



City of St. Helens



Adopted Budget Fiscal Year 2012-13

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City of St. Helens Fiscal Year 2012-13 Budget

Table of Contents

Introduction

Budget Committee	6
Budget Officer's Transmittal Message	7

Reader's Guide

City of St. Helens	12
Council Goals & Priorities	15
City-Wide Organizational Chart	18
Budget Process 2012/13	19
Fiscal Policies	23
Fund Descriptions	28
Fund Organization Chart	30
Revenue and Expenditure Summary	31
Major Revenue Sources	33
Expenditures Overview	36

Governmental Funds

General Fund	39
Fund Summary	40
Budgeted revenues	43
City Council	46
Administration - Municipal Court	50
Community Development – Planning	54
Police Department	59
Library	63
Public Works – Parks	69
Non-Departmental	72

Special Revenue Funds

Building Fund	75
911 Emergency	81
Visitor & Tourism	83
Community Enhancement	89
Capital Improvement Fund	95
Five year CIP Summary	103
Revenue Sharing	107
Community Development Block Grant Fund	109
Street Gas Tax Fund	111

Internal Service Funds	
Administrative Services Fund	115
City Administrator	119
City Recorder	124
Finance	129
City Hall Facility	134
Insurance & IT reserves	136
Public Works Fund	139
Administration (<i>Vacant</i>)	144
Engineering	145
Operations	148
Fleet Fund	151
Enterprise Funds	
Water Reserve Fund	155
Water Operating Fund	157
Production and Distribution	160
Water Filtration Facilities	163
Sewer Operating Fund	165
Collections	169
Waste Water Treatment Plant (WWTP)	172
Secondary	173
Primary	175
Pumps	176
Storm	177
Five Year Forecast	179
Personal Services Costs	183
Other Schedules	193
Transfer schedule	194
Indirect Cost Allocation Plan	195
Frequently Asked Questions	198
Glossary	200
Adopted Resolution	209

City of St. Helens



2012-13 Annual Budget Introduction

City of St. Helens Budget Committee

Council Members

Member	Appointed	Expires
Randy Peterson	Mayor	12/31/2012
Douglas Morten	Council President	12/31/2014
Keith Locke	Councilor	12/31/2012
Susan Conn	Councilor	12/31/2014
Patrick Martyn	Councilor	12/31/2012

Citizen Members

Member	Appointed	Expires
Michael Funderburg	2/8/2012	12/31/2014
Thalia Piano	1/5/2011	12/31/2013
Paul Barlow	2/1/2012	12/31/2014
Bill Eagle	5/2/2007	12/31/2012
Patrick Birkle	1/18/2012	12/31/2014

Administrative Staff

Vacant	City Administrator
Steve Salle'	Chief of Police
Margaret Jeffries	Library Director
Sue Nelson and Neal Sheppeard	Public Works Director
Jon Ellis	Finance Director / Budget Officer

The Budget Message

Date: April 12, 2012
To: St. Helens Budget Committee
From: Jon Ellis, Budget Officer
Subject: Fiscal Year 2012-13 Budget Message



I respectfully submit the proposed budget for the City of St. Helens for Fiscal Year 2012-13.

As has been true with past fiscal years, the largest challenge in preparing the FY 12-13 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 tough economic conditions for the past four 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 medical benefits and energy costs. These requests have been further reduced by specific targeted cuts in general fund programs (reference Table 1, page 9), further overall reductions in non-general fund operating funds, continued freeze to City Council monthly stipends, and receiving concessions from employees through collective bargaining on wage and benefits.

The City's total budget is \$28.8 million, but after netting un-appropriated funds (\$7 million), contingencies (\$2.9 million), inter-fund transfers (\$1.7 million), and internal services (\$1.7 million), the net budget (anticipated cash out the door) is \$15.5 million. The General Fund net budget totals \$3.7 million (after netting out contingencies and un-appropriated funds).

The overall changes in the Proposed FY 12-13 budget (as compared to the adopted FY 11-12 budget) are summarized as follows:

- Personal services are \$.522 million or 7.3% less primarily due to:
 - Reduction of staffing – 3 full-time and 1 part-time position (PW Director, City Prosecutor, Police Officer, GIS technician)
 - A 2% medical premium contribution by employees
 - No cost of living adjustment associated with wages and continuation of the reduced stipend paid to the mayor and councilors
 - These savings have been partially offset by:
 - A 6.4 % increase in medical benefits and
 - Anticipated merit increases

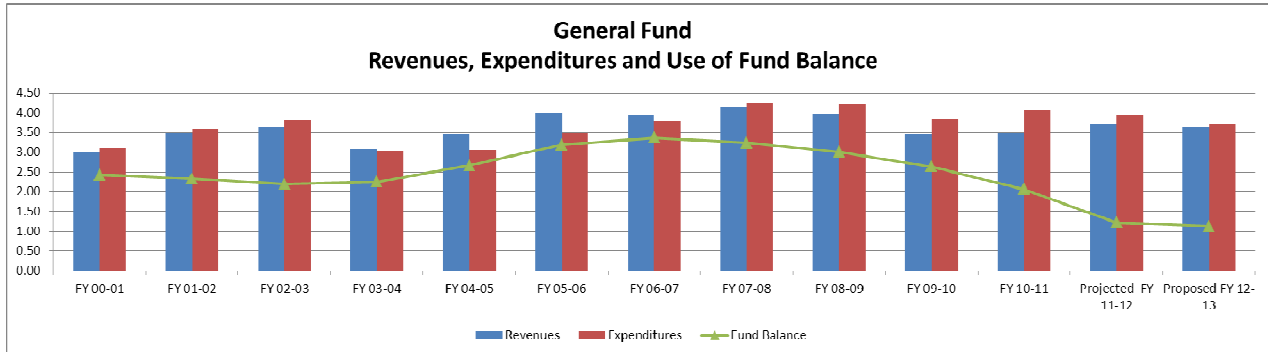
- Materials and Services are \$.3 million or 6.6% less primarily due to:
 - Elimination of insurance reserve assessment – in FY 11-12 the City assessed and collected from all programs a self-insurance premium to build a reserve to cover uninsured claims against the City. The collection of the assessment was limited to FY 11-12 and no further assessment levied in subsequent years unless replenishment of the reserve was deemed necessary.
 - Overall reductions in materials and supplies. A rethinking of operations, shifting cost responsibilities more onto the users whenever possible.
 - General overall reduction in contracting services in non-general fund operating departments partially offset by increase in contract services in the general fund that reflect the right sizing of the Municipal Court.
- Capital Outlay remained relatively constant between years. The following table illustrates the projected FY 11-12 projects and the proposed FY 12-13 projects.

Program / Project	Projected 2011-12	Proposed 2012-13	Program / Project	Projected 2011-12	Proposed 2012-13
Art Commission Projects			Water		
Gallery corridor banners	1,000	8,000	Telemetry System Upgrade	-	410,000
Bike Rack Projects	1,500	1,000	Water main replacement	197,400	200,000
Gateway project - phase I	-	25,000	Water meter replacement	100,000	100,000
Library			Kavanagh water main	113,010	-
Building & Equipment	17,250	13,980	Purchase land for reservoir	-	250,000
Parks			Sewer / Storm		
6th Street Park - irrigation	11,200	-	Sodium Hypochlorite tanks	-	50,000
Dalton Lake Outreach	2,500	-	Sewer main replacement	132,950	300,000
Streets			I&I Reduction	1,250,000	1,200,000
Unimproved paving	-	190,000	Headworks upgrade	165,500	-
Sidewalk	-	145,000	Storm drains	112,500	250,000
Columbia Blvd Overlay	345,000	-	SCADA - WWTP	30,000	-
Street Light upgrades	-	35,000	Pumps	18,000	10,000
Signal Controllers	-	20,000	Community Development		
			Housing Rehab Program	-	400,000

Revenue growth continues to lag due to the slow economic recovery and is expected to continue to be out-paced by expenditures as illustrated by the anticipated draw from reserves in FY 12-13 of \$1.27 million. The combination of expenditures outpacing revenues will further impact the City's service levels provided across the board through continued cost reductions and where ever possible, increasing fees/rates to ensure full cost recovery from customers.

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 12-13, even with the proposed reductions, the budget is balanced utilizing \$92,800 in reserves. The City Council has set a target that reserves should be maintained at or above 20% of the operating expenditures in a given fund. While the General Fund reserves are anticipated to be approximately 30% of operating expenditures on June 30, 2013, further reductions in expenditures (service levels) or alternative revenues may be required in FY 13-14 primarily due to anticipated significant increase in retirement cost (5% of Salary) that may take effect July 1, 2013.

The General Fund budget contains the following material changes:

Table 1: General Fund FY 12-13 proposed budget reductions

	Budget	Budget Reduction	Budget GAAP	Cumulative Reduction	Percent of Budget	Projected 6/30/2013 Reserve
Draw on reserves						
Requested budget	3,894,060		(230,060)			990,270
Additional reductions						
Court support		15,550	(214,510)	15,550	0.40%	1,005,820
Planning Commission Stipend		1,680	(212,830)	17,230	0.44%	1,007,500
Planning Training		200	(212,630)	17,430	0.45%	1,007,700
Library expense shift to reserve						
Heating and AC reserve portion of maintenance	4,620		(208,010)	22,050	0.57%	1,012,320
Other general building maintenance expenses	16,610		(191,400)	38,660	0.99%	1,028,930
Reduce Court to 2 days / week	13,500		(194,510)	52,160	1.34%	1,025,820
Contract out Prosecutor	26,500		(168,010)	78,660	2.02%	1,052,320
Redirect 25% of Code Enforcement Officer	21,200		(146,810)	99,860	2.56%	1,073,520
Eliminate Police Officer	104,560		(42,250)	204,420	5.25%	1,178,080
Debt Service not covered by Parks SDC		(23,260)	(65,510)	181,160	4.65%	1,154,820
Possible Building Fund Subsidy		(21,190)	(86,700)	159,970	4.11%	1,133,630
Proposed Budget	3,733,800		(86,700)			1,133,630
One time items that should not carryover to FY 13-14 budget						
Police ARRA contract officer			40,000			
Parks Debt Service			23,260			
Building Subsidy			21,190			
Offsetting revenue reductions			(3,000)			
			81,450			
Draw on reserves - net of one time expenditures			(5,250)			

Water Fund

In FY 12-13, a 15.5% rate increase is anticipated, and is primarily driven by debt service requirements and the need to maintain capital infrastructure. Based on this increase, the operating revenues will now exceed operating expenses (including debt service).

