u></b>				
	Pitney Bowes - Envelopes	1,600	1,600	1,600
	Associated Business Systems Copiers	4,500	4,500	4,500
	OCE/Leaf Copiers	4,600	4,600	4,600
		<u>10,700</u>	<u>10,700</u>	<u>10,700</u>
<b><u>554000 Professional Services</u></b>				
	Aircondition & Heating	7,500	7,500	7,500
	Telephone Support	2,000	2,000	2,000
	Janitorial	21,950	21,950	21,950
	Pest Control	1,500	1,500	1,500
	Document Management	1,100	1,100	1,100
	Fire Safety	600	600	600
		<u>34,650</u>	<u>34,650</u>	<u>34,650</u>

## Administration – Insurance and Information Technology Reserves

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	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
012 108 575000 IT equipment	-	-	-	41,690	41,690	41,690
012 108 596000 Contingency - Full court				4,800	4,800	4,800
012 108 596000 Contingency - IT Equipment				25,000	25,000	25,000
012 108 596000 Contingency - Self Insurance				100,000	100,000	100,000
Total Reserve - IT/Self-insurance	-	-	-	171,490	171,490	171,490
Total Uses - Fund				1,351,650	1,373,560	1,373,560
Fund Balance				-	-	-

The following reserves have been initiated to address computer/file-server replacements, uninsured claims that may arise that are not covered with existing policies, a replacement reserve for Full Court software upgrade in 2014 and further upgrades to the City's website.

The Self Insurance reserve for the fiscal year is set at \$100,000 and is allocated and collected from all departments and divisions based on FTE.

## Administration – Insurance and Information Technology Reserves

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Information Technology Reserve is based on the existing replacement cycle of computers and file servers every 6 years (reference following table).

		PU Cost	Total Cost	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
<b><u>Servers Replacements - every 6 years</u></b>									
Teleworks	Utilities	1	8,000	7,980	1,330	1,330	1,330	1,330	1,330
E-Mail	All	1	13,000	13,020	2,170	2,170	2,170	2,170	2,170
FIMS, Court, MC	IS/GF	1	8,000	7,980	1,330	1,330	1,330	1,330	1,330
PW-Engineering	IS/GF	1	8,000	7,980	1,330	1,330	1,330	1,330	1,330
Library	GF	2	8,000	16,020	2,670	2,670	2,670	2,670	2,670
Police	GF	3	8,000	24,000	4,000	4,000	4,000	4,000	4,000
			76,980	12,830	12,830	12,830	12,830	12,830	12,830
<b><u>PC Replacements - Every 6 years</u></b>									
City Council		2	1,400	2,820	470	470	470	470	470
Administration		1	1,400	1,380	230	230	230	230	230
City Recorder		3	1,400	4,200	700	700	700	700	700
Finance		7	1,400	9,780	1,630	1,630	1,630	1,630	1,630
Court		8	1,400	11,220	1,870	1,870	1,870	1,870	1,870
Planning		2	1,400	2,820	470	470	470	470	470
Building		2	1,400	2,820	470	470	470	470	470
Police		11	1,400	15,420	2,570	2,570	2,570	2,570	2,570
Library (exclude Public)		6	1,400	8,400	1,400	1,400	1,400	1,400	1,400
PW - Administration		1	1,400	1,380	230	230	230	230	230
PW - Engr.		6	1,400	8,400	1,400	1,400	1,400	1,400	1,400
PW Operations		4	1,400	5,580	930	930	930	930	930
PW - WFP		7	1,400	9,780	1,630	1,630	1,630	1,630	1,630
PW - WWTP		4	1,400	5,580	930	930	930	930	930
PW - Fleet		1	1,400	1,380	230	230	230	230	230
			65	90,960	15,170	15,170	15,170	15,170	15,170
Library Trust	Library (Public - 20)			20,910	11,690	3,820	2,700	2,700	-
				188,850	39,690	31,820	30,700	30,700	28,000
									28,000

## Administration – Information Technology Reserves

The anticipated cash flow is illustrated accordingly:

<b>Interdepartment Billings</b>						
Internal Services						
Administration	260.00	260.00	260.00	260.00	260.00	260.00
City Recorder	800.00	800.00	800.00	800.00	800.00	800.00
Finance	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00
PW Admin.	260.00	260.00	260.00	260.00	260.00	260.00
PW Engineering	2,930.00	2,930.00	2,930.00	2,930.00	2,930.00	2,930.00
PW Operations	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00
PW Fleet	260.00	260.00	260.00	260.00	260.00	260.00
General Fund						
City Council	540.00	540.00	540.00	540.00	540.00	540.00
Courts	2,580.00	2,580.00	2,580.00	2,580.00	2,580.00	2,580.00
Planning	540.00	540.00	540.00	540.00	540.00	540.00
Police	6,940.00	6,940.00	6,940.00	6,940.00	6,940.00	6,940.00
Library	4,270.00	4,270.00	4,270.00	4,270.00	4,270.00	4,270.00
Building	540.00	540.00	540.00	540.00	540.00	540.00
Water	2,540.00	2,540.00	2,540.00	2,540.00	2,540.00	2,540.00
Sewer	1,730.00	1,730.00	1,730.00	1,730.00	1,730.00	1,730.00
<b>Public Computers (founded by trust)</b>						
Library (Public - 20)	11,690	3,820	2,700	2,700	-	-
Total Revenues	39,690	31,820	30,700	30,700	28,000	28,000
Replacement Requirements						
Servers	16,000	8,000	8,000	16,000	8,000	16,000
PC	14,000	9,800	53,200	14,000	-	-
Library Public Servers	11,690	3,820	2,700	2,700	-	-
Total Expenditures	41,690	21,620	63,900	32,700	8,000	16,000
Net Income/(Expense)	(2,000)	10,200	(33,200)	(2,000)	20,000	12,000
Beginning Reserve	27,000	25,000	35,200	2,000	-	20,000
Ending Reserve	25,000	35,200	2,000	-	20,000	32,000



## **Public Works Fund**

## Public Works

### Internal Service Fund

This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government unit, or to other governmental units, on a cost reimbursement basis. The measurement focus is on determination of net income, financial position and changes in financial position. Internal service funds are accounted for on an accrual basis (transactions are recognized when they occur, regardless of the timing of related cash flow) and are budgeted for on the modify accrual basis, revenues are recognized when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are generally recognized when the related fund liability is incurred. For GASB Statement #34 reporting purposes, all these funds are considered Non-Major Funds in the City’s CAFR in FY 11-12. The City utilizes Administrative Services, Public Works, and Fleet internal service funds.

### Public Works Fund

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

The costs are to be distributed based on annual time studies reflecting the pattern of services being provided. The following table illustrates the method by which these cost pools will be allocated.

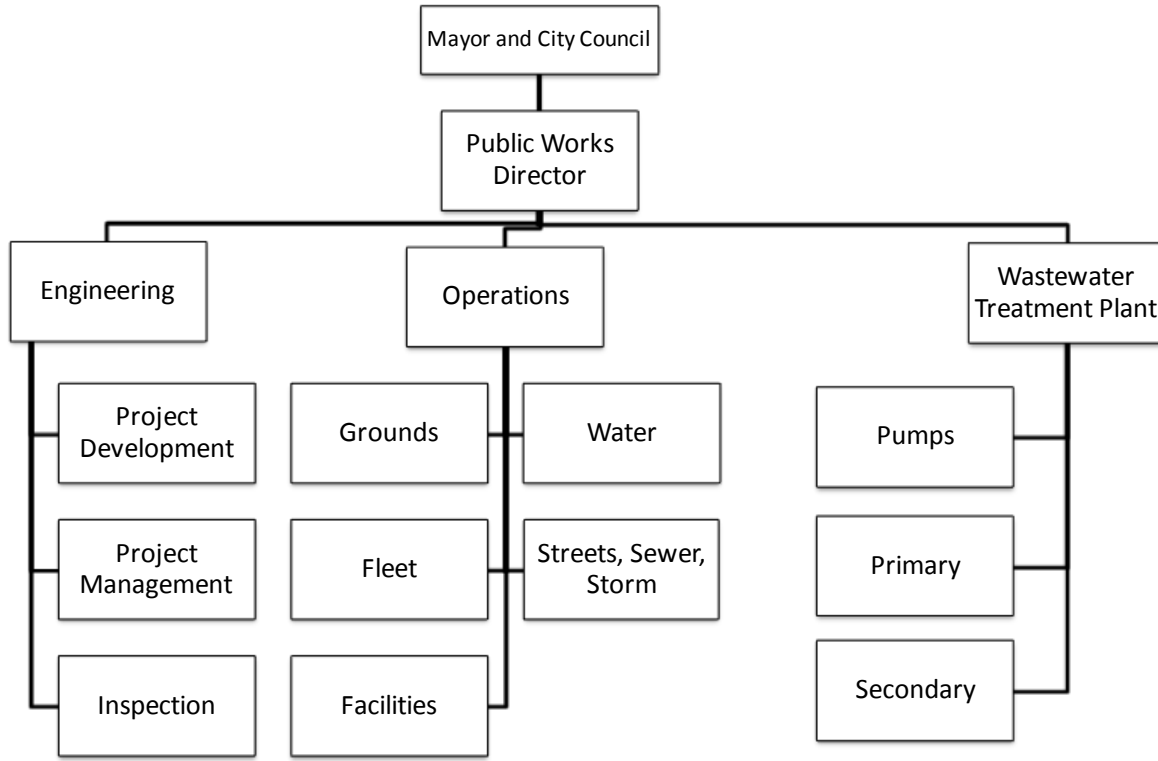
Division	Total Costs	Internal Services			General Parks	Streets	Water	Sewer				
		Engineer	Operations	Fleet				Collections	Primary	Secondary	Pumps	Storm
Administration	155,180	29,120	91,270	8,690	-	-	8,690	-	4,350	8,710	4,350	-
Allocation Basis - FTE	35.70	6.70	21.00	2.00	-	-	2.00	-	1.00	2.00	1.00	-
Engineering	70,470	29,120	-	-	-	5,950	19,170	52,910	1,490	1,490	-	18,580
Allocation Basis - Time Study	6.70	-	-	-	-	0.40	1.29	3.56	0.10	0.10	-	1.25
Operations	133,360	-	91,270	-	10,700	14,980	101,620	87,170	-	-	-	10,160
Allocation Basis - Time Study	21.00	-	-	-	1.00	1.40	9.50	8.15	-	-	-	0.95
<b>Total Department Overhead Cost:</b>	<b>359,020</b>			<b>8,690</b>	<b>10,700</b>	<b>20,930</b>	<b>129,480</b>	<b>140,090</b>	<b>5,840</b>	<b>10,200</b>	<b>4,350</b>	<b>28,740</b>

## Fund Summary

	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Adopted 2010-11</b>	<b>Proposed 2011-12</b>	<b>Approved 2011-12</b>	<b>Adopted 2011-12</b>
<b>Resources</b>						
Beginning working capital	-	-	-	-	-	-
Revenues						
Beginning working capital				-	-	-
Indirect cost allocation - Fleet				8,690	8,690	8,690
Indirect cost allocation - Parks				10,700	10,700	10,700
Indirect cost allocation - Streets				20,930	20,930	20,930
Indirect cost allocation - Water				129,480	129,480	129,480
Indirect cost allocation - Sewer				189,210	189,210	189,210
Transfer - Sewer Contingency				100,000	100,000	100,000
<b>Total Revenues</b>	-	-	-	459,010	459,010	459,010
<b>Total resources</b>	-	-	-	459,010	459,010	459,010
<b>Uses</b>						
<b>Administration</b>						
Personal services	-	-	-	149,160	149,160	149,160
Materials and services	-	-	-	6,020	6,020	6,020
<b>Total City Administrator</b>	-	-	-	155,180	155,180	155,180
<b>Engineering</b>						
Personal services	-	-	-	20,820	20,820	20,820
Materials and services	-	-	-	43,150	43,150	43,150
Capital outlay				6,500	6,500	6,500
<b>Total City Recorder</b>	-	-	-	70,470	70,470	70,470
<b>Operations</b>						
Personal services	-	-	-	-	-	-
Materials and services	-	-	-	133,360	133,360	133,360
Equipment	-	-	-	-	-	-
<b>Total Finance</b>	-	-	-	133,360	133,360	133,360
Contingency				100,000	100,000	100,000
<b>Total uses</b>	-	-	-	459,010	459,010	459,010
Ending fund balance (Unappropriated)	-	-	-	-	-	-

# Public Works

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The Public Works Department for St. Helens, encompasses three divisions: Engineering, Operations, and Wastewater Treatment.

Public Works is responsible for a wide variety of activities involving the development and maintenance of the City's infrastructure, which includes streets, sidewalks, and gutters; storm drainage facilities; sewer collection and treatment; water filtration and line construction and maintenance; engineering for public improvement projects; traffic control device maintenance and engineering; parks and public property maintenance and improvements; fleet vehicle maintenance; street signage and striping; and safety of City public right of ways.

## **Mission Statement**

To sustain and enhance the livability and quality of life for citizens in the community of St. Helens by working efficiently and effectively to fulfill the goals as set by the City Council and Public Works Director. The goal is to provide a safe, clean and attractive town for all residents and visitors.



## Public Works Fund - Resources

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			Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
013 000	301000	Beginning working capital				-	-	-
013 000	389100	Indirect cost allocation - Fleet				8,690	8,690	8,690
013 000	389100	Indirect cost allocation - Parks				10,700	10,700	10,700
013 000	389100	Indirect cost allocation - Streets				20,930	20,930	20,930
013 000	389100	Indirect cost allocation - Water				129,480	129,480	129,480
013 000	389100	Indirect cost allocation - Sewer				189,210	189,210	189,210
013 000	392000	Transfer - Sewer - Contingency				100,000	100,000	100,000
		Total Resources	-	-	-	459,010	459,010	459,010

## Public Works - Administration

			Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal services								
013 401	401000	Salary				98,260	98,260	98,260
013 401	424000	Non-represented comp				-	-	-
013 401	415000	SSI taxes				7,520	7,520	7,520
013 401	416000	Retirement				20,090	20,090	20,090
013 401	417000	Workers comp				980	980	980
013 401	418000	Medical benefits				19,730	19,730	19,730
013 401	419000	Disability/life ins				190	190	190
013 401	438000	VEBA				1,970	1,970	1,970
013 401	449000	PF health				420	420	420
Total Personal services			-	-	-	149,160	149,160	149,160
Materials and Services								
013 401	455000	Insurance				1,190	1,190	1,190
013 401	457000	Office supplies				500	500	500
013 401	458000	Telephone				730	730	730
013 401	490000	Professional development				2,000	2,000	2,000
013 401	500000	Information services				1,600	1,600	1,600
Total Materials and Services			-	-	-	6,020	6,020	6,020
013 401	Total PW Admin		-	-	-	155,180	155,180	155,180

Dept	Divisions	Job titled	Total		PW Admin	
			FTE	Total Personal Services	Personal Services	FTE
Public Works	Administration	PW Director	1.00	149,160	149,160	1.00
	Administration Total		1.00	149,160	149,160	1.00
Grand Total					149,160	1.00

Acct #	Description	Proposed	Approved	Adopted
<b>490000 Professional Development</b>				
	AWWA	1,000	1,000	1,000
	Other	1,000	1,000	1,000
		2,000	2,000	2,000
<b>500000 Information services</b>				
	Evosus Maintenance	1,340	1,340	1,340
	Replacement reserve	260	260	260
		1,600	1,600	1,600

## **Public Works—Engineering Department**

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The Engineering Department oversees projects that develop new and/or enhance existing publicly owned infrastructure such as water, sewer, streets, storm drainage and parks. Staff provides plan reviews, permits and construction inspections for public infrastructure portions of privately financed residential, commercial and industrial developments in order to ensure consistency and the maximum service life possible. Staff issues permits regulating use and activity within the public rights-of-way. Staff is responsible for maintaining City infrastructure records such as plats, partitions and construction drawings depicting street, water, sewer, and storm drainage systems. Staff also maintains the City's aerial photos and Geographical Information System (GIS).

### **Mission Statement**

To provide timely, professional engineering support for public and private maintenance and development activities. The Engineering staff provides planning, design, inspection and project management for long-range capital improvement projects.