In 2005, the City was required to construct a water filtration plant to meet federal clean water regulations. The plant was constructed with the ability to easily and efficiently increase capacity to meet growth of demand over the next 20 to 30 years. The cost of this construction was primarily financed through a low interest Oregon Economic and Community Development loan of \$8 million. With sufficient capital reserves in place, the rate increases required to meet the increased financing costs was scheduled to be phased in through a smooth transition over multiple years, with increasing demand from growth defusing the magnitude of rate increases. However, with the significant drop in growth due to the downturn in the economy since 2007, the pressures to service the debt shifted from growth to rates.

Sewer Fund

Sewer Utility – In FY 12-13, a 7.5% 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 12-13, a 9.5% rate increase is anticipated and is primarily driven by the overall infrastructure needs.

Building Fund

In FY 11-12, a 20% rate increase was implemented. However with the continued sluggish housing market, an additional 5% rate increase in FY 12-13 is anticipated as well as a potential subsidy from the general fund may be required to keep the fund whole.

For comments, questions, or concerns, please feel free to contact:

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503-366-8227

Acknowledgement

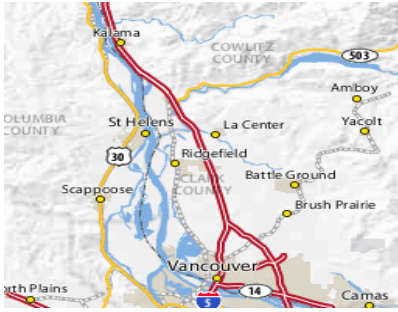
In closing, the development of a budget document takes the efforts of many people throughout the City's organization. I wish to express my appreciation to the Mayor and City Council, Department Heads, Division Managers, and Administrative staff for their timely insight and especially their patience that is required when developing and publishing a budget.

City of St. Helens



2012-13 Annual Budget Reader's Guide

City of St. Helens



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.

Top Ten Property Tax Payers

Fiscal Year 12-13				Fiscal Year 05-06			
Rank	Property owner	Assessed Value (in \$ millions)	Percent of total valuation	Rank	Property owner	Assessed Value (in \$ millions)	Percent of total valuation
1	Armstrong World Industry	28.37	3.5%	1	Boise White Paper LLC	88.83	11.9%
2	Boise White Paper LLC	20.38	2.5%	2	Armstrong World Industry	28.23	3.8%
3	Cascade Tissue Group of Oregon	16.69	2.1%	3	Cascade Tissue Group of Oregon	18.96	2.5%
4	Wal-Mart	7.57	0.9%	4	Wal-Mart	6.53	0.9%
5	Letica Corporation	6.32	0.8%	5	Graymont Western US Inc	5.64	0.8%
6	Comcast Corporation	5.94	0.7%	6	Letica Corporation	5.70	0.8%
7	Northwest Natural Gas	6.10	0.8%	7	Stimson Lumber Company	5.30	0.7%
8	Calaaway Properties LLC	4.99	0.6%	8	Northwest Natural Gas	5.56	0.7%
9	St Helens Properties LLC	4.94	0.6%	9	St Helens Properties LLC	5.29	0.7%
10	Nationwide Health Properties LLC	4.43	0.6%	10	Boise Building Solutions	4.99	0.7%
Total Top Ten		105.74	13.2%	Total Top Ten		105.74	14.1%
Total Assess Value - City Wide		803.09	100.0%	Total Assess Value - City Wide		748.09	100.0%

Population History

Year*	City of St. Helens		Columbia County	
	Population	Percent Growth	Population	Percent Growth
2011	12,890	1%	49,625	2%
2010	12,715	3%	48,620	0%
2009	12,380	0%	48,410	1%
2008	12,325	2%	48,095	1%
2007	12,075	1%	47,565	1%
2006	11,940	1%	46,965	2%
2005	11,795	4%	46,220	1%
2004	11,370	1%	45,650	1%
2003	11,250	4%	45,000	1%
2002	10,780	4%	44,600	1%
2001	10,380	3%	44,300	1%
2000	10,100	34%	43,700	16%
1990	7,535		37,557	

* Population estimated as of July 1st each year from
Portland State University, Population Research Center

City of St. Helens is the largest City in Columbia County and the County seat. Over the past ten years the City of St Helens was the second fastest growing city in Columbia County with a growth of 24% compared to the Columbia County population growth of 12%.

City of St. Helens

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

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

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

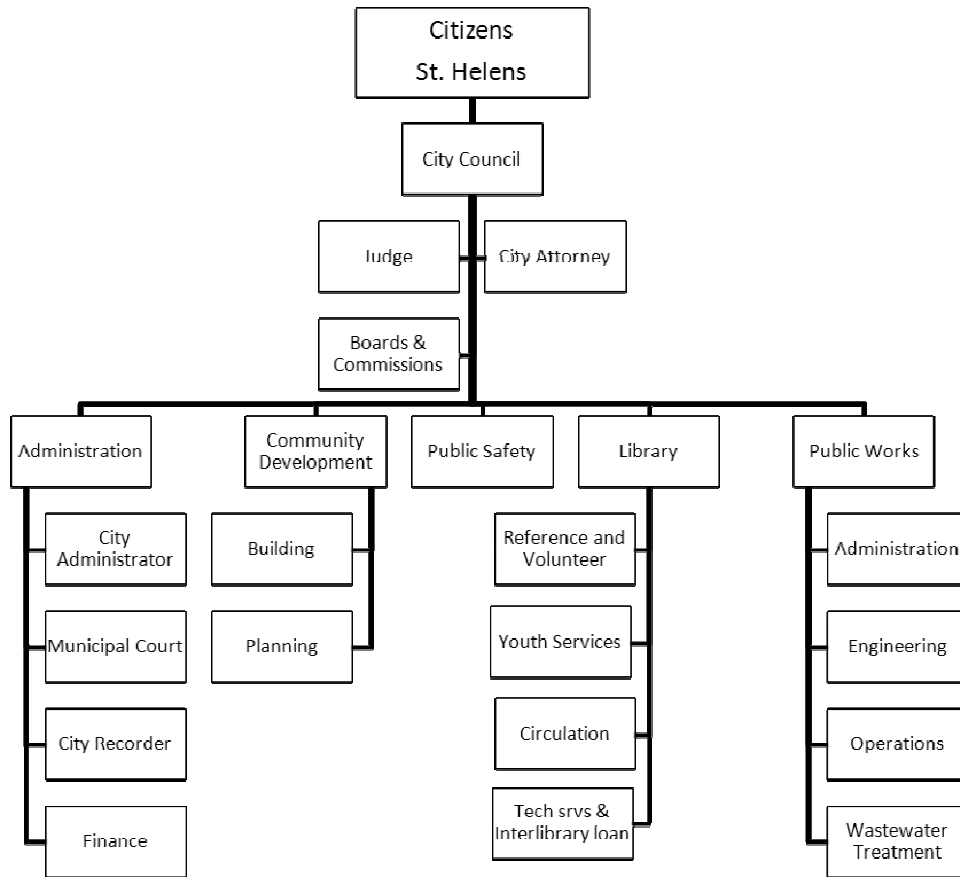
The planning and development of the City’s Business Districts

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



The Budget Process

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

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

June						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
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

- February 15, 2012 – Budget Committee orientation
- April 13, 2012 – distribute draft to budget committee
- April 17, 2012 – Begin Review / Discussions - Administration, Police, Library
- May 1, 2012 – Continue Review / Discussions - Public Works, CIP
- May 15, 2012 – Conclude Review / Discussions - Public Hearing, Approval

Alternative meeting if needed May 22, 2012

(7)

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.

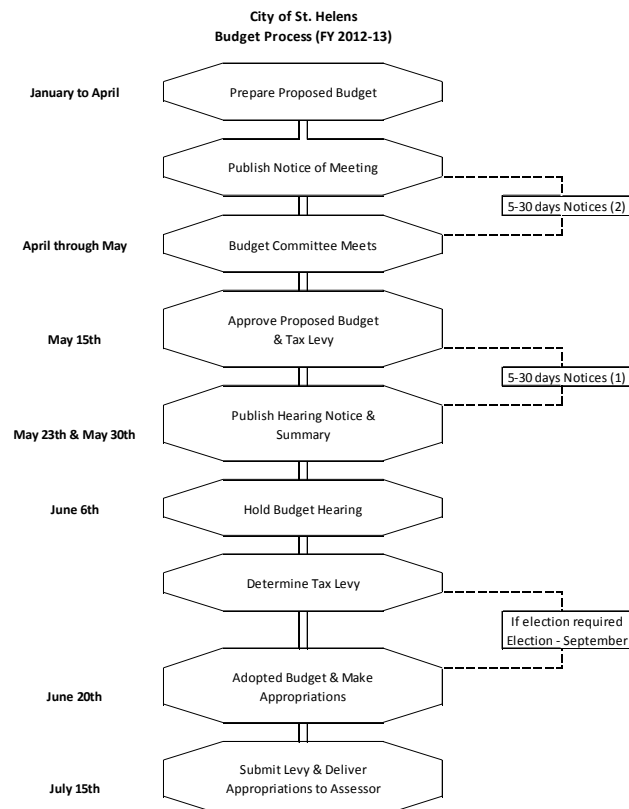
The Budget Committee

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 Process

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 Process

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.

Fiscal Policies

The City of St. Helens is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long range fiscal planning and decision making.

The City of St. Helens’ financial goals seek to:

- Ensure the financial integrity of the City.
- Improve financial information for decision makers at all levels.
- Assist policy makers as they contemplate long-term City decisions.
- Guide department managers as they implement policy on a day to day basis.
- Demonstrate accountability in the financial operation of the City.
- Provide the financial stability needed to navigate through economic downturns
- Fully comply with financial related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting financial planning and forecasting, investments and asset management, debt management, accounting and financial reporting, reserves and internal controls.

Fiscal Objectives

- I. **Revenue Policies** - Design, maintain and administer a revenue system that will assure reliability, equitability, diversity and sufficient revenue stream to support desired City services.
 - a. The City will actively identify and administer funding sources that create a reliable, equitable and diverse revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain desired levels of services.

Fiscal Policies

- b. The City will estimate its annual revenues by an objective, analytical process. Revenues will be conservatively estimated in the budget process.
- c. The City will maximize the use of service users' charges in lieu of taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
- d. The City will consider full costs (operating, direct, indirect and capital) for providing the services, and comparable rates charged by other municipalities of similar size in establishing users' charges (charges, rates, and fees).
- e. The cost for providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated,
- f. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary discontinuing service, small claims court, collections agencies, foreclosure, liens and other methods of collections, such as imposing penalties, collections and late charges, may be used.