### **Accomplishments**

- Completed the construction of the following projects:
  - Phase I of the Sanitary Sewer and Storm I&I Reduction Program, Project S-557
  - Phase II of the Sanitary Sewer and Storm I&I Reduction Program, Project S-611
  - Columbia View Park viewing platform expansion and park improvements
  - Sidewalk repair and replacement
  - Columbia Boulevard asphalt overlay, Milton Way to 15<sup>th</sup> Street
  - S. 13<sup>th</sup> and 14<sup>th</sup> Street storm drain improvement project
  - Little League Park (N. 6<sup>th</sup> Street) street, parking, and sidewalk upgrade
  - McCormick Park ball fields – lighting, leveling, and dugout improvements
  - Pedestrian crossing of railroad at Columbia Boulevard and Milton Way
  - Pedestrian bridges crossing Milton Creek on Old Portland Road
  - 2,300-ft sanitary sewer mainline extension, Millard Road
- Completed the designs for the following projects:
  - Wastewater Treatment Plant headworks upgrade
  - Concrete pad for emergency generator at Police Station
  - Phase III of the Sanitary Sewer and Storm I&I Reduction Program
- Master plan updates in progress:
  - Water system
  - Transportation system

## **Public Works—Engineering Department**

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### **Goals and Objectives**

- Engineering review and design of the Godfrey Park storm outfall to the Columbia River
- Continue work on the paving of gravel/unimproved streets
- Columbia Boulevard overlay between 15<sup>th</sup> and 1<sup>st</sup> Streets
- Work with Columbia River PUD to upgrade street lighting on Old Portland Road and Matzen Street
- Upgrade the water telemetry system
- Complete the Kavanagh water main extension
- Continue I&I Reduction Program to meet DEQ requirements
- Complete additional sidewalk and ADA ramp repair and/or construction

# Public Works—Engineering Department

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal services							
013 402	401000				395,250	395,250	395,250
013 402	422000				1,860	1,860	1,860
013 402	424000				-	-	-
013 402	415000				30,370	30,370	30,370
013 402	416000				92,890	92,890	92,890
013 402	417000				3,960	3,960	3,960
013 402	418000				93,590	93,590	93,590
013 402	419000				1,140	1,140	1,140
013 402	438000				7,910	7,910	7,910
013 402	449000				840	840	840
013 402	449100				20,820	20,820	20,820
013 402	449100	-	-	-	(627,810)	(627,810)	(627,810)
Total Personal services		-	-	-	20,820	20,820	20,820
Materials and Services							
013 402	454000				15,000	15,000	15,000
013 402	455000				7,970	7,970	7,970
013 402	457000				500	500	500
013 402	458000				1,980	1,980	1,980
013 402	490000				3,700	3,700	3,700
013 402	500000				13,700	13,700	13,700
013 402	526000				300	300	300
Total Materials and Services		-	-	-	43,150	43,150	43,150
013 402	575000	-	-	-	6,500	6,500	6,500
013 402	Total PW Engineering	-	-	-	70,470	70,470	70,470

## Allocation of staff based on workloads and time study

Dept	Divisions	Job titled	Total		Engineering		Other Dept/Div Support Provided					
			FTE	Total Personal Costs	Personal Services	FTE	Streets	Water	Sewer Collection	Sewer Secondary	Sewer Primary	Sewer Storm
Public Works												
	Engineering	Civil Engr/Suprv	1.00	115,990	-	-	17,400	46,390	34,800	5,800	5,800	5,800
		Construction Inspector	1.00	98,110	-	-	-	29,430	39,240	4,910	4,910	19,620
		Eng Tech I / Lat.Prc	1.00	76,720	-	-	-	-	76,720	-	-	-
		Engineering Tech II	2.00	205,180	-	-	25,020	25,040	103,820	-	-	51,300
		Engr.Tech II/Pre-Trmt	1.00	86,410	-	-	-	-	43,200	-	-	43,210
		Temp GIS Intern/Eng	0.70	45,400	-	-	-	22,700	22,700	-	-	-
		<b>Engineering Total</b>	<b>6.70</b>	<b>627,810</b>	<b>-</b>	<b>-</b>	<b>42,420</b>	<b>123,560</b>	<b>320,480</b>	<b>10,710</b>	<b>10,710</b>	<b>119,930</b>
Community Development												
	Planning	City Planner	1.00	101,280	17,720	0.17	-	-	-	-	-	-
		Planning Secretary	1.00	62,000	3,100	0.05	-	-	-	-	-	-
		<b>Planning Total</b>	<b>2.00</b>	<b>163,280</b>	<b>20,820</b>	<b>0.22</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>			<b>80.60</b>	<b>7,125,550</b>	<b>20,820</b>	<b>0.22</b>	<b>42,420</b>	<b>123,560</b>	<b>320,480</b>	<b>10,710</b>	<b>10,710</b>	<b>119,930</b>

## Public Works—Engineering Department

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Acct #	Description	Proposed	Approved	Adopted
<b>490000 Professional Development</b>				
	Professional Development Hours	3,500	3,500	3,500
	Licensing	200	200	200
		<u>3,700</u>	<u>3,700</u>	<u>3,700</u>
<b>500000 Information services</b>				
	ArcView Maintenance	2,800	2,800	2,800
	Evosus - Maintenance	7,970	7,970	7,970
	Replacement reserve	2,930	2,930	2,930
		<u>13,700</u>	<u>13,700</u>	<u>13,700</u>
<b>575000 Equipment</b>				
	CAD/GIS Upgrade	5,000	5,000	5,000
	CAD/GIS Tech Support	1,500	1,500	1,500
		<u>6,500</u>	<u>6,500</u>	<u>6,500</u>

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## **Public Works—Operations**

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Public Works Operations is further divided into the following areas of responsibility: Wastewater & Stormwater Collections, Water Production & Distribution, Facilities Maintenance, Grounds Maintenance and Fleet Services.

These teams perform a wide variety of activities involving the development and maintenance of the City's infrastructure. This infrastructure is heavily relied upon but goes relatively unnoticed by the citizens of St. Helens under normal circumstances.

### **Activity Indicators**

- Maintenance of more than 52.5 miles of paved and unpaved streets, sidewalks and gutters.
- Maintenance of the City's traffic control and safety devices (street signage & striping).
- Maintenance and expansion of 34.1 miles of storm drainage pipe and 1,741 storm structures (manholes and catch basins). This maintenance includes keeping the streets swept.
- Maintenance and expansion of 63.2 miles of wastewater collection pipe and 1,612 wastewater manholes and cleanouts.
- Maintenance and expansion of 80 miles of water distribution system, including 4 wells, 1 booster pump station, and 4 reservoirs.
- Maintenance of public buildings and facilities, which include City Hall, the Columbia Center, the St. Helens Police Department building, and the Operations & Maintenance Yard, to name only a few.
- Maintenance of and improvements to the City's 170 acres of parks, green spaces, grounds and docks.
- Acquisition and maintenance of the Department's fleet of trucks, equipment and other rolling stock, which are used to perform all of the division's tasks.
- Operations and maintenance of the Water Filtration Facility (WFF). The WFF is designed to produce up to 6 million gallons of fresh, reliable, high quality, filtered drinking water per day from groundwater wells located along the west bank of the Columbia River. The plant routinely delivers 1-2 million gallons of water per day to the citizens of St. Helens and Columbia City.

## Public Works—Operations

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal services							
013 403 401000	Salary				909,660	909,660	909,660
013 403 402000	Seasonal				24,930	39,250	39,250
013 403 422000	Longevity				9,480	9,480	9,480
013 403 424000	Non-represented comp				-	-	-
013 403 411000	Standby				12,520	12,520	12,520
013 403 409000	Overtime				6,600	6,600	6,600
013 403 415000	SSI taxes				73,690	74,780	74,780
013 403 416000	Retirement				219,760	219,760	219,760
013 403 417000	Workers comp				24,190	24,580	24,580
013 403 418000	Medical benefits				274,410	274,410	274,410
013 403 419000	Disability/life ins				3,420	3,420	3,420
013 403 438000	VEBA				18,200	18,200	18,200
013 403 449000	PF health				2,940	2,940	2,940
013 403 449100	Direct labor charge				(1,579,800)	(1,595,600)	(1,595,600)
		-	-	-	-	-	-
Materials and Services							
013 403 455000	Insurance				80,220	80,220	80,220
013 403 457000	Office supplies				7,500	7,500	7,500
013 403 454000	Attorney expense				6,750	6,750	6,750
013 403 458000	Telephone				12,510	12,510	12,510
013 403 459000	Utilities				10,580	10,580	10,580
013 403 490000	Professional development				3,100	3,100	3,100
013 403 500000	Information services				6,400	6,400	6,400
013 403 554000	Professional services				6,300	6,300	6,300
Total Materials and Services		-	-	-	133,360	133,360	133,360
013 403 575000	Equipment	-	-	-	-	-	-
		-	-	-	133,360	133,360	133,360
013 403 596000	Contingency				100,000	100,000	100,000
Total uses					459,010	459,010	459,010
Ending fund balance (Unappropriated)					-	-	-

Please note that this cost center captures the total costs of operations. These costs include, but are not limited to, the shops facilities and all ancillary costs associated with properly outfitting operations staff that report to the shops facilities.



## Public Works—Operations

Allocation based on workloads and annual time study

Dept	Divisions	Job titled	Total		PW Operations		Other Dept/Div Support Provided				
			FTE	Total Personal Costs	Personal Services	FTE	Parks	Streets	Water	Sewer Collection	Sewer Storm
Public Works											
	Operations	Collection Operator	1.00	87,030	-	-	-	-	21,760	43,510	21,760
		Parks Field Supervisor	1.00	108,600	-	-	54,300	-	27,150	27,150	-
		PW Field Supr/safety	1.00	111,820	-	-	-	27,960	41,930	30,750	11,180
		PW Office Assitant	1.00	68,080	-	-	-	-	34,040	23,830	10,210
		PW Supervisor	1.00	135,110	-	-	-	33,780	50,660	37,160	13,510
		Seasonal PT	2.00	43,300	-	-	-	-	21,650	21,650	-
		Utility Craftsman	1.00	80,740	-	-	-	-	40,370	40,370	-
		Utility I	4.00	296,130	-	-	-	68,730	74,270	127,600	25,530
		Utility II	6.00	487,050	-	-	44,730	-	227,040	215,280	-
		Utility Plumber	1.00	85,050	-	-	-	-	63,790	21,260	-
		Water Systems Operator	1.00	92,690	-	-	-	-	69,520	23,170	-
	Operations Total		20.00	1,595,600	-	-	99,030	130,470	672,180	611,730	82,190
Grand Total			20.00	1,595,600	-	-	99,030	130,470	672,180	611,730	82,190

## Public Works—Operations

Acct #	Description	Proposed	Approved	Adopted
<b>457000 Supplies</b>				
	Building	2,000	2,000	2,000
	Office	5,000	5,000	5,000
	First aid	500	500	500
		<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<b>458000 Telephone</b>				
	Cellular services	9,750	9,750	9,750
	Land lines	2,760	2,760	2,760
		<u>12,510</u>	<u>12,510</u>	<u>12,510</u>
<b>459000 Utilities</b>				
	Gas	2,280	2,280	2,280
	Garbage	1,800	1,800	1,800
	Cable	-	-	-
	Electric	6,500	6,500	6,500
		<u>10,580</u>	<u>10,580</u>	<u>10,580</u>
<b>490000 Professional Development</b>				
	Memberships	500	500	500
	Licenses	500	500	500
	Training	2,000	2,000	2,000
	Monthly safety training	100	100	100
		<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
<b>500000 Information Services</b>				
	Evosus Maintenance	5,340	5,340	5,340
	Replacement reserve	1,060	1,060	1,060
		<u>6,400</u>	<u>6,400</u>	<u>6,400</u>
<b>554000 Professional Services</b>				
	Aircondition & Heating	1,200	1,200	1,200
	Telephone Support	500	500	500
	Janitorial	4,100	4,100	4,100
	Fire safety	500	500	500
		<u>6,300</u>	<u>6,300</u>	<u>6,300</u>



## **Fleet Fund**

## **Fleet Fund**

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### **Internal Service Fund**

This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government unit, or to other governmental units, on a cost reimbursement basis. The measurement focus is on determination of net income, financial position and changes in financial position. Internal service funds are accounted for on an accrual basis (transactions are recognized when they occur, regardless of the timing of related cash flow) and are budgeted for on the modify accrual basis, revenues are recognized when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are generally recognized when the related fund liability is incurred. For GASB Statement #34 reporting purposes, all these funds are considered Non-Major Funds in the City’s CAFR in FY 11-12. The City utilizes Administrative Services, Public Works, and Fleet internal service funds.

### **Fleet Fund**

The Fleet Fund is to account for revenues and expenses associated with operating and maintaining the City of St. Helens’ vehicles and heavy equipment. The major source of revenue is charged for service paid by operating departments based on the actual use of the garage and fuel purchases. The expenses are directly associated with the costs to operate and maintain City vehicles. As an internal service fund, revenues (charges for service) should equal expenses, with any accrued balance each year returned proportionately to the contributing fund.

Our facility is located in the McNulty Creek Industrial Park and jointly owned with the St. Helens Rural Fire Department.

## Fleet Fund Summary

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>						
Beginning working capital	87,577	43,553	35,407	8,030	8,030	8,030
Revenues						
Charges for services	205,626	220,913	246,533	295,840	295,840	295,840
Total Revenues	205,626	220,913	246,533	295,840	295,840	295,840
Total Resources	293,203	264,466	281,940	303,870	303,870	303,870
<b>Uses</b>						
Personal services	166,122	170,992	177,303	185,130	185,130	185,130
Materials and services	95,837	86,192	84,637	97,110	97,230	97,230
Contingency	-	-	20,000	20,000	20,000	20,000
Total uses	261,959	257,185	281,940	302,240	302,360	302,360
Ending fund balance (Unappropriated)	31,244	7,281	-	1,630	1,510	1,510

## Fleet Revenues

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Required Incr 20.0%   20.0%   20.0%						
Resources						
015 000 301000 Beginning working capital	87,577	43,553	35,407	8,030	8,030	8,030
015 000 384000 Interfund- street	51,406	55,228	61,633	73,960	73,960	73,960
015 000 385000 Interfund- water dept	61,688	66,274	73,960	88,750	88,750	88,750
015 000 386000 Interfund- sewer dept	30,844	33,137	36,980	44,380	44,380	44,380
015 000 387000 Interfund- second dept	30,844	33,137	36,980	44,380	44,380	44,380
015 000 388000 Interfund-primary dept	20,563	22,091	24,653	29,580	29,580	29,580
015 000 389000 Interfund- storm drain	10,281	11,046	12,327	14,790	14,790	14,790
Current resources	205,626	220,913	246,533	295,840	295,840	295,840
Total resources	293,203	264,466	281,940	303,870	303,870	303,870

Please note that 20% rate increase required

# Public Works - Fleet Operations

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Uses</b>							
Personal Services							
015 015 401000	Salary	98,304	101,640	103,722	105,760	105,760	105,760
015 015 422000	Longevity	1,500	1,750	1,750	1,800	1,800	1,800
015 015 411000	Standby	-	-	100	-	-	-
015 015 409000	Overtime	-	-	100	520	520	520
015 015 415000	SSI taxes	7,635	7,909	8,065	8,260	8,260	8,260
015 015 416000	Retirement	22,945	21,205	21,622	26,870	26,870	26,870
015 015 417000	Workers comp	1,788	1,907	2,500	2,060	2,060	2,060
015 015 418000	Medical benefits	31,604	34,173	36,870	37,360	37,360	37,360
015 015 419000	Disability/life ins	380	375	500	380	380	380
015 015 438000	VEBA	1,966	2,033	2,074	2,120	2,120	2,120
Total Personal Services		166,122	170,992	177,303	185,130	185,130	185,130
Materials and Services							
015 015 455000	Insurance	2,469	2,337	3,237	4,590	4,590	4,590
015 015 457000	Office supplies	-	-	50	50	50	50
015 015 458000	Telephone expense	1,243	2,067	2,000	2,000	2,000	2,000
015 015 459000	Utilities	2,972	2,855	2,000	2,000	2,000	2,000
015 015 470000	Building expense	1,565	715	1,500	1,500	1,500	1,500
015 015 473000	Misc expense	3,441	4,175	3,000	3,000	3,000	3,000
015 015 490000	Professional development	-	-	100	100	100	100
015 015 500000	Information services	53	1,426	750	1,600	1,600	1,600
015 015 501000	Operating materials & supp	7,187	14,345	17,000	17,000	17,000	17,000
015 015 502000	Equipment expense	60,504	57,112	43,500	45,000	45,000	45,000
015 015 531000	Gasoline expense	1,091	1,160	1,500	1,500	1,500	1,500
015 015 570000	Depreciation	12,312	-	-	-	-	-
015 015 575000	Equipment	3,000	-	10,000	-	-	-
015 015 579100	Indirect cost allocation				18,770	18,890	18,890
Total Materials and Services		95,837	86,192	84,637	97,110	97,230	97,230
015 015 596000	Contingency			20,000	20,000	20,000	20,000
Total Uses		261,959	257,185	281,940	302,240	302,360	302,360
015 015	Ending fund balance (Unappropriated)	31,244	7,281	-	1,630	1,510	1,510

Fleet			
PW - Operations - Fleet		Total Personal	Allocation
Job titled	FTE	Services	Fleet
Mechanic II	2	185,130	185,130
		Total Personal Services	185,130



## **Water Reserve Fund**

## Water Reserve Fund

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Fund account for \$350,000 of watershed logging revenue from the Water General Fund. The Water System Improvement Reserve will transfer to the City General Fund interest earned until the City General Fund's total cash reserve accumulates to \$350,000. Thereafter, the Water System Improvement Reserve fund will be abolished and all monies remaining will be transferred back to the Water General Fund.