II. **Expenditure Policies** - Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

- a. The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior years.
- b. The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources to balance the budget shall be avoided.
- c. Expenditures will be regulated through appropriate internal controls and procedures administrated by the City Administrator. The City Administrator must ensure expenditures comply with the legally adopted budget. Each Department Head will be accountable for the administration of his/her department budget to include accomplishing the goals and objectives incorporated into the budget and monitoring his/her department budget for compliance with spending limitations.
- d. All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations. Staff shall use competitive bidding to attain the best possible price on goods and services.
- e. The City Administrator shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

Fiscal Policies

- III. **Reserves / Contingencies Policies** – Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City’s financial position from emergencies.
- a. The City shall strive to maintain the combination of appropriated contingencies and unappropriated reserves in each of the Operating Funds to equal a minimum of 20% of the operating expenditures or expenses of that fund (excluding debt service, capital outlay, equity transfers, and other reserves).
 - b. The City shall establish contingency appropriations for unanticipated expenditures of a nonrecurring nature, unexpected increases in service delivery cost, and/or unexpected reduction to revenue streams. Contingencies should be appropriated within a range of 10% to 20% of operating expenditures.
- IV. **Capital Improvement Plan Policies** – Annually review and monitor the state of the City’s capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
- a. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
 - b. The City will maintain its physical assets at a level adequate to protect the City’s capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
 - c. Capital projects will conform to the following criteria:
 - i. Will be part of an approved City plan;
 - ii. Will be part of an adopted maintenance and/or replacement schedule;
 - iii. Will minimize operating costs; and
 - iv. Will be selected according to the established Capital Improvement Plan.
 - d. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.
- V. **Capital Asset Management Policies** – The capital assets of the City of St. Helens are property owned in-common by the citizens of our community.
- a. These community assets will not be degraded, given away, or allowed to deteriorate except by action of the City Council.
 - b. Funding new long-term capital assets will be the responsibility of the community as a whole and should be funded through general obligation bonds, System Development Charges (SDC) proportionate equity asset share, grants and gifts, or volunteer contributions when appropriate.
 - c. The Capitalization threshold used in determining if a given asset qualifies for capitalization are non-consumable assets with a purchase price of \$5,000 or greater and a useful life of more than one year.

Fiscal Policies

- d. The Administrative Services – Finance Division will oversee a physical count/inspection of all capital assets at least on a biennial basis. All additions, deletions, and depreciations of infrastructure will be reported consistent with the requirements of the Government Accounting Standards Board (GASB) Statement Number 34.
- e. Adequate insurance will be maintained on all capital assets.

VI. Debt Policy – Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

- a. The City will confine long-term borrowing to capital improvements too large to be financed from current revenues and to avoid depleting the capital reserve funds.
- b. The City will follow a policy of full disclosure on every financial report and bond prospectus.
- c. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing cost are minimized and access to the credit market is preserved.
- d. The City shall ensure that its debt margins are within the 3% true cash value limitation as set forth in ORS 287.004.
- e. No debt shall be issued for which the City is not confident that a sufficient specifically identified revenue source is available for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

VII. Accounting, Auditing and Financial Reporting Policies – Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

- a. The City shall establish and maintain its accounting system according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards. Promulgated by the Government Finance Officers Associations (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- b. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- c. Full disclosure shall be provided in the financial statements and bond representations.
- d. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations.
- e. Quarterly financial reports showing the current status of revenues and expenditures shall be prepared and distributed to the Council in a timely manner and made available for public inspection.

Fiscal Policies

- VIII. **Investment Policies** – Invest the City’s operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.
- a. The administration of the City’s funds and the investment of those funds shall be handled as the City’s highest public trust.
 - b. Investments shall be made in a manner that will provide the maximum security of principal invested, employing limitations on maturities and diversification of the portfolio while meeting the daily cash flow needs of the City and conforming to all applicable state and City statutes governing investment of public funds
 - c. Receipt of a market rate of return will be secondary to safety and liquidity requirements.
 - d. Earnings from investments will be used in a manner that best serves the public trust and interest of the local government.
- IX. **Management of Fiscal Policies** – Monitoring compliance and assuring timely updates to fiscal policies.
- a. Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution.
 - b. The Finance Director shall recommend fiscal changes in policy to the City Council. Recommendations shall be accompanied by a report explaining the substantive impact of all recommendations and their impact on the City’s operations, service levels and/or finances.
 - c. The Budget Committee shall review the City’s fiscal policies annually.
 - d. The City Administrator shall implement fiscal policies and monitor compliance.

Fund Descriptions

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.

Community Development Block Grant (CDBG) Fund – Accounts for proceeds received from Federal and State CDBG funds.

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

Internal Service Funds Pages 115 - 151		
1,391,030 Administration		
226,840 Public Works		
<u>290,230</u> Fleet		
1,908,100		
<u>(232,890)</u> Offset - IS		
218,010	193,070	1,264,130
General Fund Page 39 - 72	Special Rev - CIP Funds Pages 75-111	Enterprise Funds Pages 155 - 177
52,950 City Council	180,440 Building	1,800 Water Reserve
320,420 Municipal Court	62,000 911 emergency	3,756,440 Water Operating
136,820 Planning	265,150 Visitor & Tourism	5,622,498 Sewer Operating
2,392,850 Police	215,430 Community Enhancement	
500,260 Library	4,283,350 Capital Improvement	
273,520 Parks	137,690 Revenue Sharing	
74,190 Non-Dept.	456,830 CDBG	
744,570 Contingency	985,470 Streets	
<u>4,495,580</u> Total budget	<u>6,586,360</u> Total budget	<u>9,380,738</u> Total budget

Summary of Revenues and Expenditures by Fund

Fund	Resources			Uses		Resources in excess of Uses	Contingency	Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers			
General Fund	1,225,681	3,625,950	71,150	3,718,070	32,940	1,171,771	744,570	427,201
Special Revenue Funds								
Building	-	158,300	22,140	170,440		10,000	10,000	-
911 Emergency	-	62,000	-	62,000		-	-	-
Visitor & Tourism	292,380	227,740	-	234,150		285,970	31,000	254,970
Community Enhancement	462,710	78,680	6,000	178,430		368,960	37,000	331,960
Capital Improvement	4,525,040	1,753,000	1,610,000	3,915,000	19,350	3,953,690	349,000	3,604,690
Revenue Sharing	33,690	104,000		61,000	50,000	26,690	26,690	-
CDBG	-	456,830		456,830		-	-	-
Streets (Gas Tax)	498,588	719,000		708,930	138,750	369,908	137,790	232,118
Internal Service Funds								
Administrative Services	130,240	1,255,990	4,800	1,253,270		137,760	137,760	-
Public Works	-	189,030	37,810	189,030		37,810	37,810	-
Fleet	40,230	250,000		270,400		19,830	19,830	-
Enterprise Funds								
Water Reserve	350,000	1,800		-	1,800	350,000		350,000
Water Operating	1,496,733	2,913,000		2,704,340	508,750	1,196,643	543,350	653,293
Sewer Operating	2,042,648	4,670,430		3,874,120	1,000,310	1,838,648	748,068	1,090,580
Grand Total	11,097,940	16,465,750	1,751,900	17,796,010	1,751,900	9,767,680	2,822,868	6,944,812
Total Budget			29,315,590		29,315,590			
Unappropriated fund balance			(11,097,940)		(6,944,812)			
Contingency			0		(2,822,868)			
Transfers			(1,751,900)		(1,751,900)			
Internal Services			<u>(1,695,020)</u>		<u>(1,712,700)</u>			
Net Budget			<u>14,770,730</u>		<u>16,083,310</u>			

Draw on (1,312,580) reserves

Summary of Revenues and Expenditures

The following table summarizes 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Where does it come from?						
Resources						
Beginning working capital	\$ 14,810,302	\$ 13,051,571	\$ 11,578,710	\$ 11,085,940	\$ 11,097,940	\$ 11,097,940
Property taxes	1,375,646	1,468,981	1,505,200	1,504,000	1,504,000	1,504,000
Transient room tax	71,667	71,058	64,900	67,740	67,740	67,740
Franchise fees	1,017,629	1,099,603	1,345,350	1,410,500	1,410,500	1,410,500
Licenses and permits	259,796	209,087	298,500	260,000	260,000	260,000
Fines and forfeitures	258,736	236,060	239,000	238,500	238,500	238,500
Intergovernmental	3,321,244	1,261,047	1,818,900	1,536,180	1,875,180	1,875,180
Interest earnings	199,555	92,856	61,290	51,700	51,700	51,700
Miscellaneous	607,775	184,136	135,930	255,330	255,330	255,330
Indirect cost allocation	-	-	1,617,280	1,469,450	1,469,450	1,469,450
Transfers	12,828	14,068	6,141,820	1,695,900	1,751,900	1,751,900
Charges for services	6,352,245	7,004,873	7,402,830	7,933,350	7,933,350	7,933,350
Loan proceeds	913,602	2,630,967	1,300,000	1,250,000	1,400,000	1,400,000
Current revenues	14,390,724	14,272,735	21,931,000	17,672,650	18,217,650	18,217,650
Total Resources	29,201,027	27,324,306	33,509,710	28,758,590	29,315,590	29,315,590
Where does it go?						
Uses						
Personal service costs	6,673,977	6,999,435	7,159,260	6,637,000	6,639,110	6,639,110
Materials & supplies	4,576,812	3,641,636	4,535,890	4,234,410	4,237,910	4,237,910
Indirect cost allocation			1,617,280	1,469,450	1,469,450	1,469,450
Capital outlay	4,187,266	3,928,261	4,007,300	3,964,900	4,494,900	4,494,900
Debt service	698,572	680,251	912,810	954,640	954,640	954,640
Transfers	12,828	4,068	6,141,820	1,695,900	1,751,900	1,751,900
Contingency	-	-	3,915,380	2,909,348	2,822,868	2,822,868
Total Uses	16,149,455	15,253,651	28,289,740	21,865,648	22,370,778	22,370,778
Resources over/(under) uses	\$ 13,051,571	\$ 12,070,656	\$ 5,219,970	\$ 6,892,942	\$ 6,944,812	\$ 6,944,812

Summary of Revenues and Expenditures – Quick facts

	Approved		Adjustments to net *	Net Budget	
	FY 12-13	Percentage		Net Budget	Percentage
Resources					
Beginning working capital	\$ 11,097,940	37.86%		\$ 11,097,940	42.90%
Property taxes	1,504,000	5.13%		1,504,000	5.81%
Motel/hotel tax	67,740	0.23%		67,740	0.26%
Franchise fees	1,410,500	4.81%		1,410,500	5.45%
Licenses and permits	260,000	0.89%		260,000	1.01%
Fines and forfeitures	238,500	0.81%		238,500	0.92%
Intergovernmental	1,875,180	6.40%		1,875,180	7.25%
Interest earnings	51,700	0.18%		51,700	0.20%
Miscellaneous	255,330	0.87%		255,330	0.99%
Indirect cost allocation	1,469,450	5.01%	(1,469,450)	-	0.00%
Charges for services	7,933,350	27.06%	(225,570)	7,707,780	29.80%
Proceeds	1,400,000	4.78%		1,400,000	5.41%
Transfers	1,751,900	5.98%	(1,751,900)	-	0.00%
Current revenues	18,217,650	62.14%		14,770,730	57.10%
Total Resources	29,315,590	100.00%		25,868,670	100.00%
Uses					
Personal service costs	6,639,110	22.65%		6,639,110	41.28%
Materials & services	4,237,910	14.46%	(243,250)	3,994,660	24.84%
M&S - ICAP	1,469,450	5.01%	(1,469,450)	-	0.00%
Capital outlay	4,494,900	15.33%		4,494,900	27.95%
Debt service	954,640	3.26%		954,640	5.94%
Contingency	2,822,868	9.63%	(2,822,868)	-	0.00%
Transfers	1,751,900	5.98%	(1,751,900)	-	0.00%
Un-appropriated fund balance	6,944,812	23.69%	(6,944,812)	-	0.00%
Total Uses	29,315,590	100.00%		16,083,310	100.00%

* 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 costs 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 70
Debt Outstanding \$10,544,396
Tax Rate 1.9078 per \$1,000 of assessed value
Major revenues in FY 2012/13, 43.06% of revenues is represented by four categories.

Major Revenue Sources

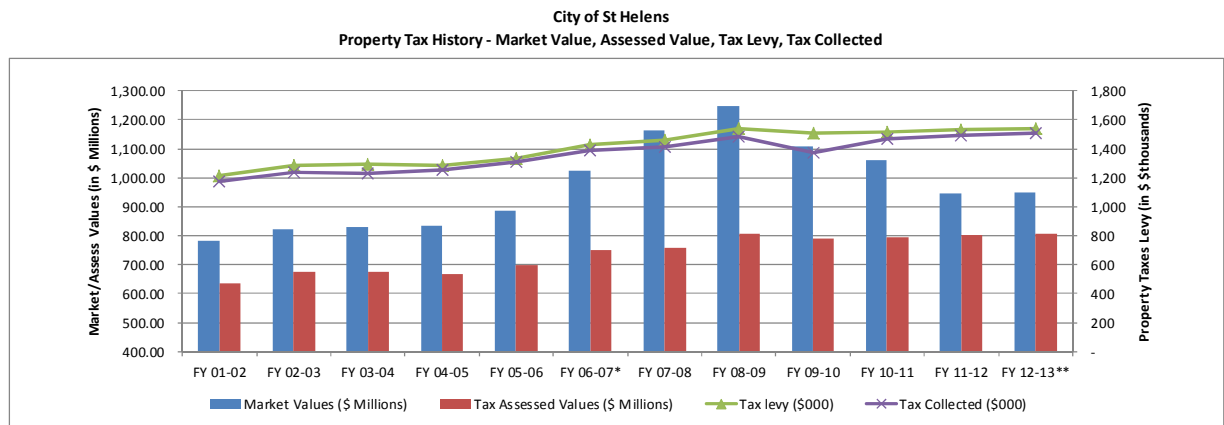
Charges for Services

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 2011, the proposed budget incorporates the study's recommended rate increase of 15.5% in water, 7.6% in sewer, and 9.5% in storm. Public hearing/forums will be scheduled in November/December with the rate increase, if approved, to be implemented on the first full billing cycle on or after December 15, 2012.

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 there is a majority approval at a general election in an even number year or at any other election in which at least 50% of registered 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 \$806.66 million for the FY 2012-13 budget. This is a .44% increase from the 2011-12 actual assessed valuation, which was reported at \$803.09 million.



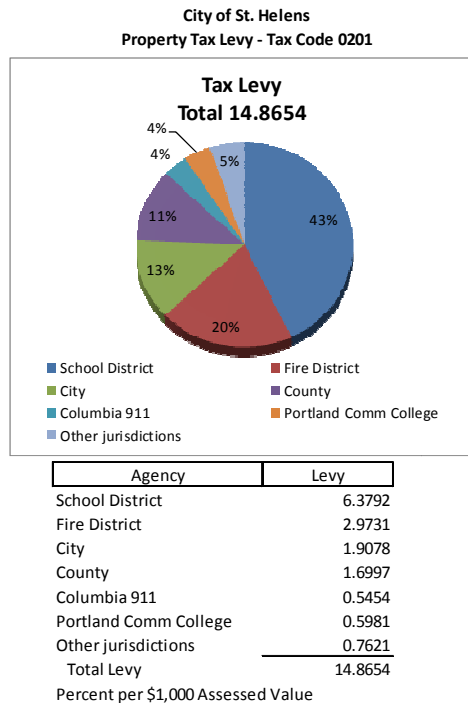
	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07*	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13**
Market Values (\$ Millions)	784.33	823.56	831.08	834.83	886.57	1,025.11	1,163.64	1,245.72	1,107.40	1,059.52	945.55	950.04
Tax Assessed Values (\$ Millions)	635.28	673.71	675.28	668.97	700.27	749.35	758.23	805.43	789.32	792.39	803.09	806.66
Tax Levy (\$000)	1,212	1,286	1,291	1,281	1,336	1,430	1,461	1,537	1,508	1,512	1,532	1,539
Tax Collected (\$000)	1,172	1,237	1,232	1,256	1,305	1,389	1,413	1,482	1,376	1,469	1,495	1,504

* No tax information from County - utilized average between FY05-06 and FY 07-08.

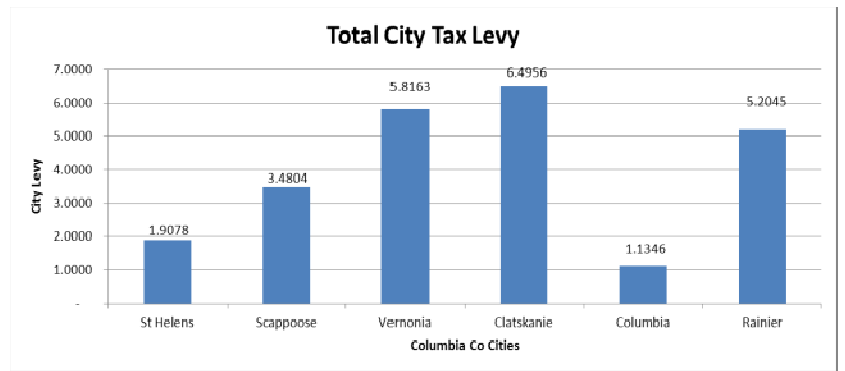
** Market Value was not available - estimated utilizing assessed value

Please note in the above illustration that the assessed value is approximately 15% below the Market Value in FY 2012-13. This is a significant drop from the 2008-09 value of 35% below Market Value.

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 11-12, the FY 12-13 budget levies the full 1.9078 rate. Budgeted taxes are less than levied amounts due to estimated uncollectables, delinquencies and discounts. Collection rate for FY 12-13 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).

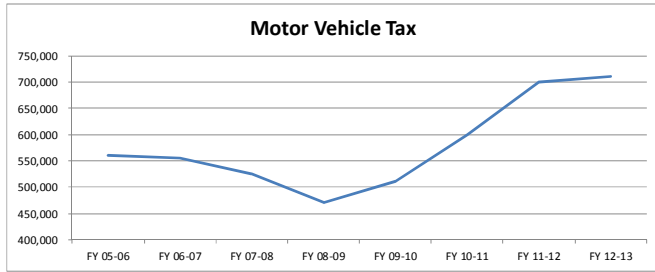


The table to the right illustrates the top ten tax payers in Columbia County in FY 01-02 compared to the top ten tax payers in FY 11-12.

Owner Name	FY 2001-02				FY 2011-12			
	Rank	RMV	Av	Taxes	Rank	RMV	Av	Taxes
NW Natural Gas	2	123,615,120	122,250,840	1,237,110	1	171,190,830	171,190,157	1,977,153
United States Gypsum					2	73,852,420	73,852,420	1,255,520
Portland Electric	3	91,302,800	94,302,800	1,016,235	3	321,198,246	321,175,043	1,102,004
Longview Fibre / timber	4	52,573,690	45,386,310	461,629	4	66,398,196	42,549,649	502,986
Clatskanie PUD					5	35,585,900	35,585,900	440,140
Armstrong World Industries	5	29,838,000	29,838,000	453,651	6	28,373,900	28,373,900	408,559
Columbia River PUD	7	25,796,400	25,796,400	303,482	7	31,570,700	31,570,700	395,209
Boise Cascade Corp.	1	139,301,800	138,996,410	2,102,994	8	24,452,825	20,766,363	299,704
Coastal Refining/ Dyno Nobel Inc.	9	18,067,590	11,983,010	168,976	9	24,253,540	23,815,810	296,534
American Tissue / Cascade	6	29,648,100	29,648,100	450,764	10	16,687,910	16,687,910	240,290
Qwest Corp.	8	13,144,509	13,144,509	177,744				
John Hancock Mut. Life	10	15,450,630	13,340,200	135,076				

Intergovernmental

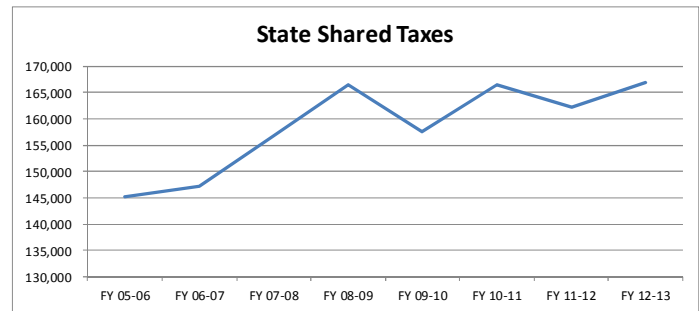
Intergovernmental revenues represent State shared revenues for taxes on gas, cigarette and liquor, grants from state and federal agencies for street/parks, and reimbursements from other government agencies for services provided (School district for police services, Scappoose for Courts).