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>							
016 000	301000	Beginning working capital	350,000	350,000	350,000	350,000	350,000
Revenues							
016 000	345000	Interest- state pool	7,264	1,493	5,000	1,800	1,800
016 000	346000	Interest earnings	-	913	-		
Total Revenues			7,264	2,406	5,000	1,800	1,800
Total Resources			357,264	352,406	355,000	351,800	351,800
<b>Uses</b>							
016 016	692000	Trans to general fund	7,264	2,406	5,000	1,800	1,800
Total Uses			7,264	2,406	5,000	1,800	1,800
Ending fund balance (Unappropriated)			350,000	350,000	350,000	350,000	350,000





## **Water Operating Fund**

## Water Operating Fund

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

### Fund Summary

	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Adopted 2010-11</b>	<b>Proposed 2011-12</b>	<b>Approved 2011-12</b>	<b>Adopted 2011-12</b>
<b>Resources</b>						
Beginning working capital	7,106,670	5,152,871	4,043,123	3,246,470	3,246,470	3,246,470
Revenues						
Charges for Services	1,945,855	1,971,357	2,347,810	2,283,500	2,283,500	2,283,500
Interest earnings	109,693	25,220	20,000	20,000	20,000	20,000
Miscellaneous	96,426	110,269	85,000	38,000	38,000	38,000
Watershed logging	261,284	-	300,000	-	-	-
Total Revenues	2,413,258	2,106,846	2,752,810	2,341,500	2,341,500	2,341,500
Total Resources	9,519,928	7,259,717	6,795,933	5,587,970	5,587,970	5,587,970
<b>Uses</b>						
Personal services	1,274,093	1,335,715	1,353,176	1,035,290	1,043,180	1,043,180
Materials and services	1,487,171	1,193,732	1,334,523	1,324,220	1,398,900	1,398,900
Debt service	559,508	552,369	545,093	541,860	541,860	541,860
Capital outlay	1,046,286	113,467	1,159,000	-	-	-
Interfund transfers	-	-	-	1,697,540	1,635,930	1,635,930
Contingency	-	-	800,000	600,000	600,000	600,000
Total uses	4,367,058	3,195,283	5,191,792	5,198,910	5,219,870	5,219,870
Ending fund balance (Unappropriated)	5,152,871	4,064,434	1,604,141	389,060	368,100	368,100

## Public Works - Water Operations

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Resources</b>								
017 000	301000	Beginning working capital	7,106,670	5,152,871	4,043,123	3,246,470	3,246,470	3,246,470
Revenues								
Charges for Services								
017 000	377000	Sale of water	1,945,855	1,971,357	2,347,810	2,283,500	2,283,500	2,283,500
Total Charges for services			1,945,855	1,971,357	2,347,810	2,283,500	2,283,500	2,283,500
017 000	346000	Interest earnings	109,693	25,220	20,000	20,000	20,000	20,000
Miscellaneous								
017 000	354000	Miscellaneous revenues	20,538	46,490	20,000	15,000	15,000	15,000
017 000	362000	Engineering fees	6,222	18,214	20,000	10,000	10,000	10,000
017 000	365000	System devel charge	43,010	30,360	35,000	-	-	-
017 000	376000	Water connections	8,410	7,629	5,000	5,000	5,000	5,000
017 000	379000	Sale of gas other dept	18,246	7,577	5,000	8,000	8,000	8,000
Total Miscellaneous			96,426	110,269	85,000	38,000	38,000	38,000
017 000	378000	Watershed logging	261,284	-	300,000	-	-	-
Total Revenues			2,413,258	2,106,846	2,752,810	2,341,500	2,341,500	2,341,500
Total Resources			9,519,928	7,259,717	6,795,933	5,587,970	5,587,970	5,587,970

Charges for services revenues assume a 12% effective December 15, 2011

# Public Works - Water Operations

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<u>Uses</u>									
Personal Services									
017 017 401000		Salary	784,459	848,860	838,349	103,250	103,250	103,250	103,250
017 017 422000		Longevity	5,397	5,516	5,251	360	360	360	360
017 017 424000		Non-represented comp	12,317	13,017	12,853	-	-	-	-
017 017 411000		Standby	14,405	13,978	15,000	11,130	11,130	11,130	11,130
017 017 409000		Overtime	10,148	6,524	10,000	4,980	4,980	4,980	4,980
017 017 415000		SSI taxes	62,885	67,767	65,377	9,160	9,160	9,160	9,160
017 017 416000		Retirement	179,684	165,171	168,346	24,490	24,490	24,490	24,490
017 017 417000		Workers comp	13,602	13,324	17,500	2,710	2,710	2,710	2,710
017 017 418000		Medical benefits	169,930	178,690	198,828	27,800	27,800	27,800	27,800
017 017 419000		Disability/life ins	2,832	2,744	3,000	380	380	380	380
017 017 420000		Unemployment	359	1,696	1,000	-	-	-	-
017 017 438000		VEBA	15,161	15,552	15,068	2,070	2,070	2,070	2,070
017 017 471000		PF health	2,915	2,876	2,604	420	420	420	420
017 017 449100		Direct labor charge				848,540	856,430	856,430	856,430
Total Personal Services				1,274,093	1,335,715	1,353,176	1,035,290	1,043,180	1,043,180

Allocation based on workloads and annual time study:

Dept	Divisions	Job titled	Total		Personal Services		FTE		
			FTE	Total Personal Costs	Distrib.	Filtration Plant	Distrib.	Filtration Plant	
Police									
	Police	Patrolman	9.00	963,200	59,480	-	0.56	-	
Police Total			19.00	2,164,450	59,480	-	0.56	-	
Public Works									
	Engineering	Civil Engr/Suprv	1.00	115,990	46,390	-	0.40	-	
		Construction Inspector	1.00	98,110	29,430	-	0.30	-	
		Eng Tech I / Lat.Prc	1.00	76,720	-	-	-	-	
		Engineering Tech II	2.00	205,180	25,040	-	0.24	-	
		Engr.Tech II/Pre-Trmt	1.00	86,410	-	-	-	-	
		Temp GIS Intern/Eng	0.70	45,400	22,700	-	0.35	-	
Engineering Total			6.70	627,810	123,560	-	1.29	-	
	Operations	Collection Operator	1.00	87,030	21,760	-	0.25	-	
		Parks Field Supervisor	1.00	108,600	27,150	-	0.25	-	
		PW Field Supr/safety	1.00	111,820	41,930	-	0.37	-	
		PW Office Assitant	1.00	68,080	34,040	-	0.50	-	
		PW Supervisor	1.00	135,110	50,660	-	0.37	-	
		Seasonal PT	2.00	43,300	21,650	-	1.00	-	
		Utility Craftsman	1.00	80,740	40,370	-	0.50	-	
		Utility I	4.00	296,130	74,270	-	1.00	-	
		Utility II	6.00	487,050	227,040	-	2.80	-	
		Utility Plumber	1.00	85,050	63,790	-	0.75	-	
		Water Systems Operator	1.00	92,690	69,520	-	0.75	-	
Operations Total			20.00	1,595,600	672,180	-	8.55	-	
	Operations - Wfp	Water Filtration Opr	1.00	90,880	-	90,880	-	1.00	
		Water treatment Operator	1.00	95,870	-	95,870	-	1.00	
Operations - Wfp Total			2.00	186,750	-	186,750	-	2.00	
Community Development									
	Building	Building Official	1.00	121,360	1,210	-	0.01	-	
		Building Secretary	0.70	48,080	-	-	-	-	
Building Total			1.70	169,440	1,210	-	0.01	-	
Grand Total						856,430	186,750	10.41	2.00
							1,043,180		12.41

## Public Works - Water Operations

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Materials and services							
017 017 454000	Attorney expense	-	-	-	24,750	24,750	24,750
017 017 455000	Insurance	75,062	69,905	75,000	29,120	29,120	29,120
017 017 457000	Office supplies	11,737	9,587	10,000	10,000	10,000	10,000
017 017 458000	Telephone expense	21,485	21,112	18,000	12,000	12,000	12,000
017 017 459000	Utilities	99,087	83,456	85,000	103,750	103,750	103,750
017 017 460000	Mayor's expense	-	18	300	-	-	-
017 017 461000	Council expense	-	1,482	1,550	-	-	-
017 017 463000	Auditing	6,915	7,518	7,395	-	-	-
017 017 464000	League of OR cities/LOC	8,122	8,278	8,399	-	-	-
017 017 470000	Building expense	23,105	10,288	55,000	40,000	40,000	40,000
017 017 472000	Lab testing	14,313	9,306	13,000	12,000	12,000	12,000
017 017 473000	Miscellaneous	90,633	66,980	45,000	10,000	10,000	10,000
017 017 480000	Postage	21,183	15,699	15,000	-	-	-
017 017 484000	Electricity	35,462	32,055	-	-	-	-
017 017 490000	Professional development	6,728	7,356	7,000	1,500	1,500	1,500
017 017 500000	Information services	47,973	63,761	55,000	15,000	15,000	15,000
017 017 501000	Operating materials & sup.	106,315	100,694	150,000	135,000	135,000	135,000
017 017 502000	Equipment expense	125,351	79,528	90,000	35,000	35,000	35,000
017 017 508000	Janitorial services	31,362	17,459	23,272	-	-	-
017 017 515000	Internal maint exp.	61,688	66,274	73,960	88,750	88,750	88,750
017 017 527000	Chlorine	73,945	40,285	30,000	35,000	35,000	35,000
017 017 530000	Uncollectable accts	-	366	50	-	-	-
017 017 531000	Gasoline expense	43,051	46,102	42,500	45,000	45,000	45,000
017 017 546000	Watershed logging	127,486	12,604	150,000	25,000	25,000	25,000
017 017 551000	In lieu of franchise	136,213	137,995	164,347	159,800	228,350	228,350
017 017 552000	Comm coordinator	8,972	12,500	12,500	-	-	-
017 017 554000	Contractual/consult serv.	205,890	152,558	176,500	130,000	130,000	130,000
017 017 559000	HR -customer service	5,204	2,550	15,750	-	-	-
017 017 560000	GIS system	8,077	3,327	10,000	-	-	-
017 017 562000	Repairs- reservoir	91,815	114,687	-	-	-	-
017 017 579100	Indirect cost allocation	-	-	-	412,550	418,680	418,680
Total Materials and Services		1,487,171	1,193,732	1,334,523	1,324,220	1,398,900	1,398,900

## Public Works - Water Operations

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Debt Service							
017 017 563000	Principle expense	277,504	279,881	282,292	288,680	288,680	288,680
017 017 569000	Interest expense	282,003	272,488	262,801	253,180	253,180	253,180
Total Debt Service		559,508	552,369	545,093	541,860	541,860	541,860
Capital Outlay							
017 017 575000	Equipment	43,847	84,564	459,000	-	-	-
017 017 581000	Construction expense	890,057	16,728	700,000	-	-	-
017 017 583000	Land purchase	100,206	-	-	-	-	-
017 017 584000	Pilot-compress natural gas	12,175	12,175	-	-	-	-
Total Capital Outlay		1,046,286	113,467	1,159,000	-	-	-
Transfers							
017 017 692000	Capital program	-	-	-	1,018,500	1,018,500	1,018,500
017 017 692000	SDC	-	-	-	532,500	532,500	532,500
017 017 692000	Capital equipment	-	-	-	80,000	80,000	80,000
017 017 692000	General fd	-	-	-	66,540	4,930	4,930
Total Transfers		-	-	-	1,697,540	1,635,930	1,635,930
017 017 596000	Contingency	-	-	800,000	600,000	600,000	600,000
Total Uses		4,367,058	3,195,283	5,191,792	5,198,910	5,219,870	5,219,870
Ending fund balance (Unappropriated)		5,152,871	4,064,434	1,604,141	389,060	368,100	368,100



## **Sewer Operating Fund**

## **Sewer Operating Fund**

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The Sewer Fund supports the City's wastewater and storm drain utilities which ensures the safe collection and discharge of wastewater effluent under the requirements of the City's National Pollutant Discharge Elimination System (NPDES) permit. This fund is an enterprise fund meaning it is self-supporting with expenses paid from its own revenue sources. The main source of revenue is from sewer charges, storm charges, and other sewer/storm revenue is provided through service fees and sewer connections.

The infrastructure maintained consists of Collections, Wastewater Treatment Plant – Primary Lagoon and Secondary Lagoon, Pumps (New), and Storm Drainage.



# Sewer Operating Fund

## Fund Summary

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>						
Beginning working capital	5,223,530	3,624,249	3,803,674	3,925,490	3,925,490	3,925,490
Revenues						
Charges for Services	3,561,332	3,728,794	4,633,899	4,489,800	4,489,800	4,489,800
Interest earnings	38,205	14,941	42,535	16,000	16,000	16,000
Miscellaneous	98,383	333,120	108,832	23,000	23,000	23,000
Loan Proceeds	421,785	2,228,658	6,600,000	-	-	-
<b>Total Revenues</b>	<b>4,119,705</b>	<b>6,305,513</b>	<b>11,385,266</b>	<b>4,528,800</b>	<b>4,528,800</b>	<b>4,528,800</b>
<b>Total Resources</b>	<b>9,343,235</b>	<b>9,929,762</b>	<b>15,188,940</b>	<b>8,454,290</b>	<b>8,454,290</b>	<b>8,454,290</b>
<b>Uses</b>						
<b>Sewer Collections</b>						
Personal services	870,387	1,006,924	1,204,914	949,310	957,210	957,210
Materials and services	708,157	567,685	592,193	1,121,470	1,226,030	1,226,030
Debt service	103,379	94,364	419,409	319,110	319,110	319,110
Capital outlay	818,140	2,322,006	5,827,000	-	-	-
Interfund transfers	-	-	-	1,402,970	1,279,750	1,279,750
Contingency	-	-	600,000	600,000	600,000	600,000
<b>Total Sewer Collections</b>	<b>2,500,063</b>	<b>3,990,979</b>	<b>8,643,516</b>	<b>4,392,860</b>	<b>4,382,100</b>	<b>4,382,100</b>
<b>Sewer Secondary</b>						
Personal services	525,046	420,804	491,018	215,080	215,080	215,080
Materials and services	709,942	360,536	487,400	462,170	463,420	463,420
Capital outlay	9,934	-	115,000	-	-	-
<b>Total Sewer Secondary</b>	<b>1,244,922</b>	<b>781,341</b>	<b>1,093,418</b>	<b>677,250</b>	<b>678,500</b>	<b>678,500</b>
<b>Sewer Primary</b>						
Personal services	405,828	295,615	324,614	134,670	134,670	134,670
Materials and services	316,985	434,969	698,060	384,000	386,260	386,260
Capital outlay	25,867	82,616	981,000	-	-	-
<b>Total Sewer Primary</b>	<b>748,681</b>	<b>813,200</b>	<b>2,003,674</b>	<b>518,670</b>	<b>520,930</b>	<b>520,930</b>
<b>Sewer Pumps</b>						
Personal services	-	-	-	79,210	79,210	79,210
Materials and services	-	-	-	34,150	34,150	34,150
Contingency	-	-	-	15,000	15,000	15,000
<b>Total Sewer Pumps</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>128,360</b>	<b>128,360</b>	<b>128,360</b>
<b>Sewer - Stormwater</b>						
Personal services	230,227	206,685	247,867	211,100	211,100	211,100
Materials and services	88,235	366,840	101,280	222,880	244,220	244,220
Construction	906,859	167,708	900,000	-	-	-
Contingency	-	-	-	200,000	200,000	200,000
Transfers	-	-	-	1,102,430	1,102,430	1,102,430
<b>Total Sewer - Stormwater</b>	<b>1,225,321</b>	<b>741,234</b>	<b>1,249,147</b>	<b>1,736,410</b>	<b>1,757,750</b>	<b>1,757,750</b>
<b>Total uses</b>	<b>5,718,986</b>	<b>6,326,753</b>	<b>12,989,755</b>	<b>7,453,550</b>	<b>7,467,640</b>	<b>7,467,640</b>
Ending fund balance (Unappropriated)	3,624,249	3,603,009	2,199,185	1,000,740	986,650	986,650

## Public Works - Sewer Operations

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Resources</b>							
018 000	301000						
	Beginning working capital	5,223,530	3,624,249	3,803,674	3,925,490	3,925,490	3,925,490
Revenues							
Charges for Services							
018 000	381000						
	Storm drain revenue	520,738	547,410	587,718	670,000	670,000	670,000
018 000	382000						
	Secondary rev. Boise	1,205,369	614,187	632,133	499,800	499,800	499,800
018 000	383000						
	Secondary rev. city's port	-	255,735	416,984	-	-	-
018 000	384000						
	Sewer Service	1,764,965	2,046,268	2,862,240	3,200,000	3,200,000	3,200,000
018 000	385000						
	Sludge disposal charg	70,261	265,195	134,824	120,000	120,000	120,000
	Total Charges for Services	3,561,332	3,728,794	4,633,899	4,489,800	4,489,800	4,489,800
018 000	346000						
	Interest earnings	38,205	14,941	42,535	16,000	16,000	16,000
Miscellaneous							
018 000	354000						
	Miscellaneous revenue	15,187	18,646	2,000	2,000	2,000	2,000
018 000	364000						
	Storm drain SDC'S	11,837	10,223	9,000	-	-	-
018 000	365000						
	System devel charges	68,984	100,675	68,000	-	-	-
018 000	386000						
	Connection charge	2,375	630	1,000	1,000	1,000	1,000
018 000	387000						
	Kavanagh LID assessments	-	202,947	28,832	20,000	20,000	20,000
	Total Miscellaneous	98,383	333,120	108,832	23,000	23,000	23,000
Loan Proceeds							
018 000	332000						
	Stimulus contribution	-	1,350,792	-			
018 000	333000						
	Loan proceeds	421,785	877,866	6,600,000			
	Total Loan Proceeds	421,785	2,228,658	6,600,000	-	-	-
Total Revenues		4,119,705	6,305,513	11,385,266	4,528,800	4,528,800	4,528,800
Total Resources		9,343,235	9,929,762	15,188,940	8,454,290	8,454,290	8,454,290

Sewer and storm revenues assume a 10% rate increase for the billing cycle on or after December 15, 2011.