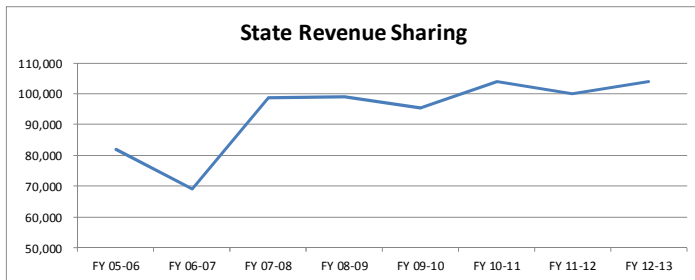
	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Motor Vehicle Tax	559,998	555,714	525,203	470,914	510,410	600,242	700,000	710,000

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. In FY 11-12 revenues increased 17% primarily due to a rise in State gas taxes. FY 12-13 budget anticipates a modest 1% increase primarily due to increased prices.

State Shared Taxes – Taxes levied on cigarettes and alcohol by the State and allocated based on population. This is a General Fund revenue. The revenues in FY 12-13 are anticipated to increase 2.7% primarily due to continued rebound of alcohol sales.



	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Cigarette Tax	21,535	21,633	19,764	19,185	18,070	19,240	17,300	16,800
Alcohol Tax	123,596	125,698	136,980	147,345	139,436	147,189	145,000	150,000
State Shared T	145,131	147,331	156,744	166,530	157,506	166,429	162,300	166,800

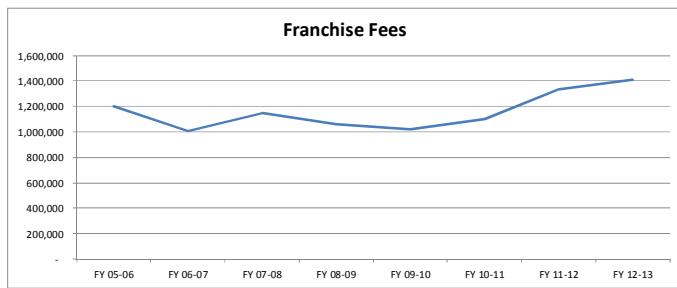


	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
State Revenue Sharing	82,081	69,083	98,623	98,999	95,531	104,000	100,000	104,000

State Revenue Sharing – 14% of the State taxes collected on the sale of alcohol are allocated to counties and cities on a formula basis derived by OLCC. The FY 12-13 budget anticipates an increase of revenues of 4%. 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 received anticipates \$320,000 in FY 11-12 to overlay Columbia Boulevard from 15th Street to 1st Street and anticipates no projects in FY 12-13 that would draw on the City’s reserved STP funds with the State.

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 12-13 budget anticipates an increase of 5.5% primarily due to continued anticipated rate increases.

Franchise Fees	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Franchise Fees	1,022,481	803,628	871,745	765,424	698,077	718,621	720,800	737,000
In lieu of Franchise Fees	177,742	202,863	277,215	296,068	319,552	380,981	615,350	673,500
Total Franchise Fees	1,200,223	1,006,491	1,148,960	1,061,493	1,017,629	1,099,603	1,336,150	1,410,500

Expenditures Overview

The City has been experiencing declining fund balances in most funds over the past four years primarily due to declining revenues associated with the economy, increasing expenditures from inflationary pressures, and increased 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 for the General Fund to balance on-going expenditures with on-going revenues (net of one time revenues/expenditures) and work as diligently as possible to reduce expenditures across the board in all operating funds. The budget has reflected these adjustments.

Personal Services

The City employs 64 full-time, 7 part-time (4.2 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 (.8 FTE) from FY 11-12. For further detailed information on salaries and benefits please reference the Personnel section of this document.

Dept / Division / Position	FTE			Notes
	FY 11-12	FY 12-13	Changes	
Administration				
Administration	1.00	1.00	-	
City Recorder	2.20	4.20	2.00	Reorganization of support staff
Courts	3.00	2.00	(1.00)	from Community Development
Finance	5.00	5.00	-	and Court reduction
Total Administration	11.20	12.20	1.00	
Community Development				
Building	2.00	1.00	(1.00)	Reorganization of support staff
Planning	2.00	1.00	(1.00)	to City Recorder
Total Community Development	4.00	2.00	(2.00)	
Library				
Library	5.20	5.20	-	
Police				
Sworn Officers	17.00	16.00	(1.00)	
Support Staff	2.00	2.00	-	Staff reductions
Total Police	19.00	18.00	(1.00)	
Public Works				
Aministration	1.00	-	(1.00)	Split Public Workers Director
Engineering	6.60	5.80	(0.80)	duties between Engineering
Operations - Admin	19.00	19.00	-	and Operations Supervisors
Operations - Fleet	2.00	2.00	-	and unwind temp positions
Operations - WFF	2.00	2.00	-	associated with Wastewater
Wastewater Treatment	4.00	4.00	-	I&I Project
Total Public Works	34.60	32.80	(1.80)	
Grand Total	74.00	70.20	(3.80)	

Personal services are \$.522 million or 7.3% less primarily due to:

- Reduction of staffing – 3 full-time and 1 part-time position (PW Director, City Prosecutor, Police Officer, GIS technician)
- A 2% medical premium contribution by employees
- No cost of living adjustment associated with wages and continuation of the reduced stipend paid to the mayor and councilors
- These savings have been partially offset by:
 - a 6.4 % increase in medical benefits and
 - Anticipated merit increases

Materials and Services

Materials and Services are \$.3 million or 6.6% less primarily due to:

- Elimination of insurance reserve assessment – in FY 11-12 the City assessed and collected from all programs a self-insurance premium to build a reserve to cover uninsured claims against the City. The collection of the assessment was limited to FY 11-12 and no further assessment levied in subsequent years unless replenishment of the reserve was deemed necessary.
- Overall reductions in materials and supplies. A rethinking of operations, shifting cost responsibilities more onto the users whenever possible.
- General overall reduction in contracting services in non-general fund operating departments partially offset by increase in contract services in the general fund that reflect the right sizing of the Municipal Court

Capital Outlay

No material change in capital outlay. Capital Outlay projects are highlighted in the Capital Project fund section of this budget.

Transfers in/out

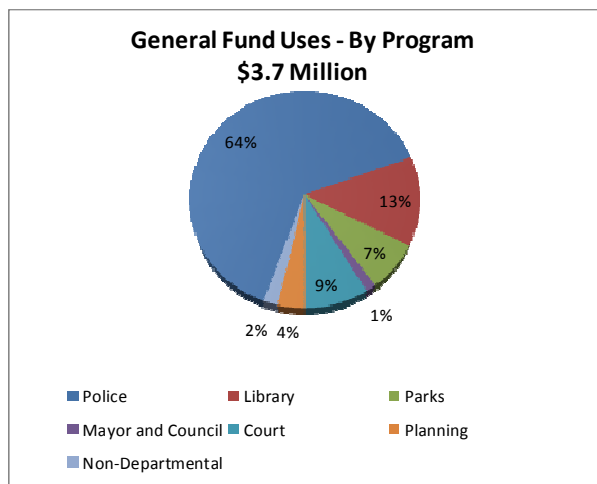
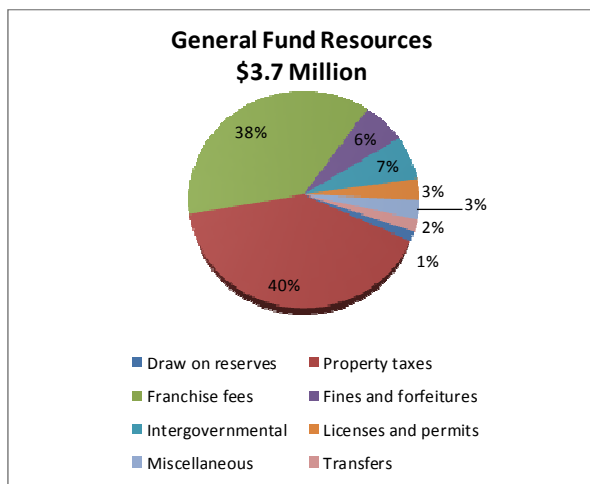
Transfers in and out significantly decreased due to last year's change in accounting for reserves and capital projects. To improve tracking of reserves and capital projects, two new funds were formed: a Community Enhancement Fund to track reserves that have been tracked and accounted for in the General Fund, and a Capital Improvement Fund to track and account for funds designated for capital projects.

Indirect Costs Allocation

The City initiated in FY 11-12 the principles and practices associated with pooling and allocating shared costs as defined by OMB A-87. Funds were formed to facilitate the pooling of costs associated with general administrative functions (i.e. records management, administration, and 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



Resources	Amount	%
Draw on reserves	53,910	1.4%
Property taxes	1,504,000	40.1%
Franchise fees	1,410,500	37.6%
Fines and forfeitures	238,500	6.4%
Intergovernmental	247,300	6.6%
Licenses and permits	116,500	3.1%
Miscellaneous	109,150	2.9%
Transfers	71,150	1.9%
Total Current Revenues	3,751,010	76.2%
Beginning WC less draw on reserves	1,171,771	23.8%
Total Resources	4,922,781	

Uses by program	Amount	%
Police	2,392,850	63.8%
Library	500,260	13.3%
Parks	273,520	7.3%
Mayor and Council	52,950	1.4%
Court	320,420	8.5%
Planning	136,820	3.6%
Non-Departmental	74,190	2.0%
Total Anticipated Expenditures	3,751,010	76.2%
Contingency	744,570	15.1%
Unappropriated reserves	427,201	8.7%
Total Uses	4,922,781	

Uses by expenditure category

Personal services	2,737,850	73.0%
Materials and supplies	943,610	25.2%
Debt service	36,610	1.0%
Transfers	32,940	0.9%
Total	3,751,010	76.2%

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 City Council, Municipal Court, Planning, Police, Library, Parks and Non-departmental.

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

Assumptions when preparing the budget were:

Revenues

- Property taxes – assumes assessed values increasing .4% and collection rate of 95%.
- Franchise fees – increase of 5% primarily due to anticipated utility rate increases.
- Intergovernmental revenues decline 20% primarily from decline in federal grants and termination of the intergovernmental agreement with City of Scappoose for providing court services.
- Fines and forfeitures remain relatively flat.
- Miscellaneous revenues declining 50% primarily due to not anticipating further insurance premium refunds or C.E.N.T. contributions.
- Transfers – decrease of 60% primarily due to prior year changes in accounting practices.

Expenditures

- The personal services costs are anticipated to decline 10% primarily due to reductions in staffing levels in Municipal Court and Police and a 2% medical premium contribution from employees. These savings are partially offset by increases in medical costs (6.4%) and anticipated merit increases.
- Detailed information can be found in each cost center for materials and services, capital outlay and transfers.