# Public Works - Sewer Operations - Collections

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
<b>Uses</b>									
<b>Sewer collections</b>									
Personal Services									
018 018 401000	Salary			541,759	635,423	754,130			
018 018 409000	Overtime			6,247	4,514	5,000			
018 018 411000	Standby			4,626	7,040	6,000			
018 018 415000	SSI taxes			42,835	50,374	58,552			
018 018 416000	Retirement			119,724	119,020	152,097			
018 018 417000	Workers comp			8,800	10,070	12,900			
018 018 418000	Medical benefits			120,483	150,322	185,454			
018 018 419000	Disability/life ins			1,984	2,219	2,500			
018 018 420000	Unemployment insurance			359	1,696	500			
018 018 422000	Longevity			3,224	3,523	3,916			
018 018 424000	Non-represented comp			8,028	8,597	7,756			
018 018 438000	VEBA			10,364	11,844	13,609			
018 018 471000	PF health			1,954	2,282	2,500			
018 018 449100	Direct labor charge			-	-	-	949,310	957,210	957,210
<b>Total Personal Services</b>				<b>870,387</b>	<b>1,006,924</b>	<b>1,204,914</b>	<b>949,310</b>	<b>957,210</b>	<b>957,210</b>

## Allocation based on workloads and annual time study:

Dept	Divisions	Job titled	Total		Personal Services					FTE				
			FTE	Total Personal Services	Collection	Pumps	Secondary	Primary	Storm	Collection	Pumps	Secondary	Primary	Storm
Police														
	Police	Patrolman	9.00	963,200	23,790	-	15,470	14,280	5,950	0.22	-	0.14	0.13	0.06
Public Works														
	Engineering	Civil Engr/Suprv	1.00	115,990	34,800	-	5,800	5,800	5,800	0.30	-	0.05	0.05	0.05
		Construction Inspector	1.00	98,110	39,240	-	4,910	4,910	19,620	0.40	-	0.05	0.05	0.20
		Eng Tech I / Lat.Prc	1.00	76,720	76,720	-	-	-	-	1.00	-	-	-	-
		Engineering Tech II	2.00	205,180	103,820	-	-	-	51,300	1.01	-	-	-	0.50
		Engr.Tech II/Pre-Trmt	1.00	86,410	43,200	-	-	-	43,210	0.50	-	-	-	0.50
		Temp GIS Intern/Eng	0.70	45,400	22,700	-	-	-	-	0.35	-	-	-	-
	<b>Engineering Total</b>		<b>6.70</b>	<b>627,810</b>	<b>320,480</b>	<b>-</b>	<b>10,710</b>	<b>10,710</b>	<b>119,930</b>	<b>3.56</b>	<b>-</b>	<b>0.10</b>	<b>0.10</b>	<b>1.25</b>
	Operations	Collection Operator	1.00	87,030	43,510	-	-	-	21,760	0.50	-	-	-	0.25
		Parks Field Supervisor	1.00	108,600	27,150	-	-	-	-	0.25	-	-	-	-
		PW Field Supr/safety	1.00	111,820	30,750	-	-	-	11,180	0.27	-	-	-	0.10
		PW Office Assitant	1.00	68,080	23,830	-	-	-	10,210	0.35	-	-	-	0.15
		PW Supervisor	1.00	135,110	37,160	-	-	-	13,510	0.28	-	-	-	0.10
		Seasonal PT	2.00	43,300	21,650	-	-	-	-	1.00	-	-	-	-
		Utility Craftsman	1.00	80,740	40,370	-	-	-	-	0.50	-	-	-	-
		Utility I	4.00	296,130	127,600	-	-	-	25,530	1.72	-	-	-	0.34
		Utility II	6.00	487,050	215,280	-	-	-	-	2.65	-	-	-	-
		Utility Plumber	1.00	85,050	21,260	-	-	-	-	0.25	-	-	-	-
		Water Systems Operator	1.00	92,690	23,170	-	-	-	-	0.25	-	-	-	-
	<b>Operations Total</b>		<b>20.00</b>	<b>1,595,600</b>	<b>611,730</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>82,190</b>	<b>8.03</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.94</b>
	Wastewater Treatment	Utility I	1.00	60,890	-	-	30,440	30,450	-	-	-	0.50	0.50	-
		WWTP Operator II	1.00	82,630	-	20,650	41,320	20,660	-	-	0.25	0.50	0.25	-
		WWTP Operator III	1.00	99,010	-	24,750	49,510	24,750	-	-	0.25	0.50	0.25	-
		WWTP Superintendent	1.00	135,260	-	33,810	67,630	33,820	-	-	0.25	0.50	0.25	-
	<b>Wastewater Treatment Total</b>		<b>4.00</b>	<b>377,790</b>	<b>-</b>	<b>79,210</b>	<b>188,900</b>	<b>109,680</b>	<b>-</b>	<b>-</b>	<b>0.75</b>	<b>2.00</b>	<b>1.25</b>	<b>-</b>
Community Development														
	Building	Building Official	1.00	121,360	1,210	-	-	-	3,030	0.01	-	-	-	0.02
		Building Secretary	0.70	48,080	-	-	-	-	-	-	-	-	-	-
	<b>Building Total</b>		<b>1.70</b>	<b>169,440</b>	<b>1,210</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,030</b>	<b>0.01</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.02</b>
<b>Grand Total</b>					<b>957,210</b>	<b>79,210</b>	<b>215,080</b>	<b>134,670</b>	<b>211,100</b>	<b>11.82</b>	<b>0.75</b>	<b>2.24</b>	<b>1.48</b>	<b>2.28</b>

## Public Works - Sewer Operations - Collections

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Materials and Services							
018 018 454000	Attorney	-	-	-	-	-	-
018 018 455000	Insurance	14,330	11,662	15,852	15,580	15,580	15,580
018 018 457000	Office supplies	10,383	9,532	10,000	500	500	500
018 018 458000	Telecommunication expens	16,558	19,975	19,243	14,500	14,500	14,500
018 018 459000	Utilities	627	27	1,000	1,000	1,000	1,000
018 018 460000	Mayor's expense		18	333	-	-	-
018 018 461000	Council expense		1,482	1,550	-	-	-
018 018 463000	Auditing	3,272	3,525	3,685	-	-	-
018 018 470000	Building expense	17,076	8,932	25,000	-	-	-
018 018 472000	Lab testing	30	-	200	200	200	200
018 018 473000	Miscellaneous	82,966	66,588	35,000	20,000	20,000	20,000
018 018 480000	Postage	19,376	11,592	15,000	-	-	-
018 018 490000	Professional devel and conv	1,256	5,590	5,000	1,500	1,500	1,500
018 018 500000	Information services	54,880	66,687	65,000	10,000	10,000	10,000
018 018 501000	Operating materials & supp	19,098	35,750	18,000	55,000	55,000	55,000
018 018 502000	Equipment expense	43,353	6,732	12,000	6,000	6,000	6,000
018 018 508000	Janitorial services			-	-	-	-
018 018 515000	Internal maint expense	30,844	33,137	36,980	44,380	44,380	44,380
018 018 531000	Gasoline expense	6,040	8,095	6,800	15,000	15,000	15,000
018 018 484000	Electricity			-	35,000	35,000	35,000
018 018 551000	In lieu of franchise	123,593	143,239	188,300	224,000	320,000	320,000
018 018 552000	Communication coordinato	8,972	12,500	12,500	-	-	-
018 018 554000	Contractual/consulting serv	245,139	116,746	75,000	75,000	75,000	75,000
018 018 557000	Sewer backup problems	-	-	10,000	10,000	10,000	10,000
018 018 559000	Human resource constult.	2,288	2,550	15,750	-	-	-
018 018 560000	GIS system	8,077	3,327	10,000	-	-	-
018 018 561000	Emergency services		-	10,000	5,000	5,000	5,000
018 018 579100	Indirect cost allocation	-	-	-	588,810	597,370	597,370
Total Materials and Services		708,157	567,685	592,193	1,121,470	1,226,030	1,226,030

## Public Works - Sewer Operations - Collections

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Debt Service							
018 018	563000	Principal expense	87,776	81,781	261,603	131,770	131,770
018 018	569000	Interest expense	15,603	12,582	157,806	187,340	187,340
Total Debt Service			103,379	94,364	419,409	319,110	319,110
Capital Outlay							
018 018	575000	Equipment	224,897	21,291	127,000	-	-
018 018	583000	Construction general	581,068	2,288,540	5,700,000	-	-
018 018	584000	Pilot-compressed natural gas	12,175	12,175	-	-	-
Total Capital Outlay			818,140	2,322,006	5,827,000	-	-
018 018	692000	Transfers - Equipment			110,000	110,000	110,000
018 018	692000	Transfers - Projects			230,500	230,500	230,500
018 018	692000	Transfers - SDC			829,400	829,400	829,400
018 018	692000	Transfer - Contingency Ops			100,000	100,000	100,000
018 018	692000	General fund			133,070	9,850	9,850
018 018	596000	Contingency	-	-	600,000	600,000	600,000
			-	-	600,000	2,002,970	1,879,750
Total Sewer Collections			2,500,063	3,990,978	8,643,516	4,392,860	4,382,100

## **Public Works - Sewer Operations – Wastewater Treatment Plant**

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The City of St. Helens Wastewater Treatment Plant is located at 451 Plymouth Street. It consists of two lagoons, an operations building, a chlorine building and a shop. It treats all of the domestic waste from both St. Helens and Columbia City. It also treats waste from a number of local industries. There are four employees at the plant, a Superintendent, two Operators, and a Pretreatment Program Coordinator. The hours of operation are Monday through Friday, 6:30 to 4:30. Along with the Treatment Plant, the operators also maintain nine sewer lift stations and one stormwater lift station throughout town.

The treatment process consists of two lagoons. When waste enters the plant, it is screened and enters the smaller 3 acre lagoon for primary treatment. After that it is disinfected and flows into the larger 40 acre lagoon. Here, it mixes with the waste from the Boise Paper Mill. After the Secondary treatment, it is discharged into the Columbia River. The typical flows to the river are between 6 and 10 million gallons per day.

## Public Works - Wastewater Treatment Plant – Secondary

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Personal Services								
018 019	401000	Salary	298,107	262,733	307,324	213,410	213,410	213,410
018 019	424000	Non-represented comp	9,284	9,100	9,626	-	-	-
018 019	422000	Longevity	1,259	541	627	600	600	600
018 019	411000	Standby	6,539	3,899	4,000	11,880	11,880	11,880
018 019	409000	Overtime	9,868	7,177	6,000	13,230	13,230	13,230
018 019	415000	SSI taxes	24,723	21,659	25,020	18,290	18,290	18,290
018 019	416000	Retirement	73,642	54,612	67,082	55,810	55,810	55,810
018 019	417000	Workers comp	3,955	3,510	4,200	5,040	5,040	5,040
018 019	418000	Medical benefits	51,757	50,826	59,289	53,240	53,240	53,240
018 019	419000	Disability/life ins	906	805	1,000	760	760	760
018 019	438000	VEBA	44,270	4,869	5,350	4,270	4,270	4,270
018 019	471000	PF health	737	1,074	1,000	1,260	1,260	1,260
018 019	420000	Unemployment	-	-	500	-	-	-
018 019	449100	Direct labor charge	-	-	-	(188,890)	(188,890)	(188,890)
018 019	449100	Direct labor charge	-	-	-	26,180	26,180	26,180
Total Personal Services			525,046	420,804	491,018	215,080	215,080	215,080
Materials and Services								
018 019	454000	Attorney	-	-	-	12,380	12,380	12,380
018 019	455000	Insurance	15,648	14,698	20,362	20,040	20,040	20,040
018 019	457000	Office supplies	2,322	52	500	500	500	500
018 019	458000	Telecommunication expens	2,221	1,650	1,800	1,800	1,800	1,800
018 019	459000	Utilities	1,573	1,504	1,950	2,000	2,000	2,000
018 019	463000	Auditing	5,377	5,743	6,056	6,500	6,500	6,500
018 019	470000	Building expense	7,907	944	4,000	4,000	4,000	4,000
018 019	472000	Lab testing	55,155	30,244	20,000	25,000	25,000	25,000
018 019	473000	Miscellaneous	6,394	3,727	4,800	5,000	5,000	5,000
018 019	475000	NPDES permit fees	54,840	59,745	54,495	70,000	70,000	70,000
018 019	490000	Professional developments	758	759	1,000	1,250	1,250	1,250
018 019	500000	Information services	3,061	1,854	2,500	3,500	3,500	3,500
018 019	501000	Operating materials	8,682	10,170	20,000	24,000	24,000	24,000
018 019	502000	Equipment expense	32,113	8,387	40,000	40,000	40,000	40,000
018 019	508000	Janitorial services	1,810	1,927	1,957	-	-	-
018 019	515000	Internal maint expense	30,844	33,137	36,980	44,380	44,380	44,380
018 019	531000	Gasoline expense	-	-	1,000	1,250	1,250	1,250
018 019	534000	Electrical energy	461,819	180,490	200,000	109,500	109,500	109,500
018 019	553000	Landscaping maintenance	-	46	2,500	2,500	2,500	2,500
018 019	554000	Contractual/consulting serv	19,416	5,460	65,000	15,000	15,000	15,000
018 019	555000	Boat expense moorage	-	-	2,500	2,500	2,500	2,500
018 019	579100	Indirect cost allocation	-	-	-	71,070	72,320	72,320
Total Materials and Services			709,942	360,536	487,400	462,170	463,420	463,420

## Public Works - Wastewater Treatment Plant – Secondary

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		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Capital Outlay							
018 019 575000	Equipment	9,934	-	75,000	-	-	-
018 019 581000	Construction expense	-	-	40,000	-	-	-
	Total Capital Otutlay	9,934	-	115,000	-	-	-
018 019 6xxxxx	Transfers	-	-	-	-	-	-
018 019 596000	Contingency	-	-	-	-	-	-
		-	-	-	-	-	-
	Total Secondary expenses	1,244,922	781,341	1,093,418	677,250	678,500	678,500



## Public Works - Wastewater Treatment Plant – Primary

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		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Personal Services							
018 020 401000	Salary	224,474	183,899	198,922			
018 020 422000	Longevity	979	222	213			
018 020 424000	Non-represented comp	5,254	4,664	4,998			
018 020 411000	Standby	6,539	3,899	4,000			
018 020 409000	Overtime	9,766	6,850	6,000			
018 020 415000	SSI taxes	18,669	15,221	16,342			
018 020 416000	Retirement	55,217	37,252	43,815			
018 020 417000	Workers comp	3,792	3,338	4,200			
018 020 418000	Medical benefits	37,091	35,384	40,649			
018 020 419000	Disability/life ins	676	593	1,000			
018 020 420000	Unemployment	-	-	50			
018 020 471000	PF health	587	816	900			
018 020 438000	VEBA	42,784	3,476	3,525			
018 020 449100	Direct labor charge	-	-	-	134,670	134,670	134,670
Total Personal Services		405,828	295,615	324,614	134,670	134,670	134,670

## Public Works - Wastewater Treatment Plant – Primary

		Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Materials and Services							
018 020 454000	Attorney	-	-	-	12,370	12,370	12,370
018 020 455000	Insurance	14,338	13,459	18,645	20,040	20,040	20,040
018 020 457000	Office supplies	2,527	52	500	500	500	500
018 020 458000	Telephone expense	18,920	1,650	2,500	2,500	2,500	2,500
018 020 459000	Utilities	1,775	1,887	2,250	2,500	2,500	2,500
018 020 463000	Auditing	874	1,934	2,022	2,200	2,200	2,200
018 020 470000	Building expense	7,907	944	3,300	3,500	3,500	3,500
018 020 472000	Lab testing	13,669	8,112	30,000	30,000	30,000	30,000
018 020 473000	Miscellaneous	6,643	6,999	7,200	10,000	10,000	10,000
018 020 475000	NPDES permit fees	12,311	3,918	5,000	5,000	5,000	5,000
018 020 485000	Dredging expense	-	-	-	-	-	-
018 020 490000	Professional developments	758	759	1,000	1,250	1,250	1,250
018 020 500000	Information services	1,371	1,644	2,000	3,500	3,500	3,500
018 020 501000	Operating materials & supp	8,252	10,686	12,500	15,000	15,000	15,000
018 020 502000	Equipment expense	41,933	21,842	29,500	30,000	30,000	30,000
018 020 508000	Janitorial services	1,810	1,927	1,906	-	-	-
018 020 515000	Internal maint expense	20,563	22,091	24,653	29,580	29,580	29,580
018 020 517000	Secondary trt charges	88,740	255,735	416,984	-	-	-
018 020 527000	Hypochlorite expense	23,678	32,546	40,000	40,000	40,000	40,000
018 020 531000	Gasoline expense	-	-	600	1,250	1,250	1,250
018 020 534000	Electrical energy	46,124	48,739	55,000	40,500	40,500	40,500
018 020 553000	Landscaping/maint	-	46	2,500	2,500	2,500	2,500
018 020 554000	Contractual/consulting	4,791	-	40,000	15,000	15,000	15,000
018 020 579100	Indirect cost allocation	-	-	-	116,810	119,070	119,070
Total Materials and Services		316,985	434,969	698,060	384,000	386,260	386,260
018 020 575000	Equipment	25,867	-	111,000			
018 020 581000	Construction expense	-	82,616	870,000			
		25,867	82,616	981,000	-	-	-
018 020 588000	Transfer	-	-	-	-	-	-
		-	-	-	-	-	-
Total Primary Treatment Expense		748,680	813,200	2,003,674	518,670	520,930	520,930

## **Public Works - Wastewater Treatment Plant – Pumps**

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The WWTP maintains ten lift stations, nine sanitary sewer and one stormwater. A liftstation collects water from an area in a low point and then pumps it up to a higher point in the collection system where it will flow downhill to the treatment plant. The size of the lift stations varies. In the summer, a small lift station will pump as little as 4000 gallons per month. In the winter a larger lift station will pump as much as 4 million gallons per month or 130,000 gallons per day. In each of our lift stations there are two pumps, controls and electronics that need to be maintained.

### **Accomplishments**

In 2010-11 the WWTP purchased an emergency lift station. We will be able to use this piece of equipment at almost any of our lift stations in case of catastrophic failure. This unit will also be able to bypass areas of the collection system for routine maintenance or in an emergency.

### **Goals and Objectives**

The WWTP's main goal is to maintain the lift stations to prevent any and all overflows in the sewer system. By keeping them running smoothly we also reduce the potential for after hour call-outs and overtime.

### **Workload Indicators**

Each lift station is checked twice a week to record run hours, check pump status and general condition. Two lift stations have vacuum systems that need to be primed on a regular basis. Also, each lift station wetwell is inspected, vacuumed out and/or pressure washed monthly.

## Public Works - Wastewater Treatment Plant – Pumps

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Personal Services							
018 022	401000						
	Salary						
018 022	424000						
	Non-represented comp						
018 022	422000						
	Longevity						
018 022	411000						
	Standby						
018 022	409000						
	Overtime						
018 022	415000						
	SSI taxes						
018 022	416000						
	Retirement						
018 022	417000						
	Workers comp						
018 022	418000						
	Medical benefits						
018 022	419000						
	Disability/life ins						
018 022	420000						
	Unemployment						
018 022	438000						
	VEBA						
018 022	449100						
	Direct labor charge	-	-	-	79,210	79,210	79,210
	Total Personal Services	-	-	-	79,210	79,210	79,210
Materials and Services							
018 022	490000				1,000	1,000	1,000
	Professional development				1,000	1,000	1,000
018 022	501000				1,000	1,000	1,000
	Operating materials & supplies				1,000	1,000	1,000
018 022	502000				5,000	5,000	5,000
	Equipment expense				5,000	5,000	5,000
018 022	459000				21,300	21,300	21,300
	Utilities				21,300	21,300	21,300
018 022	554000				1,500	1,500	1,500
	Professional services				1,500	1,500	1,500
018 022	579100				4,350	4,350	4,350
	Indirect cost allocation	-	-	-	4,350	4,350	4,350
	Total Materials and Services	-	-	-	34,150	34,150	34,150
018 022	692000						
	Transfers						
018 022	596000				15,000	15,000	15,000
	Contingency				15,000	15,000	15,000
	Total Pumps expense	-	-	-	128,360	128,360	128,360

## Public Works – Storm Drainage

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2008-09	2009-10	2010-11	2011-12	2011-12	2011-12
Personal Services									
018 021	401000	Salary		141,889	128,720	153,195			
018 021	422000	Longevity		1,269	1,265	1,338			
018 021	424000	Non-represented comp		1,486	1,613	1,690			
018 021	411000	Standby		666	719	1,000			
018 021	409000	Overtime		819	901	1,200			
018 021	415000	SSI taxes		10,857	10,046	12,081			
018 021	416000	Retirement		34,423	26,929	32,390			
018 021	417000	Workers comp		1,934	1,855	2,300			
018 021	418000	Medical benefits		33,002	31,250	38,587			
018 021	419000	Disability/life ins		498	426	650			
018 021	420000	Unemployment		-	-	50			
018 021	438000	VEBA		2,898	2,558	2,986			
018 021	471000	PF health		484	406	400			
018 021	449100	Direct labor charge		-	-	-	211,100	211,100	211,100
Total Personal Services				230,227	206,685	247,867	211,100	211,100	211,100
Materials and Services									
018 021	455000	Insurance		1,814	1,717	2,378	-	-	-
018 021	458000	Telephone expense					100	100	100
018 021	463000	Auditing		1,309	468	435	440	440	440
018 021	473000	Miscellaneous		538	28	2,000	2,000	2,000	2,000
018 021	490000	Professional devel & convey		-	-	500	500	500	500
018 021	500000	Information services		-	-	-	-	-	-
018 021	501000	Operating materials & supp		22,716	10,911	17,500	18,000	18,000	18,000
018 021	502000	Equipment expense		-	528	15,000	15,000	15,000	15,000
018 021	515000	Internal maint expense		10,281	11,046	12,327	14,790	14,790	14,790
018 021	534000	Electrical energy			389		500	500	500
018 021	551000	In lieu of franchise		36,263	38,319	41,140	46,950	67,000	67,000
018 021	554000	Contractual/consulting		15,314	303,436	-	15,000	15,000	15,000
018 021	561000	Emergency services				10,000	10,000	10,000	10,000
018 021	579100	Indirect cost allocation		-	-	-	99,600	100,890	100,890
Total Materials and Services				88,235	366,840	101,280	222,880	244,220	244,220
018 021	581000	Construction expense		906,859	167,708	900,000	-	-	-
				906,859	167,708	900,000	-	-	-
018 021	692000	Transfers - Replacement					162,500	162,500	162,500
018 021	692000	Transfers - Storm SDC					939,930	939,930	939,930
018 021	596000	Contingency					200,000	200,000	200,000
				-	-	-	1,302,430	1,302,430	1,302,430
<b>Sewer - Stormwater expenditures:</b>				1,225,321	741,234	1,249,147	1,736,410	1,757,750	1,757,750
Total Sewer Fund expenditures				5,718,986	6,326,753	12,989,755	7,453,550	7,467,640	7,467,640
Unappropriated ending fund bala				3,624,249	3,603,009	2,199,185	1,000,740	986,650	986,650

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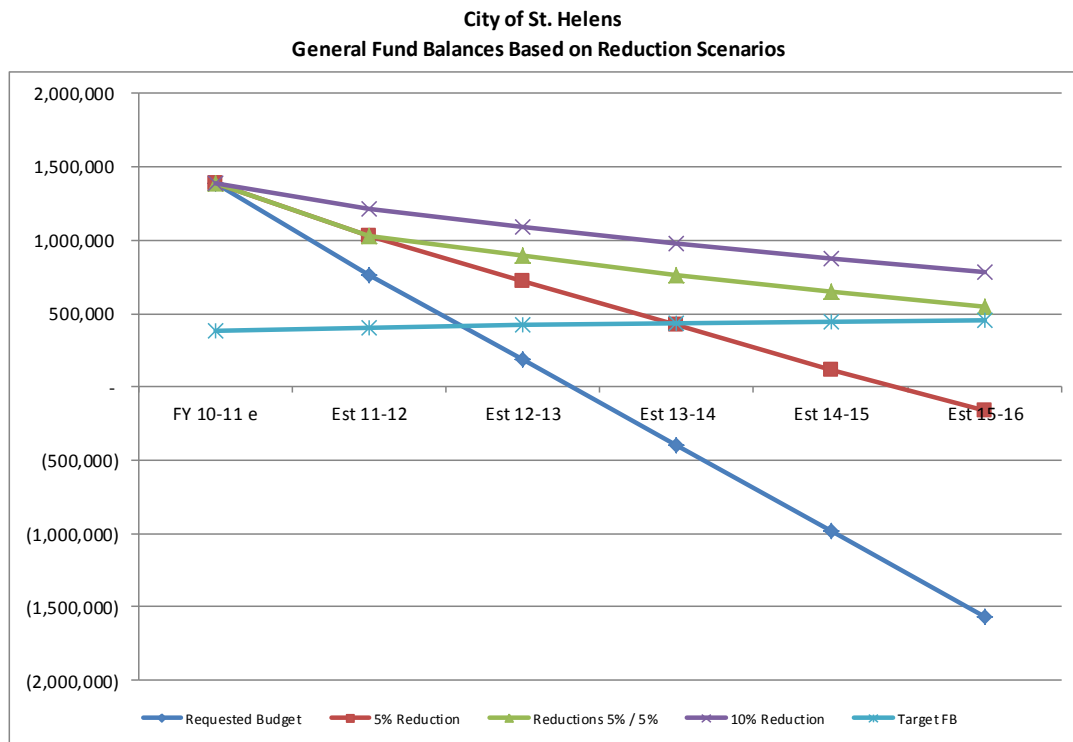
**Five Year Forecasts  
General Fund  
Water Fund  
Sewer Fund**

**And Budget Reduction Assessments**

## Five Year Forecasts

The long-term forecast illustrates that if no budget reductions or alternative revenue sources were identified for the next budget cycle, that General Fund reserves would fall below the minimum the acceptable fund balance (10% of operating expenditures) in the next 18 to 24 months. Council instructed staff to run the following scenarios of budget reductions: in FY 11-12 budget, reduce the budget by 5% and then by 10%, then run a two year 10% reduction with 5% in the first year and another 5% in the second. In addition, the same scenario testing were also conducted on the Water and Sewer utility funds as well. The results of each of the scenarios are illustrated in the charts below.

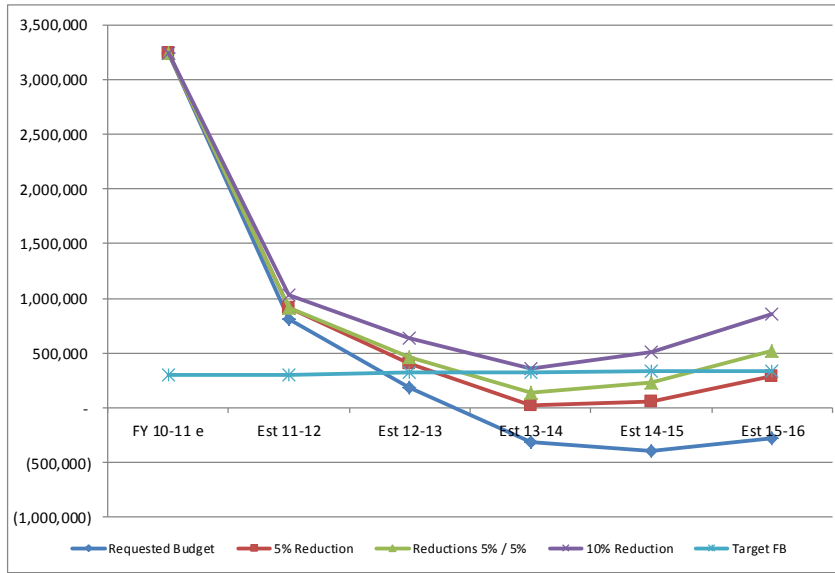
Based on this analysis, council instructed staff to prepare the proposed budget based on a reduction of 5%, the continued vacancies of three positions, and the elimination of non-representation pay.



	FY 10-11 e	Est 11-12	Est 12-13	Est 13-14	Est 14-15	Est 15-16
Requested Budget	1,382,720	764,990	188,709	(395,601)	(984,157)	(1,565,364)
5% Reduction	1,382,720	1,029,700	724,829	420,169	119,503	(164,964)
Reductions 5% / 5%	1,382,720	1,029,700	895,079	765,839	645,763	547,426
10% Reduction	1,382,720	1,209,660	1,089,289	974,739	869,793	787,036
Target FB	378,124	400,000	420,000	430,000	440,000	450,000

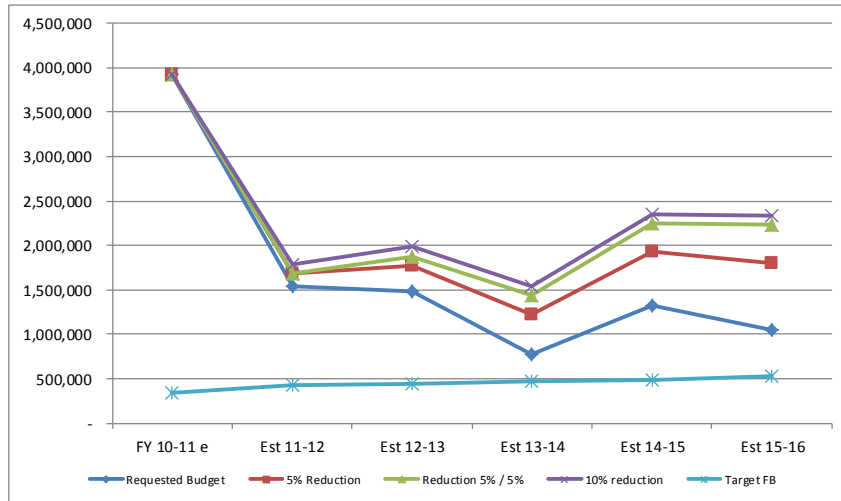


**City of St. Helens**  
**Water Fund Balance - Based on Budget Reduction Scenarios (assumes 12% rate slope)**



	FY 10-11 e	Est 11-12	Est 12-13	Est 13-14	Est 14-15	Est 15-16
Requested Budget	3,246,472	807,672	188,914	(314,511)	(389,677)	(274,914)
5% Reduction	3,246,472	917,622	410,085	17,717	59,501	291,162
Reductions 5% / 5%	3,246,472	917,622	467,285	134,333	231,756	521,284
10% Reduction	3,246,472	1,027,572	631,256	353,946	508,679	857,237
Target FB	302,800	305,900	322,700	319,500	338,500	335,700
	3,246,472	917,622	467,285	134,333	231,756	521,284

**City of St. Helens**  
**Sewer Fund Balance - Based on Budget Reduction Scenarios (assuming 10% rate slope)**

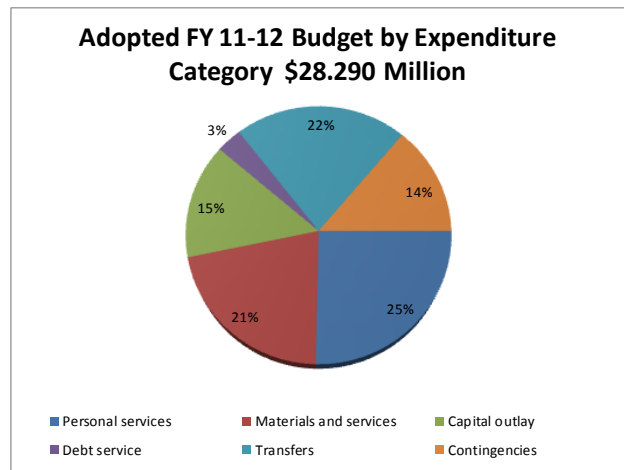
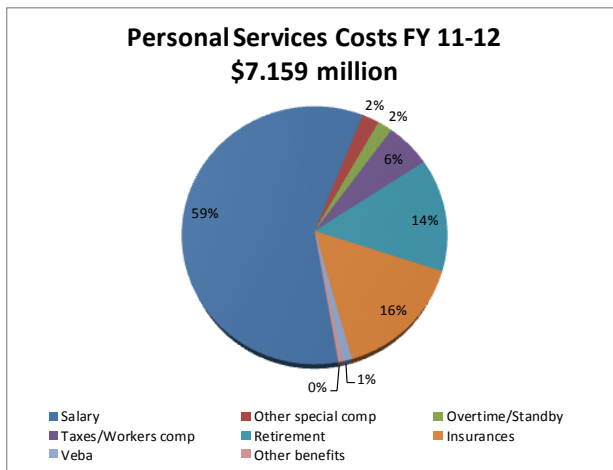


	FY 10-11 e	Est 11-12	Est 12-13	Est 13-14	Est 14-15	Est 15-16
Requested Budget	3,925,490	1,539,040	1,478,434	774,690	1,329,274	1,047,632
5% Reduction	3,925,490	1,686,240	1,775,000	1,222,853	1,931,332	1,805,951
Reduction 5% / 5%	3,925,490	1,686,240	1,879,700	1,433,144	2,248,131	2,230,205
10% reduction	3,925,490	1,790,940	1,985,291	1,539,652	2,355,585	2,338,633
Target FB	347,300	432,000	449,700	474,500	483,000	524,000

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## Personal Services Costs



### Personal Services Costs - By Expenditures

Salaries and wages	
Salary	4,214,450
Other special comp	153,680
Overtime/Standby	135,070
<b>Total salaries and wages</b>	<b>4,503,200</b>
Taxes/Workers comp	406,910
Retirement	1,016,150
Insurances	1,117,470
Veba	80,880
Other benefits	34,650
<b>Total benefits</b>	<b>2,656,060</b>
<b>Total personal services</b>	<b>7,159,260</b>

### Total Approved Budget - By Expenditures

Personal services	7,159,260
Materials and services	6,059,300
Capital outlay	4,101,170
Debt service	912,810
Transfers	6,141,820
Contingencies	3,915,380
<b>Total expenditures</b>	<b>28,289,740</b>
Unappropriated reserves	5,217,470
<b>Total Requirements</b>	<b>33,507,210</b>