General Fund - Summary

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	3,014,699	2,640,940	2,000,040	1,225,681	1,225,681	1,225,681
Revenues						
Property taxes	1,375,646	1,468,981	1,505,200	1,504,000	1,504,000	1,504,000
Franchise fees	1,017,629	1,099,603	1,345,350	1,410,500	1,410,500	1,410,500
Licenses and permits	139,942	93,812	130,000	116,500	116,500	116,500
Fines and forfeitures	258,136	234,711	239,000	238,500	238,500	238,500
Intergovernmental	392,064	502,371	310,400	247,300	247,300	247,300
Interest earnings	155,720	29,972	20,000	10,000	10,000	10,000
System development charge	15,534	9,691	-	-	-	-
Miscellaneous	105,643	46,194	100,100	46,200	46,200	46,200
Indirect cost allocation	-	-	56,200	52,950	52,950	52,950
Transfers	2,406	14,068	68,420	21,150	71,150	71,150
Total Revenues	3,462,721	3,499,403	3,774,670	3,647,100	3,697,100	3,697,100
Total resources	6,477,420	6,140,343	5,774,710	4,872,781	4,922,781	4,922,781
Uses						
Old Administration - See Mayor & City Council, Municipal Court, and Planning						
Personal services	489,388	416,330	-	-	-	-
Materials and services	89,356	146,810	-	-	-	-
Total Inactive cost center	578,744	563,140	-	-	-	-
Mayor and City Council						
Personal services	-	-	32,350	32,350	32,350	32,350
Materials and services	-	-	23,850	20,600	20,600	20,600
Capital outlay	-	-	-	-	-	-
Total Mayor and City Council	-	-	56,200	52,950	52,950	52,950
Municipal Courts						
Personal services	-	-	344,870	137,210	137,210	137,210
Materials and services	-	-	93,660	178,410	178,410	178,410
Interfund transfers	-	-	4,800	4,800	4,800	4,800
Total Municipal Court	-	-	443,330	320,420	320,420	320,420
Planning						
Personal services	-	-	93,730	96,630	96,630	96,630
Materials and services	-	-	69,440	40,190	40,190	40,190
Total Planning	-	-	163,170	136,820	136,820	136,820

General Fund - Summary

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Police						
Personal services	2,070,063	2,064,875	2,081,630	1,968,430	1,970,540	1,970,540
Materials and services	330,993	295,528	469,510	422,310	422,310	422,310
Capital outlay	-	75,568	-	-	-	-
Total Police Department	2,401,056	2,435,971	2,551,140	2,390,740	2,392,850	2,392,850
Library						
Personal services	313,821	324,678	360,190	362,140	362,140	362,140
Materials and services	145,307	157,326	165,460	136,920	138,120	138,120
Total Library	459,128	482,005	525,650	499,060	500,260	500,260
Parks						
Personal services	85,714	90,066	110,490	115,220	115,220	115,220
Materials and services	232,005	97,919	132,180	121,690	121,690	121,690
Debt Service	51,839	51,839	51,840	36,610	36,610	36,610
Capital outlay	17,572	356,016	-	-	-	-
Interfund transfers	-	-	-	-	-	-
Total Parks	387,130	595,840	294,510	273,520	273,520	273,520
Non-Departmental						
Personal services	-	-	19,400	23,760	23,760	23,760
Materials and services	-	-	9,380	20,490	22,290	22,290
Operating contingency	-	-	972,260	743,550	744,570	744,570
ARRA Reserve	-	-	52,000	-	-	-
Transfers	10,422	-	687,670	22,140	28,140	28,140
Total Non-departmental	10,422	-	1,740,710	809,940	818,760	818,760
Total uses	3,836,480	4,076,955	5,774,710	4,483,450	4,495,580	4,495,580
Net change in fund balance	(373,760)	(577,552)	(2,000,040)	(836,350)	(798,480)	(798,480)
Ending fund balance	2,640,940	2,063,388	-	389,331	427,201	427,201

General Fund – Revenues – Line Item Budget

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
001 000	301000	Beginning working capital	3,014,699	2,640,940	2,000,040	1,225,681	1,225,681	1,225,681
Revenues								
Property taxes								
001 000	302000	Property tax revenue	1,310,790	1,402,543	1,430,000	1,426,700	1,426,700	1,426,700
001 000	303000	Previous levied taxes	64,530	66,258	75,000	77,000	77,000	77,000
001 000	322000	Property tax interest	326	180	200	300	300	300
Property taxes			1,375,646	1,468,981	1,505,200	1,504,000	1,504,000	1,504,000
Franchise fees								
001 000	306000	Franchise taxes	698,077	718,621	730,000	737,000	737,000	737,000
001 000	373000	In lieu of franchise fees	319,552	380,981	615,350	673,500	673,500	673,500
Franchise fees			1,017,629	1,099,603	1,345,350	1,410,500	1,410,500	1,410,500
Licenses and permits								
001 000	311000	Business licenses	97,988	56,004	94,000	73,500	73,500	73,500
001 000	319000	Camping fees	850	802	1,000	1,000	1,000	1,000
001 000	317000	Dog licenses	27,901	28,790	28,000	29,500	29,500	29,500
001 000	324000	Planning fees	13,203	8,215	7,000	12,500	12,500	12,500
Licenses and permits			139,942	93,812	130,000	116,500	116,500	116,500
Fines and forfeitures								
001 000	318000	Fines- library	19,447	20,294	19,000	18,500	18,500	18,500
001 000	341000	Fines	238,689	214,417	220,000	220,000	220,000	220,000
Fines and forfeitures			258,136	234,711	239,000	238,500	238,500	238,500
Intergovernmental								
001 000	325000	Cigarette tax	18,070	19,240	16,500	16,800	16,800	16,800
001 000	326000	Alcohol beverage tax	139,436	147,189	135,000	150,000	150,000	150,000
001 000	308000	State allocation - library	2,085	1,340	1,800	-	-	-
001 000	331000	Federal grant	31,884	76,442	-	-	-	-
001 000	332000	ARRA federal law grant	73,046	135,070	30,000	-	-	-
001 000	334000	State grants	14,679	14,336	15,000	14,000	14,000	14,000
001 000	362000	Intergovern-revenue	45,000	45,000	45,000	45,000	45,000	45,000
001 000	363000	Intergovern- Scappoose	17,934	18,327	19,200	-	-	-
001 000	364000	Intergov.- Scappoose atty	24,000	30,000	25,400	-	-	-
001 000	309000	Natural gas royalties	25,930	15,425	8,000	14,000	14,000	14,000
001 000	335000	National parks service grant	-	-	14,500	7,500	7,500	7,500
Intergovernmental			392,064	502,371	310,400	247,300	247,300	247,300

General Fund – Revenues – Line Item Budget

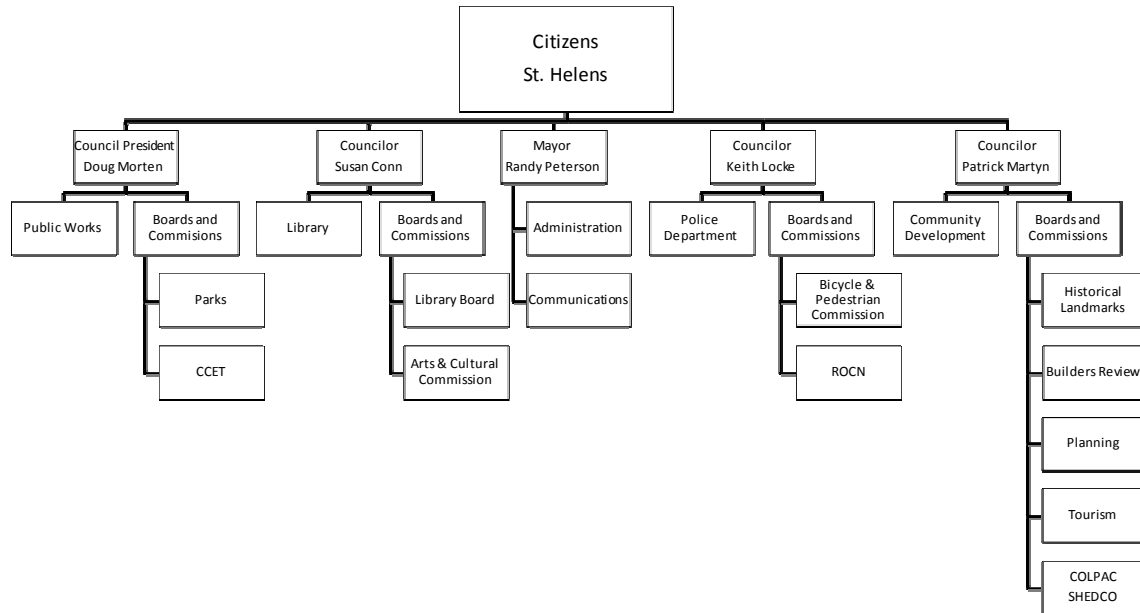
		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
001 000	346000	Interest earnings	155,720	29,972	20,000	10,000	10,000
001 000	365000	System development charge	15,534	9,691	-	-	-
		Miscellaneous					
001 000	344000	Court reimbursements	-	-	10,000	11,000	11,000
001 000	320000	Miscellaneous - park	27,121	9,490	8,000	8,000	8,000
001 000	327000	Public art fee	-	(11,671)	-	-	-
001 000	320000	D.A.R.E donations	2,237	-	-	-	-
001 000	323000	Miscellaneous - police	22,418	2,976	5,000	3,000	3,000
001 000	347000	Miscellaneous - cert	749	1,000	500	500	500
001 000	348000	Sale of city equipment	-	-	500	-	-
001 000	350000	Sale of city property	-	-	-	-	-
001 000	351000	Police trainee fee	12,866	10,478	12,000	10,000	10,000
001 000	354000	Miscellaneous	4,782	10,017	5,000	5,000	5,000
001 000	356000	Rents	3,000	3,000	2,800	3,000	3,000
001 000	357000	Police reserve events	-	-	100	-	-
001 000	358000	Contribution- C.E.N.T.	20,000	20,000	20,000	-	-
001 000	366000	Excise tax	285	274	100	100	100
001 000	370000	Insurance proceeds	12,025	-	35,000	5,000	5,000
001 000	371000	Donation- parks	71	330	100	500	500
001 000	374000	McCormick softball field don.	90	300	1,000	100	100
		Miscellaneous	105,643	46,194	100,100	46,200	46,200
001 000	389100	Indirect cost allocation		-	56,200	52,950	52,950
		Transfers					
001 000	392000	Utilities Fee	-	-	14,780	-	-
001 000	392000	Revenue sharing	-	-	-	50,000	50,000
001 000	392000	Parks SDC - debt service	-	-	51,840	19,350	19,350
001 000	392000	Water impr. reserve	2,406	4,068	1,800	1,800	1,800
001 000	392000	Proceeds from interfund borrowi	-	10,000	-	-	-
		Transfers	2,406	14,068	68,420	21,150	71,150
		Total Revenues	3,462,721	3,499,403	3,774,670	3,647,100	3,697,100
		Total resources	6,477,420	6,140,343	5,774,710	4,872,781	4,922,781

General Fund - Inactivate Cost Center

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Uses						
001 001	Inactive - reorganized and reflected in City Council, Municipal Court, and Planning Department/Programs					
	Personal services					
	489,388	416,330	-	-	-	-
	Total personal services					
	Materials and Services					
	89,356	146,810	-	-	-	-
	Total materials and services					
	Total inactive section					
	578,744	563,140	-	-	-	-

**Inactivated
cost center.**

City Council



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
- Council Position No. 1 - Doug Morten: Council President, Public Works, Parks Commission, Columbia County Economic Team (CCET)
- Council Position No. 2 - Keith Locke: Police Department, Bicycle & Pedestrian Commission, Regional Organized Criminal Narcotics Team (ROCN)
- Council Position No. 3 – Susan Conn: Library, Library Board, Arts & Cultural Commission
- Council Position No. 4 - Patrick Martyn: Community Development Department, Planning Commission, Historical Landmarks Commission, Builders Review Board, Tourism Committee, Columbia Pacific Economic Development Council (COLPAC - Regional), St. Helens Economic Development Corp. (SHEDCO - Local)

What's New?