# Staffing Complement

Dept	Divisions	Job titled	Total		General Fund							Building	Streets	Fleet
			FTE	Personal Costs	City Council	Planning	Courts	Police	Library	Parks	Non-Dept			
Administration														
	Administration	City Administrator	1.00	162,050				-	-	-	-	-	-	-
	<b>Administration Total</b>		1.00	162,050				-	-	-	-	-	-	-
	City Recorder / Human Resources	Administrative Assistant	1.00	84,180				-	-	-	-	-	-	-
		City Recorder I	1.00	104,520				-	-	-	-	-	-	-
	<b>City Recorder / Human Resources Total</b>		2.00	188,700				-	-	-	-	-	-	-
	Courts	Court Clerk	1.00	76,180				76,180	-	-	-	-	-	-
		Legal Assistant	1.00	50,700				50,700	-	-	-	-	-	-
		Municipal Judge	1.00	94,800				94,800	-	-	-	-	-	-
		Prosecuting Attorney	1.00	109,250				109,250	-	-	-	-	-	-
	<b>Courts Total</b>		4.00	330,930				330,930	-	-	-	-	-	-
	Finance	Accounting Assistant	2.00	168,340				-	-	-	-	-	-	-
		Finance Director	1.00	131,450				-	-	-	-	-	-	-
		Utility Billing Specialist	2.00	132,730				-	-	-	-	-	-	-
	<b>Finance Total</b>		5.00	432,520				-	-	-	-	-	-	-
	<b>Administration Total</b>		12.00	1,114,200				330,930	-	-	-	-	-	-
City Council														
	City Council	Council President	1.00	6,470	6,470				-	-	-	-	-	-
		Councilor	3.00	19,410	19,410				-	-	-	-	-	-
		Mayor	1.00	6,470	6,470				-	-	-	-	-	-
	<b>City Council Total</b>		5.00	32,350	32,350				-	-	-	-	-	-
Library														
	Library	Librarian I	1.00	74,500				-	74,500	-	-	-	-	-
		Librarian Tech II	1.00	72,390				-	72,390	-	-	-	-	-
		Library Director	1.00	112,710				-	112,710	-	-	-	-	-
		PT Librarian I	0.70	49,210				-	49,210	-	-	-	-	-
		PT Library Assistant	1.50	50,780				-	50,780	-	-	-	-	-
	<b>Library Total</b>		5.20	359,590				-	359,590	-	-	-	-	-
Police														
	Police	Chief of Police	1.00	121,050				-	121,050	-	-	-	-	-
		Code Enforcement Officer	1.00	84,180				-	84,180	-	-	-	-	-
		Detective	2.00	220,840				-	220,840	-	-	-	-	-
		Lieutenant	1.00	147,120				-	147,120	-	-	-	-	-
		Patrolman	9.00	963,200				-	844,230	-	-	-	-	-
		Police Office Specialist	1.00	75,550				-	75,550	-	-	-	-	-
		Sergeant	4.00	552,510				-	552,510	-	-	-	-	-
	<b>Police Total</b>		19.00	2,164,450				-	2,045,480	-	-	-	-	-
Public Works														
	Administration	PW Director	1.00	149,160				-	-	-	-	-	-	-
	<b>Administration Total</b>		1.00	149,160				-	-	-	-	-	-	-
	Engineering	Civil Engr/Suprv	1.00	115,990				-	-	-	-	-	17,400	-
		Construction Inspector	1.00	98,110				-	-	-	-	-	-	-
		Eng Tech I / Lat.Prc	1.00	76,720				-	-	-	-	-	-	-
		Engineering Tech II	2.00	205,180				-	-	-	-	-	25,020	-
		Engr.Tech II/Pre-Trmt	1.00	86,410				-	-	-	-	-	-	-
		Temp GIS Intern/Eng	0.70	45,400				-	-	-	-	-	-	-
	<b>Engineering Total</b>		6.70	627,810				-	-	-	-	-	42,420	-
	Operations	Collection Operator	1.00	87,030				-	-	-	-	-	-	-
		Parks Field Supervisor	1.00	108,600				-	-	54,300	-	-	-	-
		PW Field Supr/safety	1.00	111,820				-	-	-	-	-	27,960	-
		PW Office Assitant	1.00	68,080				-	-	-	-	-	-	-
		PW Supervisor	1.00	135,110				-	-	-	-	-	33,780	-
		Seasonal PT	2.00	43,300				-	-	-	-	-	-	-
		Utility Craftsman	1.00	80,740				-	-	-	-	-	-	-
		Utility I	4.00	296,130				-	-	-	-	-	68,730	-
		Utility II	6.00	487,050				-	-	44,730	-	-	-	-
		Utility Plumber	1.00	85,050				-	-	-	-	-	-	-
		Water Systems Operator	1.00	92,690				-	-	-	-	-	-	-
	<b>Operations Total</b>		20.00	1,595,600				-	-	99,030	-	-	130,470	-
	Operations - Fleet	Mechanic II	1.00	92,910				-	-	-	-	-	-	92,910
		Mechanic II	1.00	92,220				-	-	-	-	-	-	92,220
	<b>Operations - Fleet Total</b>		2.00	185,130				-	-	-	-	-	-	185,130
	Operations - Wfp	Water Filtration Opr	1.00	90,880				-	-	-	-	-	-	-
		Water treatment Operator	1.00	95,870				-	-	-	-	-	-	-
	<b>Operations - Wfp Total</b>		2.00	186,750				-	-	-	-	-	-	-
	Wastewater Treatment	Utility I	1.00	60,890				-	-	-	-	-	-	-
		WWTP Operator II	1.00	82,630				-	-	-	-	-	-	-
		WWTP Operator III	1.00	99,010				-	-	-	-	-	-	-
		WWTP Superintendent	1.00	135,260				-	-	-	-	-	-	-
	<b>Wastewater Treatment Total</b>		4.00	377,790				-	-	-	-	-	-	-
	<b>Public Works Total</b>		35.70	3,122,240				-	-	99,030	-	-	172,890	185,130
Community Development														
	Building	Building Official	1.00	121,360				-	-	1,210	-	113,490	1,210	-
		Building Secretary	0.70	48,080				-	13,940	7,210	10,100	10,100	-	-
	<b>Building Total</b>		1.70	169,440				-	13,940	8,420	10,100	123,590	1,210	-
	Planning	City Planner	1.00	101,280			65,830	3,040	-	-	-	9,620	-	-
		Planning Secretary	1.00	62,000			27,900	-	-	-	9,300	6,200	-	-
	<b>Planning Total</b>		2.00	163,280			93,730	3,040	-	3,040	9,300	15,820	-	-
	<b>Community Development Total</b>		3.70	332,720			93,730	13,940	3,040	-	11,460	19,400	139,410	1,210
	<b>Grand Total</b>		80.60	7,125,550	32,350	93,730	344,870	2,048,520	359,590	110,490	19,400	139,410	174,100	185,130
	Clothing Allowance			16,550				16,550						
	Overtime			13,760				13,760						
	PF health			3,400				2,800	600					
	<b>Total Personal Services</b>			7,159,260				2,081,630	360,190					

Schedule continued on next page

# Staffing Complement

Dept	Divisions	Job titled	Administrative Services			Public Works		Water		Sewer				
			Admin	City Recorder	Finance	Admin	Engineer	Distrib.	Filtration Plant	Collection	Pumps	Secondary	Primary	Storm
Administration	Administration	City Administrator	162,050	-	-	-	-	-	-	-	-	-	-	-
	Administration Total		162,050	-	-	-	-	-	-	-	-	-	-	-
	City Recorder / Human Resources	Administrative Assistant	-	84,180	-	-	-	-	-	-	-	-	-	-
		City Recorder I	-	104,520	-	-	-	-	-	-	-	-	-	-
	City Recorder / Human Resources Total		-	188,700	-	-	-	-	-	-	-	-	-	-
Courts	Courts	Court Clerk	-	-	-	-	-	-	-	-	-	-	-	-
		Legal Assistant	-	-	-	-	-	-	-	-	-	-	-	-
		Municipal Judge	-	-	-	-	-	-	-	-	-	-	-	-
		Prosecuting Attorney	-	-	-	-	-	-	-	-	-	-	-	-
	Courts Total		-	-	-	-	-	-	-	-	-	-	-	-
Finance	Finance	Accounting Assistant	-	-	168,340	-	-	-	-	-	-	-	-	-
		Finance Director	-	-	131,450	-	-	-	-	-	-	-	-	-
		Utility Billing Specialist	-	-	132,730	-	-	-	-	-	-	-	-	-
	Finance Total		-	-	432,520	-	-	-	-	-	-	-	-	-
Administration Total			162,050	188,700	432,520	-	-	-	-	-	-	-	-	-
City Council	City Council	Council President	-	-	-	-	-	-	-	-	-	-	-	-
		Councilor	-	-	-	-	-	-	-	-	-	-	-	-
		Mayor	-	-	-	-	-	-	-	-	-	-	-	-
	City Council Total		-	-	-	-	-	-	-	-	-	-	-	-
Library	Library	Librarian I	-	-	-	-	-	-	-	-	-	-	-	-
		Librarian Tech II	-	-	-	-	-	-	-	-	-	-	-	-
		Library Director	-	-	-	-	-	-	-	-	-	-	-	-
		PT Librarian I	-	-	-	-	-	-	-	-	-	-	-	-
		PT Library Assistant	-	-	-	-	-	-	-	-	-	-	-	-
	Library Total		-	-	-	-	-	-	-	-	-	-	-	-
Police	Police	Chief of Police	-	-	-	-	-	-	-	-	-	-	-	-
		Code Enforcement Officer	-	-	-	-	-	-	-	-	-	-	-	-
		Detective	-	-	-	-	-	-	-	-	-	-	-	-
		Lieutenant	-	-	-	-	-	-	-	-	-	-	-	-
		Patrolman	-	-	-	-	59,480	-	23,790	-	15,470	14,280	5,950	
		Police Office Specialist	-	-	-	-	-	-	-	-	-	-	-	
		Sergeant	-	-	-	-	-	-	-	-	-	-	-	
	Police Total		-	-	-	-	59,480	-	23,790	-	15,470	14,280	5,950	
Public Works	Administration	PW Director	-	-	149,160	-	-	-	-	-	-	-	-	
	Administration Total		-	-	149,160	-	-	-	-	-	-	-	-	
	Engineering	Civil Engr/Suprv	-	-	-	-	46,390	-	34,800	-	5,800	5,800	5,800	
		Construction Inspector	-	-	-	-	29,430	-	39,240	-	4,910	4,910	19,620	
		Eng Tech I / Lat.Prc	-	-	-	-	-	-	76,720	-	-	-	-	
		Engineering Tech II	-	-	-	-	25,040	-	103,820	-	-	-	51,300	
		Engr. Tech II/Pre-Trmt	-	-	-	-	-	-	43,200	-	-	-	43,210	
		Temp GIS Intern/Eng	-	-	-	-	22,700	-	22,700	-	-	-	-	
	Engineering Total		-	-	-	-	123,560	-	320,480	-	10,710	10,710	119,930	
	Operations	Collection Operator	-	-	-	-	21,760	-	43,510	-	-	-	21,760	
		Parks Field Supervisor	-	-	-	-	27,150	-	27,150	-	-	-	-	
		PW Field Supr/safety	-	-	-	-	41,930	-	30,750	-	-	-	11,180	
		PW Office Assitant	-	-	-	-	34,040	-	23,830	-	-	-	10,210	
		PW Supervisor	-	-	-	-	50,660	-	37,160	-	-	-	13,510	
		Seasonal PT	-	-	-	-	21,650	-	21,650	-	-	-	-	
		Utility Craftsman	-	-	-	-	40,370	-	40,370	-	-	-	-	
		Utility I	-	-	-	-	74,270	-	127,600	-	-	-	25,530	
		Utility II	-	-	-	-	227,040	-	215,280	-	-	-	-	
		Utility Plumber	-	-	-	-	63,790	-	21,260	-	-	-	-	
		Water Systems Operator	-	-	-	-	69,520	-	23,170	-	-	-	-	
	Operations Total		-	-	-	-	672,180	-	611,730	-	-	-	82,190	
	Operations - Fleet	Mechanic II	-	-	-	-	-	-	-	-	-	-	-	
		Mechanic II	-	-	-	-	-	-	-	-	-	-	-	
	Operations - Fleet Total		-	-	-	-	-	-	-	-	-	-	-	
	Operations - W/p	Water Filtration Opr	-	-	-	-	-	90,880	-	-	-	-	-	
		Water treatment Operator	-	-	-	-	-	95,870	-	-	-	-	-	
	Operations - W/p Total		-	-	-	-	-	186,750	-	-	-	-	-	
	Wastewater Treatment	Utility I	-	-	-	-	-	-	-	30,440	30,450	-	-	
		WWTP Operator II	-	-	-	-	-	-	20,650	41,320	20,660	-	-	
		WWTP Operator III	-	-	-	-	-	-	24,750	49,510	24,750	-	-	
		WWTP Superintendent	-	-	-	-	-	-	33,810	67,630	33,820	-	-	
	Wastewater Treatment Total		-	-	-	-	-	-	79,210	188,900	109,680	-	-	
Public Works Total			-	-	149,160	-	795,740	186,750	932,210	79,210	199,610	120,390	202,120	
Community Development	Building	Building Official	-	-	-	-	1,210	-	1,210	-	-	-	3,030	
		Building Secretary	-	6,730	-	-	-	-	-	-	-	-	-	
	Building Total		-	6,730	-	-	1,210	-	1,210	-	-	-	3,030	
	Planning	City Planner	2,030	-	-	-	17,720	-	-	-	-	-	-	
		Planning Secretary	-	6,200	9,300	-	3,100	-	-	-	-	-	-	
	Planning Total		2,030	6,200	9,300	-	20,820	-	-	-	-	-	-	
Community Development Total			2,030	12,930	9,300	-	20,820	1,210	-	1,210	-	-	3,030	
Grand Total			164,080	201,630	441,820	149,160	20,820	856,430	186,750	957,210	79,210	215,080	134,670	211,100
	Clothing Allowance													
	Overtime													
	PF health													
	Total Personal Services													

Continued from previous page

**City of St Helens  
Personal Services Cost Summary**

**Salaries and Wages**

**Salary**

Salary represents employee’s base pay. This is set annually by resolution during the budget process (reference attachment A). Table A below reflects the summary of positions and costs:

Table A - Salary and FTE by Department and Division				
Dept	Divisions	FTE	401000 Salary	402000 Seasonal
Administration	Administration	1.0	105,970	-
	City Recorder / Hu	2.0	113,950	-
	Courts	4.0	219,760	-
	Finance	5.0	259,540	-
<b>Administration Total</b>		<b>12.0</b>	<b>699,220</b>	<b>-</b>
City Council		5.0	30,000	-
<b>City Council Total</b>		<b>5.0</b>	<b>30,000</b>	<b>-</b>
Library	Library	5.2	235,710	-
<b>Library Total</b>		<b>5.2</b>	<b>235,710</b>	<b>-</b>
Police	Police	19.0	1,171,780	-
<b>Police Total</b>		<b>19.0</b>	<b>1,171,780</b>	<b>-</b>
Public Works	Administration	1.0	98,260	-
	Engineering	6.7	395,250	-
	Operations	20.0	909,660	39,250
	Fleet	2.0	105,760	-
	WFP	2.0	103,250	-
	WWTP	4.0	213,410	-
<b>Public Works Total</b>		<b>35.7</b>	<b>1,825,590</b>	<b>39,250</b>
Community De	Administration	0.0	-	-
	Building	1.7	100,920	-
	Planning	2.0	111,980	-
<b>Community Development Total</b>		<b>3.7</b>	<b>212,900</b>	<b>-</b>
<b>Grand Total</b>		<b>80.6</b>	<b>4,175,200</b>	<b>39,248</b>

Please note counts and salaries also include 1 contract FTE (appointed Court Judge) and the City Council stipend (5 FTE). The net FTE after backing out Contract and Council is 74.6 FTE.

**Seasonal**

Represents wages paid to part-time seasonal employees (usually summer hired to handle increase demands associated with parks, streets and utilities). The proposed budget anticipates utilization of approximately 8 seasonal staff working a total of 4,160 hours (2 FTE) and totals \$39,248.

## Longevity

Longevity represents compensation in recognition of employees' length of service. The compensation is a fixed monthly amount and is provided to all employees other than Management and Police. Table B reflects the current longevity stipends paid.

Years of Service	ASCFME and Non-represented	Police Clerk Union Members	FTE	Annual Amount
After 5 years	\$30.00/mo.	\$35.00/mo.	8	\$ 2,880
After 10 years	\$50.00/mo.	\$55.00/mo.	10	\$ 6,060
After 15 years	\$75.00/mo.	\$75.00/mo.	12	\$ 10,800

## DPSST Certification

DPSST compensation is in recognition of sworn police officers obtaining Department of Public Safety Standards and Training certification. Officers that obtain an intermediate certification receive 2.5% of their base salary and officers that obtain an advance certification receive 10% of their base salary. Of the 17 sworn officers complement (excluding the Chief of Police and Lieutenant) 6 offices have intermediate certification and 7 offices have advance certifications.

## Physical Fitness Incentive

All full-time permanent police officers are eligible to participate in the fitness program that will qualify them for incentive pay if they meet the fitness standards for body fat, lean body mass, and heart recovery. Incentive pay for a police officer is:

- 5% pay incentive at 40 percentile (16 out of 18 eligible positions, annual cost \$46,230)
- Plus \$20 pay incentive at 50 percentile
- Plus \$40 pay incentive at 60 percentile (all 16 positions passed the 60%, annual cost \$7,680)

Police Clerks and Code Enforcement Officer can qualify for incentive pay after successful passing of departmental job-related tests. Incentive pay is \$40.00 per month. (all positions passed, annual cost \$960)

## Other Compensation

### Lump-Sum Leave Payoff

Employees' accrued vacation time and earned compensation time (time off in-lieu of being paid over time) is paid off at the time the employee leaves the employment of the City. Employees' accrued sick leave, not to exceed 960 hours, is paid off at the time an employee retires from the City and is deposited in the employee's VEBA account. The accrued liability as of February 28, 2011 is reflected in Table D.

Table D - Accrued Liability	Accruals (in \$) - Liability as of 2-28-11					
Department	Comp Time (1)	Floating Holiday (2)	Vacation (3)	Paid upon Termination (4)	Sick Leave (5)	Paid upon Retirement (6)
Administration	3,697	1,683	38,294	43,673	49,557	49,557
Community Development	1,796	542	9,534	11,872	10,840	10,840
Library	60	708	5,906	6,674	21,081	21,081
Police	18,756	723	114,294	133,773	216,815	216,815
Public Works	16,931	4,309	94,273	115,513	208,971	208,971
Grand Total	41,240	7,965	262,301	311,506	507,264	507,264
Footnotes						
1 - Comp time is limited to 120 hours for SHPA and 80 hrs for AFSCME and Non-exempt Non-represented.						
2 - Floating holidays are on a use it or lose it basis by the close of the fiscal year (June 30).						
3 - Accrued liability paid off when employee leaves the City's employment.						
4 - Sick leave is limited to 150 days accrued. Amount reflects only the total sick leave accrued that is less than or equal to 120 days (960 hours). Per the Personnel Policies and Procedures, employees retiring from the City may elect to have up to 960 hours of sick time cashed out and deposited into their VEBA account.						
5 - Please note only paid out to an employee VEBA account if retiring from the City.						

### Standby

Standby compensation is paid to employees that are required to be available to respond to calls for service after regularly scheduled work hours and weekends. Employees receive eight (8) hours for each week of standby they are scheduled. Holidays that occur during the on-call week shall earn four (4) additional hours for each holiday during the week. Currently there are three people on standby on any given week (Public Works Operations, Water Filtration Plant Operations, and Waste Water Treatment Plant Operations).

### Holiday Pay

Police officers have a choice to accrue or receive an extra 8 hours pay if unable to schedule a day off for a recognized holiday.

### Overtime

All non-exempt employees are eligible for overtime pay at 1½ times their regular rate of pay.



## **Benefits**

### Social Security Income tax (SSI)

The City pays the employer portion of SSI – 6.2% of gross salaries for Social Security and 1.45% of gross salary for Medicare. In addition employees are withheld a like amount. Effective 1-1-2011, the employee’s portion of SSI was temporarily reduced by 2%.

### PERS

All employees automatically become a member of Public Employees’ Retirement System of the State of Oregon after six consecutive months of uninterrupted service in any position which requires at least 600 hours of work per year. The City pays the employer portion of PERS. The PERS rate increases effective July 1, 2011 are reflected in Table E.

	PERS rates FY 10-11			PERS rates FY 11-12			Projected Increase	
	Employer	Employee pick up	Total City Paid	Employer	Employee pick up	Total City Paid	Percent of Salary	Amount
Tier 1 & 2	14.51%	6.00%	20.51%	18.86%	6.00%	24.86%	4.35%	124,520
OPSRP General	12.37%	6.00%	18.37%	14.45%	6.00%	20.45%	2.08%	26,428
OPSRP Safety	15.08%	6.00%	21.08%	17.16%	6.00%	23.16%	2.08%	7,210
								158,158

### SAIF – Workers’ compensation insurance

The City pays SAIF insurance premiums that range between .114% for office clerical to 5.067% for street road construction employees.