On January 2012, the Mayor and City Councilors appointed Susan Conn to the vacant position resulting from the untimely death of Councilor Phillip Barlow.

In FY 11-12 City Council elected to reduce their stipend by 25%. The proposed budget reflects the continuation of the lower stipend amount.

Workload Indicators

	Actual FY10	Actual FY11	Projected FY12	Projected FY13
• City Council Meetings	66	66	65	65
• Boards & Commissions Mtgs	72	75	75	74
• Ordinances Adopted	27	14	22	18
• Resolutions Adopted	28	31	29	29

City Council

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Uses							
001 100	Mayor and City Council						
	Personal services						
001 100 401000	Salary			30,000	30,000	30,000	30,000
001 100 415000	SSI taxes			2,300	2,300	2,300	2,300
001 100 417000	Workers comp			50	50	50	50
	Total Personal Services	-	-	32,350	32,350	32,350	32,350
	Materials and Services						
001 100 457000	Office supplies			200	200	200	200
001 100 455000	Insurance			5,950	-	-	-
001 100 473000	Miscellaneous			500	1,900	1,900	1,900
001 100 461000	Public meetings			1,500	1,000	1,000	1,000
001 100 490000	Professional development			12,500	14,500	14,500	14,500
001 100 500000	Information services			3,200	3,000	3,000	3,000
	Total Materials and Services	-	-	23,850	20,600	20,600	20,600
	Capital outlay						
001 100 580000	Equipment			-	-	-	-
	Total capital outlay	-	-	-	-	-	-
001 100	Total Mayor and City Council	-	-	56,200	52,950	52,950	52,950

City Council

Acct #	Description	Proposed	Approved	Adopted
473000 Miscellaneous Expense				
	Miscellaneous	1,000	1,000	1,000
	Recognition Plaques & Awards	500	500	500
	Refreshments	400	400	400
		<u>1,900</u>	<u>1,900</u>	<u>1,900</u>
490000 Professional Development				
	League of Oregon Cities (LOC) membership	9,200	9,200	9,200
	Oregon Mayor Association	150	150	150
	City/County Quarterly Meetings	400	400	400
	League of Oregon Cities Conference (2)	2,500	2,500	2,500
	Annual Legislative Briefing	200	200	200
	Joint Boards & Commissions	400	400	400
	South Columbia County	100	100	100
	Other conferences - meetings	800	800	800
	Col-Pac Meetings	500	500	500
	Col-Pac Dues	250	250	250
		<u>14,500</u>	<u>14,500</u>	<u>14,500</u>
3xxxxx Offsetting Revenues				
	Allocated indirect costs based on budget	52,950	52,950	52,950
		<u>52,950</u>	<u>52,950</u>	<u>52,950</u>

Administration—Municipal Court

The court provides a local forum for the resolution of City municipal code violations, Oregon motor vehicle law violations, and misdemeanor criminal code violations in St. Helens as cited/investigated by the St. Helens Police Department. The municipal court judge is appointed by the City Council and oversees the judicial process. Court staff must remain aware of current laws enacted by the legislature and provides knowledgeable and courteous service to the public.

Other responsibilities include maintaining court dockets, scheduling and processing court appearances, impaneling juries for jury trials, conducting traffic and code violation trials, and collecting and reporting fines and assessments to appropriate agencies. Arraignments by video are conducted between the court and the Columbia County Jail to reduce the number of transports needed by police services. The court uses pretrial conferences as a tool in adjudicating cases more effectively. The use of deferred sentencing and diversion agreements, when appropriate, is a benefit to some first-time offenders. The Municipal Court is a court of record requiring the judge to be a member of the state bar. Appeals of a decision in a court of record go directly to the State Court of Appeals.

What's New?

The Municipal Court's budget reflects a reduction in the number of days that court is held per week from three to two days, as well as a reduction in personnel by contracting out for prosecutorial services.

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

- Sustained positive and quality customer service and support in all court business even with continued reduced staffing.
- Increased court revenues through implementation of court fine amnesty program.

Goals and Objectives

- Increase use of violations bureau for adjudication of traffic violations. Update violations bureau order to facilitate this change.
- Monitor and manage cases to minimize past due accounts.
- Continue the use of a collection service for unpaid fines and fees.
- Provide a level of customer service to meet or exceed citizen expectation.

Administration—Municipal Court

Personal Services

The Municipal Court is comprised of a contract Municipal Court Judge, a contract Prosecuting City Attorney, one full-time Municipal Court Clerk, and one full-time Legal / Municipal Court Assistant, 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 contract 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 / Municipal Court Assistant provide clerical support to the Prosecuting City Attorney as well as customer service.

Workload Indicators

Workload Indicators	FY 08-09	FY 09-10	FY 10-11	FY 11-12 Est.
Traffic Violations Filed	842	616	438	401
Traffic Misdemeanors Filed	110	107	108	84
Non-Traffic Misdemeanors Filed	411	478	491	484
DUII Cases Filed	51	44	43	33
MIP Cases Filed	58	39	45	37
Municipal Code Violations Filed	143	149	101	139
Jury Trials	2	1	0	0
Court Trial Set	NA	70	34	41
Performance Measures	FY 08-09	FY 09-10	FY 10-11	FY 11-12 Est.
Caseload Disposition Rate	NA	NA	NA	106%
Time to Disposition – Percentage of cases resolved within 180 days of filing	NA	NA	NA	
Why are we using these measures?				
We are measuring caseload disposition rate because by resolving the same or a greater number of cases as are being entered into the system, the number of cases in our pending caseload inventory is not accumulating over time and therefore should not result in both a backlog and increased case processing delays.				
The goal to resolve cases within 180 days of filing is to ensure that cases are being resolved in a prompt, just and timely manner by examining the age of cases at the time of their adjudication.				

Administration—Municipal Court

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Uses							
001 103	Municipal Courts						
	Personal services						
001 103 401000	Salary			219,760	83,440	83,440	83,440
001 103 422000	Longevity			360	360	360	360
001 103 424000	Non-represented comp			-	-	-	-
001 103 415000	SSI taxes			16,830	6,410	6,410	6,410
001 103 416000	Retirement			48,350	17,130	17,130	17,130
001 103 417000	Workers comp			220	170	170	170
001 103 418000	Medical benefits			40,450	26,650	26,650	26,650
001 103 419000	Disability/life ins			570	380	380	380
001 103 438000	VEBA			3,130	1,830	1,830	1,830
001 103 471000	PF health			1,260	840	840	840
001 103 449100	Direct labor charge			13,940	-	-	-
	Total personal services	-	-	344,870	137,210	137,210	137,210
	Materials and Services						
001 103 454000	Attorney			-	1,000	1,000	1,000
001 103 455000	Insurance			10,520	-	-	-
001 103 457000	Office supplies			500	1,500	1,500	1,500
001 103 465000	Jury / witness fees			730	500	500	500
001 103 480000	Postage			1,600	-	-	-
001 103 473000	Miscellaneous			950	1,000	1,000	1,000
001 103 490000	Professional development			2,470	1,100	1,100	1,100
001 103 500000	Information services			19,370	20,100	20,100	20,100
001 103 511000	Reference materials			700	400	400	400
001 103 554000	Professional services			11,800	112,500	112,500	112,500
001 103 579100	Indirect cost allocation			45,020	40,310	40,310	40,310
	Total Materials and Services	-	-	93,660	178,410	178,410	178,410
	Interfund transfers						
001 103 692000	Capital replacement reserve			4,800	4,800	4,800	4,800
	Total interfund transfers	-	-	4,800	4,800	4,800	4,800
001 103	Total Municipal Court	-	-	443,330	320,420	320,420	320,420

Staffing Complement Dept / Division / Job Title	Total		Courts	
	FTE	Personal Services	FTE	Personal Services
Administration				
Courts				
Court Clerk	1	78,000	1	78,000
Legal Assistant	1	59,210	1	59,210
Grand Total		137,210		137,210

Administration—Municipal Court

Acct #	Description	Proposed	Approved	Adopted
490000 Professional Development				
	Spring Judicial Conference (2)	370	370	370
	ODAA Summer Conference (1)	-	-	-
	Fall Judicial Conference (1)	300	300	300
	ODAA Annual Conference (1)	-	-	-
	OMJA Annual Membership (1)	150	150	150
	ODAA Annual Membership (1)	200	200	200
	OSB Annual Membership (1)	-	-	-
	Other Meetings	80	80	80
		1,100	1,100	1,100
500000 Information Services				
	Full Court Licensing / Maintenance	7,000	7,000	7,000
	Evosus - Maintenance	10,520	10,520	10,520
	Replacement reserve	2,580	2,580	2,580
		20,100	20,100	20,100
511000 Reference Materials				
	ORS	280	280	280
	Criminal code	50	50	50
	Traffic code	20	20	20
	Pocket guides	50	50	50
		400	400	400
554000 Professional Services				
	Attorney for Indigents	16,000	16,000	16,000
	Contract Prosecutor	60,000	60,000	60,000
	Municipal Judge	36,000	36,000	36,000
	Pro-tem / special prosecutor	500	500	500
		112,500	112,500	112,500
588000 Capital Replacement Reserve				
	Upgrade Full Court FY 2014	4,800	4,800	4,800
		4,800	4,800	4,800
3xxxxx Offsetting Revenues				
	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

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.