### Medical

The City participates with the City-County Insurance Services (CIS) for providing employees with health, dental, and vision insurance coverage. The City pays 100% of the premium costs up to a defined premium cap for all employees. Premium costs in excess of these caps, employees are to contribute 50%. Currently only 6 employees exceed the City paid premium cap and contribute towards their premiums (\$2,170 of their combined \$104,598 premium costs or 2% of premiums). Based on the medical increases for FY 2011-12 and assuming an increase to the premium cap of 10% (past contracts), staff anticipates that none of the employees will be required to contribute towards health insurance premiums. Premium cost by coverage type is reflected in Table F.

Coverage	Count	Amount	Over Cap	Annual Costs	Increase
Employee	12	81,010	-	81,010	5,154
Employee plus 1	23	317,270	-	317,270	20,034
Employee plus 2 or more	37	718,980	-	718,980	50,472
<b>Total</b>	<b>72</b>	<b>1,117,260</b>	<b>-</b>	<b>1,117,260</b>	<b>75,660</b>

## Other Insurances

The City provides the following additional insurance coverage to employees

- Life Insurance – Hartford – City cost \$0.51 per month per employee. Coverage provides employees with term life insurance of \$1,000.
- Standard Life Insurance, Accidental Death and Dismemberment, and Short Term Disability – City cost \$10.56 per month per employee. Coverage provides employees \$15,000 in term life, up to \$15,000 for accidental death and dismemberment, and \$100 per week of salary continuation for 3 months if employee is disabled and unable to work.
- Long Term Disability – Hartford – City cost \$4.55 per month per employee. Coverage provides employees who are disabled salary continuation up to but not in excess of \$1,000 per month.

## HRA-VEBA Plan

The Voluntary Employees' Beneficiary Association for Public Employees is an established medical expense reimbursement plan which provides a tax-free account for employees to pay for medical, dental, and vision expenses that are not paid by any other insurance plans. The City contributes 2% (or a pro-rated amount for part-time employees) of base pay each month on behalf of the employees.

## Physical Fitness - membership dues

The City shall provide up to \$35 per month for full-time employee's participation in a physical fitness club.

## Clothing Allowance

The City pays annual clothing allowance as illustrated in Table G. Payments are made in semi-annual installments in January and July.

Coverage	Count	Amount / Employee	Total
Chief of Police	1	850	850
Lieutenant	1	1,150	1,150
Sergents	3	850	2,550
Sergeant Detective	1	1,150	1,150
Detectives	2	1,150	2,300
Officers	9	850	7,650
Clerks/Code Enforcement	2	450	900
Total	19	6,450	16,550

**Other benefits ancillary to base salary**

Vacation

All regular full-time employees shall earn annual vacation leave at the following rates illustrated in Table H.

<b>Table H - Vacation</b>				
Years of Service		Accrual		CAP
Greater than	Less Than or equal to	Hours / Month	Days per year	Balance not to exceed (hrs)
0	4	6.667	10.00	200
4	9	10.000	15.00	300
9	14	13.334	20.00	400
14	19	16.667	25.00	500
19		20.000	30.00	600

Sick Leave

All permanent and probationary employees shall accrue sick leave at the rate of one working day of leave for each calendar month worked up to one hundred fifty (150) days accumulated. During the probationary period for new employees, a minimum of thirty (30) days must be worked before any sick leave days can be used. At retirement accumulated sick leave days up to one hundred twenty (120) days (960 hours) will be paid to the retiring employee’s VEBA account.

Holidays

The City provides the following days off with pay.

1. New Year’s Day on January 1
2. Martin Luther King Jr. Day on the third Monday in January
3. President’s Day on the third Monday in February
4. Memorial Day on the last Monday in May
5. Independence Day on July 4
6. Labor Day on the first Monday in September
7. Veterans Day on November 11
8. Thanksgiving Day on the fourth Thursday in November
9. Day after Thanksgiving
10. Christmas Eve on December 24
11. Christmas Day on December 25
12. Two floating holidays to be taken between July 1 and June 30, or employee loses them

If a holiday falls on a Saturday, Friday will be taken off. If a holiday falls on a Sunday, Monday will be taken off.

City of St. Helens  
Compensation Plan FY 2011-12

Position	BU	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly Salary Range							
Library Tech. I	AFSCME	\$2,721	\$2,856	\$2,999	\$3,148	\$3,305	
Parks Utility I	AFSCME	\$2,721	\$2,856	\$2,999	\$3,148	\$3,305	
Municipal Court Clerk	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Receptionist/Utility Billing Specialist	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Utility Billing Specialist	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Utility Worker I	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Library Tech. II	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Legal Assistant	AFSCME	\$2,911	\$3,066	\$3,222	\$3,377	\$3,534	
Police Office Specialist (Current)	SHPA	\$2,752	\$2,911	\$3,075	\$3,248	\$3,438	\$3,631
Bldg/Admin Secretary	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
Planning Secretary	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
Public Works Office Assistant	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
WWTP Operator I	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
Code Enforcement Officer	SHPA	\$2,848	\$3,052	\$3,258	\$3,461	\$3,663	\$3,869
Accounting Assistant	Non-Rep	\$3,251	\$3,411	\$3,581	\$3,761	\$3,947	
Administrative Assistant	Non-Rep	\$3,251	\$3,411	\$3,581	\$3,761	\$3,947	
Parks Utility II	AFSCME	\$3,368	\$3,536	\$3,715	\$3,900	\$4,094	
Utility Worker II	AFSCME	\$3,368	\$3,536	\$3,715	\$3,900	\$4,094	
Librarian I	** AFSCME	\$3,537	\$3,825	\$3,940	\$4,059	\$4,180	
Collections System Operator	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Mechanic II	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Utility Craftsman	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Utility Plumber	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
WWTP Operator II	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Water Systems Operator	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Water System Filtration Operator	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Engineering Tech. I	AFSCME	\$3,803	\$3,989	\$4,189	\$4,398	\$4,617	
Water Treatment Operator	AFSCME	\$3,911	\$4,121	\$4,332	\$4,541	\$4,751	
Patrolmen	SHPA	\$3,531	\$3,787	\$4,004	\$4,288	\$4,600	\$4,751
WWTP Operator III	AFSCME	\$4,009	\$4,211	\$4,420	\$4,643	\$4,873	
Detective	SHPA	\$0	\$0	\$0	\$0	\$4,987	
Engineering Tech. II	AFSCME	\$4,229	\$4,440	\$4,661	\$4,896	\$5,141	
Construction Inspector	AFSCME	\$4,229	\$4,440	\$4,661	\$4,896	\$5,141	
Field Supervisor/Safety Coordinator	Non-Rep	\$4,332	\$4,535	\$4,749	\$4,976	\$5,209	
WWTP Operator IV	Non-Rep	\$4,368	\$4,587	\$4,815	\$5,057	\$5,309	
City Recorder I	Non-Rep Mgmt	\$4,495	\$4,711	\$4,912	\$5,150	\$5,423	
City Planner	Non-Rep Mgmt	\$4,785	\$5,029	\$5,274	\$5,519	\$5,765	
Sergeant	Non-Rep Mgmt	\$0	\$0	\$0	\$0	\$5,837	
Prosecuting Attorney	Non-Rep Mgmt	\$5,082	\$5,334	\$5,602	\$5,881	\$6,176	
WWTP Superintendent	Non-Rep Mgmt	\$5,112	\$5,365	\$5,631	\$5,911	\$6,203	
Engineering Supervisor	Non-Rep Mgmt	\$5,144	\$5,385	\$5,637	\$5,902	\$6,177	
Public Works Supervisor	Non-Rep Mgmt	\$5,144	\$5,385	\$5,637	\$5,902	\$6,177	
Building Official	Non-Rep Mgmt	\$5,328	\$5,601	\$5,877	\$6,172	\$6,481	
Library Director	Non-Rep Mgmt	\$5,624	\$5,906	\$6,171	\$6,495	\$6,835	
Lieutenant	Non-Rep Mgmt	\$5,794	\$6,083	\$6,386	\$6,705	\$7,042	
Finance Director	Non-Rep Mgmt	\$6,260	\$6,572	\$6,900	\$7,247	\$7,607	
Chief of Police	Non-Rep Mgmt	\$6,448	\$6,769	\$7,108	\$7,464	\$7,837	
Public Works Director	Non-Rep Mgmt	\$6,608	\$6,935	\$7,284	\$7,647	\$8,028	
City Administrator	Non-Rep Mgmt	\$7,268	\$7,531	\$8,011	\$8,410	\$8,831	
Municipal Court Judge	Contract *					\$4,090	
Part-time Positions - Hourly Rate **							
Part-Time Library Assistant						12.44	
Part-Time Secretarial/Clerical						15.00	
Part-Time Court Clerk						17.34	
Summer Labor				9.00	9.50	10.00	

\* Municipal Court Judge is a contract position that is paid through the City's payroll system. The City of St Helens contracts services 3 days per week (\$3,090 per month) and City of Scappoose contracts services 1 day per week (\$1,000 per month). The contract further provides for retirement and medical benefits which costs are prorated between St. Helens and Scappoose.

\*\* Part-time positions in excess of 24 hours per week are represented by AFSCME, while Summer Labor and Part-time staff working less than 24 hours a week are not.



## **Other Schedules**

Other Charts

Inter-fund Transfer Summary

From			Amount	To			Description
Fd	Dept	Acct		Fd	Dept	Acct	
1	103	692000	4,800	12	0	392000	Full Court Upgrade Reserve
1	110	692000	27,000	12	0	392000	IT Reserve
1	110	692000	30,350	9	201	392000	Public Arts Reserve
1	110	692000	298,820	9	202	392000	Library Building Reserve
1	110	692000	38,500	9	203	392000	Library Equipment Reserve
1	110	692000	51,000	10	300	392000	Park SDC
1	110	692000	189,800	9	204	392000	Parks Property Reserve
1	110	692000	10,200	9	205	392000	PD Data Cellular
1	110	692000	42,000	9	205	392000	PEG Access
10	300	692000	51,840	1	0	392000	Parks SDC for Pard Debt Service
11	11	692000	1,177,600	10	301	392000	Street SDC
11	11	692000	200,000	10	301	392000	Street CIP
16	16	692000	1,800	1	0	392000	Reserve interest
17	17	692000	4,930	1	0	392000	ICAP Adjustment
17	17	692000	532,500	10	302	392000	Water SDC
17	17	692000	710,000	10	302	392000	Water Projects Active
17	17	692000	308,500	10	302	392000	Water Projects reserve
17	17	692000	80,000	10	305	392000	Water Projects
18	18	692000	9,850	1	0	392000	ICAP Adjustment
18	18	692000	100,000	13		392000	Contingency
18	18	692000	110,000	10	305	392000	Sewer Projects
18	18	692000	230,500	10	303	392000	Sewer Projects
18	18	692000	829,400	10	303	392000	Sewer SDC
18	21	692000	939,930	10	304	392000	Storm Water SDC
18	21	692000	162,500	10	304	392000	Storm water Project

6,141,820

## Indirect Cost Allocation

### **What is Indirect Cost Allocation?**

The Indirect Cost Allocation Plan 1) identifies the costs of support functions (indirect costs) that are required for departments / divisions to provide city services and 2) allocates each of the support function costs to all departments / divisions on a reasonable and rational methodology. The overall objective in allocation of shared costs is to better identify the full costs of programs and services being provided and be able to discern cost recovery and targeted subsidies as set by current and future city policies.

Some of the support functions identified are:

- City Council Functions – Provides overall City policies and directions to City departments.
- City Administrator Functions – Oversee and coordinate affairs of the City of St Helens.
- City Recorder Functions – Record public meetings, processing of public records request, records management, human resources, and website administration.
- Finance Functions - Utility billing and general accounting services (i.e. processing payroll, processing accounts payables, budget preparation, etc).
- Facilities (City Hall/Annex and Shops) – Maintenance of joint facilities that service City Council, Administration, and Public Works staff.
- Public Works Administration Functions – Provides administration to public works department that cover operations and maintenance to water, sewer, storm utilities; maintenance of parks, streets; and maintenance to city owned vehicles/equipment.
- Public Works Engineering Functions – Provides engineering and project management services to City infrastructure projects
- Public Works Operations Functions – Coordination of a pool of staff in the maintenance of wastewater and storm collections, water production and distribution, and facilities maintenance of buildings, grounds and fleet services.

The allocation of support function costs are broken down as follows:

- The City Council, City Administrator, City Recorder and Finance general accounting services are allocated based on the City's Budget.
- Finance utility billing services are allocated to water and sewer utility based on revenue streams derived from billings.
- Facilities are allocated based on FTE housed in each of the facilities.
- Public Works Engineering and Operations functions are allocated based on time survey conducted of staff annually. The personal services costs for these divisions are directly charged through this time survey to the specific funds and costs centers. The applicable department overhead (i.e. materials and services that support the work group) is allocated through the indirect cost allocation based on the labor allocation.
- Public Works Administration function is allocated based on departments FTE.

The following table illustrates the total direct labor and indirect costs allocations.

	Total	General Fund	Building Fund	Streets Fund	Fleet Fund	Water Fund	Sewer Fund	Internal	
<b>Direct Labor Charges</b>									
Planning	69,550	15,380	15,820	-	-	-	-	38,350	
Police	118,980	-	-	-	-	59,490	59,490	-	
Building	45,860	32,460	-	1,210	-	1,210	4,250	6,730	
Public Works - Engineering	627,810	-	-	42,420	-	123,560	461,830	-	
Public Works - Operations	1,595,600	99,030	-	130,470	-	672,180	693,920	-	
Public Works - WWTP	188,890	-	-	-	-	-	188,890	-	
<b>Total Direct Labor</b>	<b>2,646,690</b>	<b>-</b>	<b>146,870</b>	<b>15,820</b>	<b>174,100</b>	<b>-</b>	<b>856,440</b>	<b>1,408,380</b>	<b>45,080</b>
<b>Indirect Cost Allocation</b>									
City Council	56,200	10,260	310	3,130	670	11,310	30,520	-	
<b>Administrative Services</b>									
City Administrator	202,940	37,030	1,130	11,300	2,440	40,830	110,210	-	
City Recorder	290,640	53,040	1,620	16,180	3,490	58,480	157,830	-	
Finance	609,260	54,750	1,680	16,700	3,600	165,520	367,010	-	
City Hall	99,230	35,550	8,610	2,790	-	13,060	39,220	-	
<b>Public Works - Administration</b>									
Administration	155,180	-	-	-	8,690	8,690	17,410	120,390	
Engineering	70,470	-	-	5,950	-	19,170	74,470	(29,120)	
Operations	133,360	10,700	-	14,980	-	101,620	97,330	(91,270)	
<b>Total Indirect Cost Allocation</b>	<b>1,617,280</b>	<b>201,330</b>	<b>13,350</b>	<b>71,030</b>	<b>18,890</b>	<b>418,680</b>	<b>894,000</b>	<b>-</b>	



Direct labor charges are identified through an annual time survey of staffing resources. The following is a table which summarizes the results of that survey.

**Direct Labor Support Between Departments**

	Planning	Police	Parks	Building	Admin	Non-dept	Public Works - Engineering	Finance - Customer Services	Streets	Water	Sewer	Storm	Totals
<b>Planning</b>													
1.0 Planning secretary	45.00%	0.00%	0.00%	10.00%	10.00%	15.00%	5.00%	15.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Provides secretary and reception support to Administration (business licensing), Building Services, Public Works - Administration, and back up to Finance - Customer Services (Utility Billing Services).													
1.0 City Planner	65.00%	3.00%	3.00%	9.50%	2.00%		17.50%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Planning 65.00%													
GIS Support 3.00% 3.00% 2.00% 2.00% 10.00%													
Building / PW support 7.50% 7.50%													
Primarily performs planning and long-term planning functions, in addition provides support in maintaining the GIS system and review projects/permits/plans for Building and public works.													
<b>Building</b>													
0.5 Building Secretary			20.00%	30.00%	20.00%	30.00%							100.00%
Provides secretary and reception support to Building, Parks (reservations), and Administration (dog licenses, reception).													
1.0 Building Official			1.00%	93.50%					1.00%			4.50%	100.00%
Primarily performs building inspection services, in addition provides support in the calculation and collection of System Development Charges (SDSC).													
<b>Public Works - Engineering</b>													
1.0 Civil Engineer/Supervisor									15.00%	40.00%	40.00%	5.00%	100.00%
1.0 Construction inspector									30.00%	50.00%	20.00%		100.00%
4.0 Engineering Tech I/II									6.25%	6.25%	62.50%	25.00%	100.00%
0.7 GIS Intern/Eng										50.00%	50.00%		100.00%
Engineering provides support for public works infrastructure. A time survey is completed annual to reflect the work programs plan for the budget year.													
<b>Public Works - Operations</b>													
2.0 Administration									11.70%	16.70%	41.60%	30.00%	100.00%
2.0 Facility										63.00%	37.00%		100.00%
5.0 Parks										36.00%	36.00%	28.00%	100.00%
8.5 Streets, Sewer, Storm									14.00%	34.00%	43.00%	9.00%	100.00%
3.5 Water										74.00%	26.00%		100.00%
Operations provides support for public works infrastructure. A time survey is completed annual to reflect the work programs plan for the budget year.													

## Frequently Asked Questions

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### **What do property taxes pay for?**

*Property taxes pay for services such as public safety, planning, and parks. The services are not fully paid for by property taxes; the balance comes from other money the City receives, such as fees and charges for services.*

### **How do the City Council and Budget Committee prioritize which services and capital projects they will fund?**

*The budget is developed based on the City's prioritization process of services, Council and City management group discussions, citizen input, Council goal setting, and sound business practices. Individual capital projects are selected based on prioritized criteria from the five year CIP developed to meet community needs and mirror plans adopted by City Council.*

### **How are capital improvement projects paid for?**

*Capital projects are funded through grants, system development charges, and user fees.*

### **When I pay my utility bill, what is the money used for?**

*The utility bill covers three services: water, wastewater, and stormwater. The money collected from these bills pays for delivering safe water to homes, taking away and treating the wastewater from drains and toilets, and managing the impact of rainwater runoff to mitigate flooding.*

### **Why can't money be moved to where it is most needed?**

*Dedicated funds are legally restricted to specific expenditures. Each fund is used to account for specific transactions that act as control mechanisms to ensure money is being spent for the authorized purpose for which it is collected.*

### **What are non-designated revenues?**

*These are revenues which the City receives without strings attached on their use by other entities, and include property taxes levied for operations, franchise fees, and state shared revenues.*

### **Shouldn't the City tighten its belt, like everyone else is doing?**

*The services the City provides have been built based on many years of City Council decisions about the level and quality of services the community wants. Services have been added based on citizen requests, master plans, and citizen sponsored initiatives. Even as the financial projections show a deficit, many of the City's operations areas have plans or needs for added services or increasing the level of service provided as a result of a growing community. As a result, the so called "belt tightening" will occur in a deliberate manner, examining service impacts and balancing required services (based on federal or state mandate) with desired services (based on community demand) within the resources available.*

## Frequently Asked Questions

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### **What was the methodology used to develop the amount to cut?**

*As with all things related to budgets, there are many ways to determine each department's share of the budget reductions. Departments are currently preparing 5% and 10 % cut scenarios from their requested budget to review with City Council as a starting point for discussion. Final budget action as to reductions to department's budgets and the related service levels that will be reduced will be reviewed by the budget committee and discussed at a public hearing/forum during the budget process.*

### **How come City employees get a cost-of-living-adjustment (COLA) raise in a bad economy?**

*Most City employees are members of a collective bargaining unit with an existing labor agreement in place.*

### **How can citizens participate in the budget process?**

*The budget process benefits from citizen participation, and in fact Oregon Budget Law requires budget committee meetings to be open for public comment. Citizen input is the foundation of St. Helens' budget development. Citizens can attend budget committee meetings, usually held in April and May. Contact the St. Helens' budget officer for budget participation opportunities.*

### **Why do my property taxes increase while my market value declines?**

*Oregon constitutional tax limits allow each property's assessed value to increase 3% every year unless the property's real market value is reduced to below the assessed value. In Columbia County, residential property is generally assessed at about 60% of the real market value, so even in the down economy; drops in real market value have not stopped the 3% increase in assessed value on many parcels of property. For example, if your home had a real market value of \$300,000 and assessed value of around \$180,000 (60% of real market value), your property's real market value would have to drop to below \$180,000 to see a reduction in property taxes.*

*Other classes of property, like industrial property, have real market value close to the assessed value, and with declining real market value, the assessed value and the taxes that are paid, decline each year. Industrial property is such a large proportion of the City's total assessed value that the overall reductions in their value bring the total growth in all assessed value down to less than 3%. For the current fiscal year, the City's total assessed value, and property tax revenue, increased by only 2.83%.*

## **Glossary**

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### **Accrual Basis**

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

### **Actual**

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

### **Administration**

The group of departments that include City Manager's Office, City Recorder, Human Resources, Finance, and City Attorney's Office.

### **Adopted Budget**

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

### **Appropriations**

Legal authorization granted by the City Council to spend public funds.

### **Approved Budget**

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

### **Assessed Value**

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

### **Assets**

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

### **Audit**

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

### **Balanced Budget**

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

### **Balance Sheet**

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

**Beginning Working Capital**

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

**Bond**

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

**Budget**

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

**Budget Calendar**

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

**Budget Committee**

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

**Budget Document**

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

**Budget Message**

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

**Budget Officer**

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

**Budget Resolution**

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

**Budgetary Basis**

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

**Capital Improvement Project**

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

**Capital Outlay**

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

**Capital Projects**

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

**CDBG**

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

**Contingency**

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

**Contracted Services**

Services rendered to City activities by private firms, individuals or other government agencies. Example of these services includes engineering, law enforcement, and city attorney services.

**Council Expense**

Includes cost for food during lunch meetings and other meeting supplies, as well as the cost for Councilors to attend conferences and other meetings at which they represent the City of St. Helens.

**Debt Ratio**

Total debt divided by total assets and used by Finance to assess fiscal health, internal controls, etc.

**Debt Service**

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

**Department**

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

**Depreciation**

Expiration in the service life of capital assets attributed to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pensions, medical and life insurance plans.

**Ending Balance**

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

**Enterprise Fund**

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

**Expenditures**

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

**Fees**

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

**Fiscal Management**

A government's directive with respect to revenues, spending, reserves, and debt management as they relate to governmental services, programs, and capital investments. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

**Financial Year**

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

**Fixed Assets**

Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

**Fleet Maintenance**

Cost of maintenance and repairs to city-owned vehicles.

**Franchise Fee**

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

**FTE**

An abbreviation for full-time equivalent employees. Staffing levels are measured in FTE to give consistent comparisons from year to year.

**Fund**

A fiscal and accounting entity with balancing revenues and appropriations.

**Fund Balance**

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

**Funding**

Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

**GASB (Governmental Accounting Standards Board)**

It is the highest source of accounting and financial reporting guidance for state and local governments.

**General Fund**

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

**GIS**

Geographic Information Services

**Grant**

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

**Indicators**

A desired output oriented accomplishments which can be measured and achieved within given periods of time. The achievement of the indicator advances the program and organization towards accomplishing goals.

**Indirect Charges**

Administration costs that are incurred in one fund in support of another operating program.

**Indirect Cost Allocation**

The allocation of administrative costs that are incurred in one fund in support of another operating program.



**Infrastructure**

That portion of a city's assets located at or below ground level, including the water system, sewer system, and streets.

**Insurance**

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

**Interfund Transfers**

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

**Intergovernmental Revenues**

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

**Janitorial Services & Supplies**

Building custodial services and supplies.

**Jury/Witness Fees**

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

**Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payments discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

**L.I.D. (Local Improvement District)**

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

**Local Budget Law**

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

**Materials and Services**

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

**Miscellaneous (Revenue)**

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

**Mission**

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

**Municipal Memberships**

Cost of membership on a city-wide basis, such as the League of Oregon Cities.

**Net Assets**

The equity associated with general government less liabilities.

**Non-Operating Budget**

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

**Objective**

Something to be accomplished in specific, well-defined and measureable terms, and that is achievable within a specific time frame.

**ODOT**

Refers to the Oregon Department of Transportation.

**Operating Budget**

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

**Operating Revenue**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

**Ordinance**

A formal legislative enactment by the governing body of municipality. If it is not conflict with any higher form of law, such as a state statue or a constitutional provision, it is the full force and effect of the law within the boundaries of the municipality to which it applies.

**Outstanding Debt**

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

**PERS**

Refers to the Public Employment Retirement System.

**Personal Services**

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

**Program**

A group of related activities to accomplish a major service or function for which the City is responsible.

**Projection**

A projection of the revenue or expenditure as appropriated, to be recognized during the current fiscal period.

**Property Tax**

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

**Proposed Budget**

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

**Real Market Value**

The estimated value of property if sold.

**Reserve**

An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

**Resolution**

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

**Resources**

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

**Revenue**

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

**Special Assessments**

A way to finance a local improvement which allows property owners to pay the City back over time. Special Assessments may be bonded through a special bond or financed internally by the City.

**Storm Water**

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

**System Development Charges (SDCs)**

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

**Taxes**

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

**Tax Levy**

The total amount of property taxes required by the City to meet requirements.

**Tax Rate**

A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

**Tax Revenue**

Includes property taxes, hotel and motel tax, and state shared revenues.

**Telecommunication**

Communication operation costs including desk telephones, cell phones, and pagers.

**Transfers**

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

**Unappropriated Fund Balance**

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

**User Fees**

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.

**Working Capital**

The amount carried over from year to year. It is based on the difference between estimated revenues to be received and the estimated amount expected to be spent.

**WFF or WTP**

Water Filtration Facility/ Water Treatment Plant

**WWTP**

Waste Water Treatment Plant.



## Resolutions

**City of St. Helens**  
**RESOLUTION NO. 1572**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, ADOPTING A BUDGET, MAKING APPROPRIATIONS, AND LEVYING  
TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2011

**THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** The Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2011-12 in the total of \$33,507,210 now on file in the office of the City Recorder of said City.

**Section 2.** The Common Council of the City of St. Helens, Oregon, hereby imposes taxes provided for in the adopted budget at the rate of \$1.9078 per \$1,000 of assessed value for tax year 2011-12 upon the assessed value of all taxable property within the district.

	Subject to the General Government Limitation	Excluded from the General Governmental Limitation
General Fund	\$1.9078/\$1,000	N/A

**Section 3.** The amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below are hereby appropriated as follows:

**General Fund**

Mayor and City Council	\$	56,200
Municipal Court		438,530
Planning		163,170
Police		2,551,140
Library		525,650
Parks		294,510
Non-Departmental		28,780
Transfers		692,470
Contingency		1,024,260
Total General Fund		5,774,710

**Building Fund**

Building		175,070
Contingency		27,130
Total Building Fund		202,200

**911 Emergency Fund**

911 Emergency		62,000
Total 911 Emergency Fund		62,000

**Visitor and Tourism Fund**

Visitor and Tourism	65,000
Contingency	282,820
Total Visitor and Tourism Fund	347,820

**Community Enhancement Fund**

Public Art	33,750
Library Improvements - Building	7,000
Library Improvements - Equipment	13,620
Park Improvements	27,500
Police Data Cellular	6,000
PEG Access	12,000
Contingency	175,380
Total Community Enhancement Fund	275,250

**Capital Improvement Fund**

Parks SDC projects	-
Streets projects	735,000
Water projects	818,610
Sewer projects	1,428,000
Storm projects	362,500
Equipment	190,000
Transfers	51,840
Contingency	519,160
Total Capital Improvement Fund	4,105,110

**Revenue Sharing Fund**

Revenue Sharing	25,000
Contingency	146,650
Total Revenue Sharing Fund	171,650

**Community Block Grant Fund**

Community Block Grant	456,830
Total Community Block Grant Fund	456,830

**Street (Gas Tax) Fund**

Streets	617,330
Transfers	1,377,600
Contingency	75,000
	2,069,930

**Administrative Services Fund**

City Administrator	202,940
City Recorder	290,640
Finance	609,260
City Hall Facilities	99,230
IT/Self-insurance	41,690
Contingency	129,800
	1,373,560

<b><u>Public Works Fund</u></b>	
Administration	155,180
Engineering	70,470
Operations	133,360
Contingency	100,000
Total Public Works Fund	459,010

<b><u>Fleet fund</u></b>	
Fleet	282,360
Contingency	20,000
Total Fleet Fund	302,360

<b><u>Water Reserve Fund</u></b>	
Transfers	1,800
Total Water Reserve Fund	1,800

<b><u>Water Operating Fund</u></b>	
Water Operations	2,983,940
Transfers	1,635,930
Contingency	600,000
Total Water Operating Fund	5,219,870

<b><u>Sewer Fund</u></b>	
Sewer Collections	2,502,350
Sewer Secondary	678,500
Sewer Primary	525,280
Pumps	109,010
Storm water	455,320
Transfers	2,382,180
Contingency	815,000
Total Sewer Fund	7,467,640

<b>Total Appropriated Budget</b>	<b>\$ 28,289,740</b>
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<b><u>Unappropriated Fund Balances/Reserves</u></b>	
Community Enhancement	342,410
Capital Improvement	2,973,320
Streets	195,480
Fleet	1,510
Water Reserve	350,000
Water Operating	368,100
Sewer	986,650
	5,217,470

<b>Total Budget</b>	<b>\$ 33,507,210</b>
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**Approved and adopted** by the City Council on June 15, 2011, by the following vote:

Ayes: Morton, Martyn, Barlow, Peterson

Nays: Locke

  
\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder

City of St. Helens  
**RESOLUTION NO. 1569**

A RESOLUTION OF THE CITY OF ST. HELENS DECLARING THE  
CITY'S ELECTION TO RECEIVE STATE REVENUES

**The City of St. Helens resolves as follows:**

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2011-12.

**Approved and adopted** by the City Council on June 15, 2011, by the following vote:

Ayes: Morten, Locke, Peterson, Martyn, Barlow

Nays: None

  
\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder

City of St. Helens  
**RESOLUTION NO. 1571**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, ADOPTING A CITY EMPLOYEE COMPENSATION PLAN FOR FISCAL  
YEAR BEGINNING JULY, 2011

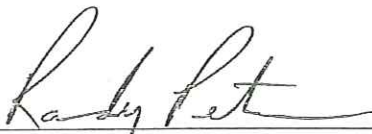
**The City of St. Helens resolves as follows:**

**Section 1.** The City employees are to be paid salaries in monthly installments effective July 1, 2011, as respectfully set out after their positions as per Attachment A.

**Approved and adopted** by the City Council on June 15, 2011, by the following vote:

Ayes: Morten, Martyn, Barlow, Locke, Peterson

Nays: None

  
\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder

City of St. Helens  
Compensation Plan FY 2011-12

Position	BU	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly Salary Range							
Library Tech. I	AFSCME	\$2,721	\$2,856	\$2,999	\$3,148	\$3,305	
Parks Utility I	AFSCME	\$2,721	\$2,856	\$2,999	\$3,148	\$3,305	
Municipal Court Clerk	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Receptionist/Utility Billing Specialist	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Utility Billing Specialist	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Utility Worker I	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Library Tech. II	AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Legal Assistant	AFSCME	\$2,911	\$3,066	\$3,222	\$3,377	\$3,534	
Police Office Specialist (Current)	SHPA	\$2,752	\$2,911	\$3,075	\$3,248	\$3,438	\$3,631
Bldg/Admin Secretary	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
Planning Secretary	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
Public Works Office Assistant	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
WWTP Operator I	AFSCME	\$3,026	\$3,178	\$3,339	\$3,562	\$3,680	
Code Enforcement Officer	SHPA	\$2,848	\$3,052	\$3,258	\$3,461	\$3,663	\$3,869
Accounting Assistant	Non-Rep	\$3,251	\$3,411	\$3,581	\$3,761	\$3,947	
Administrative Assistant	Non-Rep	\$3,251	\$3,411	\$3,581	\$3,761	\$3,947	
Parks Utility II	AFSCME	\$3,368	\$3,536	\$3,715	\$3,900	\$4,094	
Utility Worker II	AFSCME	\$3,368	\$3,536	\$3,715	\$3,900	\$4,094	
Librarian I	** AFSCME	\$3,537	\$3,825	\$3,940	\$4,059	\$4,180	
Collections System Operator	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Mechanic II	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Utility Craftsman	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Utility Plumber	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
WWTP Operator II	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Water Systems Operator	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Water System Filtration Operator	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
Engineering Tech. I	AFSCME	\$3,803	\$3,989	\$4,189	\$4,398	\$4,617	
Water Treatment Operator	AFSCME	\$3,911	\$4,121	\$4,332	\$4,541	\$4,751	
Patrolmen	SHPA	\$3,531	\$3,787	\$4,004	\$4,288	\$4,600	\$4,751
WWTP Operator III	AFSCME	\$4,009	\$4,211	\$4,420	\$4,643	\$4,873	
Detective	SHPA	\$0	\$0	\$0	\$0	\$4,987	
Engineering Tech. II	AFSCME	\$4,229	\$4,440	\$4,661	\$4,896	\$5,141	
Construction Inspector	AFSCME	\$4,229	\$4,440	\$4,661	\$4,896	\$5,141	
Field Supervisor/Safety Coordinator	Non-Rep	\$4,332	\$4,535	\$4,749	\$4,976	\$5,209	
WWTP Operator IV	AFSCME	\$4,368	\$4,587	\$4,815	\$5,057	\$5,309	
City Recorder I	Non-Rep Mgmt	\$4,495	\$4,711	\$4,912	\$5,150	\$5,423	
City Planner	Non-Rep Mgmt	\$4,785	\$5,029	\$5,274	\$5,519	\$5,765	
Sergeant	Non-Rep Mgmt	\$0	\$0	\$0	\$0	\$5,837	

City of St. Helens  
Compensation Plan FY 2011-12

Position	BU	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly Salary Range							
Prosecuting Attorney	Non-Rep Mgmt	\$5,082	\$5,334	\$5,602	\$5,881	\$6,176	
WWTP Superintendent	Non-Rep Mgmt	\$5,112	\$5,365	\$5,631	\$5,911	\$6,203	
Engineering Supervisor	Non-Rep Mgmt	\$5,144	\$5,385	\$5,637	\$5,902	\$6,177	
Public Works Supervisor	Non-Rep Mgmt	\$5,144	\$5,385	\$5,637	\$5,902	\$6,177	
Building Official	Non-Rep Mgmt	\$5,328	\$5,601	\$5,877	\$6,172	\$6,481	
Library Director	Non-Rep Mgmt	\$5,624	\$5,906	\$6,171	\$6,495	\$6,835	
Lieutenant	Non-Rep Mgmt	\$5,794	\$6,083	\$6,386	\$6,705	\$7,042	
Finance Director	Non-Rep Mgmt	\$6,260	\$6,572	\$6,900	\$7,247	\$7,607	
Chief of Police	Non-Rep Mgmt	\$6,448	\$6,769	\$7,108	\$7,464	\$7,837	
Public Works Director	Non-Rep Mgmt	\$6,608	\$6,935	\$7,284	\$7,647	\$8,028	
City Administrator	Non-Rep Mgmt	\$7,268	\$7,531	\$8,011	\$8,410	\$8,831	
Municipal Court Judge	Contract *					\$4,090	
Part-time Positions - Hourly Rate **							
Part-Time Library Assistant						12.44	
Part-Time Secretarial/Clerical						15.00	
Part-Time Court Clerk						17.34	
Summer Labor				9.00	9.50	10.00	

\* Municipal Court Judge is a contract position that is paid through the City's payroll system. The City of St Helens contracts services 3 days per week (\$3,090 per month) and City of Scappoose contracts services 1 day per week (\$1,000 per month). The contract further provides for retirement and medical benefits which costs are prorated between St. Helens and Scappoose.

\*\* Part-time positions in excess of 24 hours per week are represented by AFSCME, while Summer Labor and Part-time staff working less than 24 hours a week are not.