What's New?

The Department is seeking to continue to help facilitate the success of the Main Street program including obtaining an AmeriCorps VISTA volunteer to act as a Main Street Coordinator. This will differ from last year's effort as year one of the program generally addresses policy and procedure creation and similar "behind the scenes" activities. Year two includes more implementation driven tasks and is anticipated to create more visibility and community awareness of the Main Street Program.

Community Development - Planning

Accomplishments

- Adopt updated Transportation Systems Plan (TSP) and related Development Code amendments—Adoption of plan and law.
- Manage and implement CLG grant for 2011-2012 cycle (pass through grant). This is the City's first Historic Preservation Rehabilitation Grant program.
- Update Land Use Fee Schedule—Revised schedule adoption by City Council. Previous update was in 2008.
- Vetting proposed updates to temporary sign regulations.
- Successfully challenged a Columbia County decision for a 717 Columbia River Highway storage site proposal to require sidewalk installation for the development contrary to County's original decision to not require such.
- Manage AmeriCorps VISTA volunteer who acts as Main Street Program Coordinator.

Goals and Objectives

- Complete and close out CLG grant for 2011-2012 cycle (pass through grant).
- Completion and adoption of Olde Towne Architectural Design Guidelines.
- Adoption of updates to temporary sign regulations.
- Assist SHEDCO with advancement of the Main Street Program, including obtaining/managing an AmeriCorps VISTA volunteer to act as a Main Street Coordinator.
- Apply for TGM Grant for Columbia River Highway—Columbia Boulevard—Old Portland Road business loop plan. Manage grant if obtained.

Community Development - Planning

Workload Indicators

	2009	2010	2011	2012 Est.
Work Indicators				
Land Use Permits	106	93	92	97
County Referral Responses	3	6	4	4
Street Vacations	2	1	1	1
Annexations ¹	0	6	0	2
Code Enforcement Actions ²	8	7	5	7
Performance Measures				
% of Land Use Decisions in 120 days ³	100%	100%	100%	100%
% Code Enforcement Resolved ²	100%	100%	80%	n/a
Enforcement cases w/ Citation/Court	0	1	1	n/a

¹ Annexations set for elections are listed separately from those processed. Those received/processed are included under the Land Use Permits category.

² Numbers are estimated for years 2009 to 2011. Former tally not historically kept. Resolved cases are those that have been resolved as of the date of this report. This includes formal actions where notice has been sent and doesn't include right-of-way sign abatement with no notice, for example. This list doesn't include enforcement items not directly related to land use, though the Planning Department may have assisted with those cases.

³ Pursuant to ORS Chapter 227 most land use decisions need to be made within 120 days after a submitted application is deemed complete. The purpose of this law is to ensure that government does not unreasonably delay review time and processing. Some land use permits under Work Indicators above are not subject to this rule; the most prominent examples are legislative actions.

Community Development - Planning

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
001 104	Planning						
	Personal services						
001 104 401000	Salary			111,980	70,050	70,050	70,050
001 104 424000	Non-represented comp			-	-	-	-
001 104 415000	SSI taxes			8,560	5,360	5,360	5,360
001 104 416000	Retirement			25,990	17,410	17,410	17,410
001 104 417000	Workers comp			130	120	120	120
001 104 418000	Medical benefits			13,580	6,740	6,740	6,740
001 104 419000	Disability/life ins			380	190	190	190
001 104 438000	VEBA			2,240	1,480	1,480	1,480
001 104 471000	PF health			420	-	-	-
001 104 449200	Direct labor charge	-	-	(69,550)	(35,480)	(35,480)	(35,480)
001 104 449100	Direct labor charge	-	-	-	30,760	30,760	30,760
	Total personal services	-	-	93,730	96,630	96,630	96,630
	Materials and Services						
001 104 455000	Insurance			2,660	-	-	-
001 104 454000	Attorney expense			7,500	3,000	3,000	3,000
001 104 457000	Office supplies			500	320	320	320
001 104 461000	Public meetings			2,520	840	840	840
001 104 480000	Postage			1,200	-	-	-
001 104 490000	Professional development			2,000	1,320	1,320	1,320
001 104 493000	Legal notices			1,200	1,300	1,300	1,300
001 104 494000	Recording fees			1,000	500	500	500
001 104 500000	Information services			5,200	4,200	4,200	4,200
001 104 554000	Professional services			-	-	-	-
001 104 559000	Special projects			32,500	10,500	10,500	10,500
001 104 579100	Indirect cost allocation			13,160	18,210	18,210	18,210
	Total Materials and Services	-	-	69,440	40,190	40,190	40,190
001 104	Total Planning	-	-	163,170	136,820	136,820	136,820

Staffing Complement	Total		Planning		Other Departments Support							
	FTE	Personal Services	FTE	Personal Services	Police	Parks	Non-Dept	Building	City Admin	City Recorder	Finance	Engineering
Administration												
City Recorder												
Planning Secretary / Communications Officer	1.00	68,360	0.45	30,760	-	-	13,670	3,420	-	10,250	6,840	3,420
CD												
Planning												
City Planner	1.00	101,350		65,870	3,040	3,040	-	9,630	2,030	-	-	17,740
Grand Total				96,630	3,040	3,040	13,670	13,050	2,030	10,250	6,840	21,160

Community Development - Planning

Acct #	Description	Proposed	Approved	Adopted
490000 Professional Development				
	Memberships (APA,OAPA, AICP)	410	410	410
	Oregon City Planning Association	90	90	90
	Legal Issues for Planners Training (1)	120	120	120
	APA Conference (1)	700	700	700
	Oregon Planning Institute (1)	-	-	-
	Other Meetings	-	-	-
		<u>1,320</u>	<u>1,320</u>	<u>1,320</u>
500000 Information Services				
	GIS Maintenance	800	800	800
	GIS upgrade license	400	400	400
	Evosus - Maintenance	2,460	2,460	2,460
	Replacement reserve	540	540	540
		<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
559000 Special Projects				
	PSU MURP Project	500	500	500
	Dalton Lake Recreation Plan	-	-	-
	CLG Grant Matching Funds (50/50)	10,000	10,000	10,000
		<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
3xxxxx Offsetting Revenues				
	Planning fees	12,500	12,500	12,500
	National parks service grant - CLG	7,500	7,500	7,500
		<u>20,000</u>	<u>20,000</u>	<u>20,000</u>

Police Department

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.

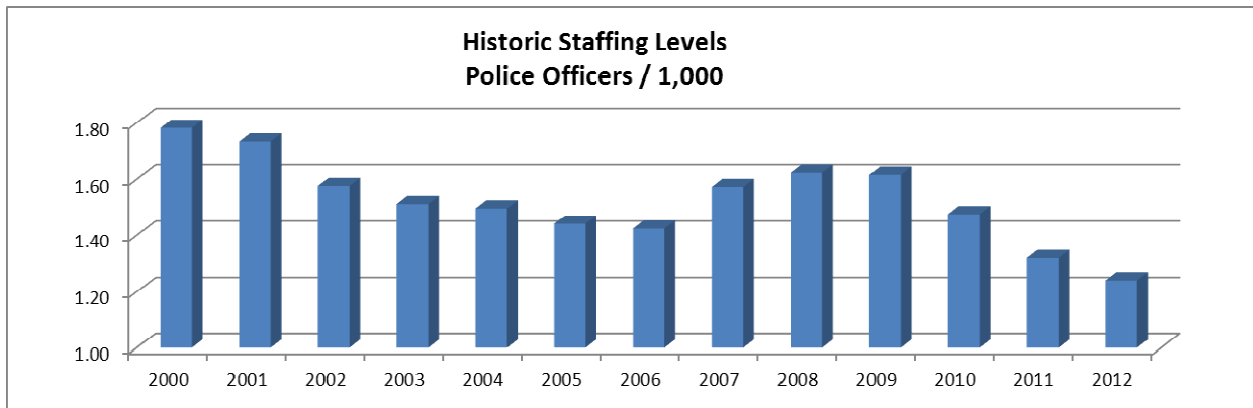
In addition to patrol services, the Department provides both criminal and narcotics investigations. It also provides a School Resource Officer for the St. Helens School District, a canine program, manages the county-wide narcotics team, operates a Critical Incident Response Team (CIRT), organizes a Community Emergency Response Team (CERT), 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.

What's New

In 2008 our Sworn Officers complement totaled 20. In FY 09-10, staffing was reduced to meet the realities of the available resources in the General Fund, reducing the sworn officer complement to 19 and eliminated a Code Enforcement Officer and a Police Records Specialist. The proposed FY 11-12 budget further reduced the sworn officers complement to 17 and the proposed FY 12-13 budget continues to reduce the sworn officers complement to 16. With the proposed FY 12-13 budget, the staff levels as measured as per 1,000 of population has reached the lowest levels ever, to 1.24 officers per 1,000 population (16 officers, 12,900 populations).



In addition to operating with reduced staff, we have made significant financial cuts in all aspects of our operation, including reduced training, elimination of almost all but life-safety capital expenditures and extended service life of patrol vehicles. Due to our reduced budget, we have moth-balled our Reserve Officer Program and our Citizen's Academy, reduced our participation in the County-wide drug team and greatly reduced our traffic enforcement program.

Despite these extremely disheartening financial issues, the men and women of the St. Helens Police Department continue to function at the highest level, excelling in areas such as call response, investigations and courtroom presentations.

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 fundraising effort for Police Boat.

Workload Indicators

WORK INDICATORS	FY 08-09	FY 09-10	FY 10-11	FY 11-12 (Jan. 2012)
Officers Employed (as of December)	20	19	18	16
Total Activities (not including traffic stops)	16,169	15,881	15,963	11,891
Traffic Stops	3,678	3,184	1,813	1,044
Activities per Officer	992.4	1003.4	993.1	808.4

PERFORMANCE INDICATORS	2008	2009	2010	2011
Part 1 Crimes (Rape, Robbery, Burglary...)	364	298	285	312
Part 1 Crimes per Officer	18.2	15.6	15.8	19.5
Part 2 Crimes (Assault, Forgery, Sex Off...)	970	851	749	865
Part 2 Crimes per Officer	48.50	44.78	41.61	54.06
Other Crimes (All Offenses not included in Part 1 or Part 2)	1,893	1,924	1,241	1,319
Other Crimes per Officer	94.65	101.26	68.94	82.43
Part I Crimes Clearance Rate	25%	33%	34%	25%
Part II Crimes Clearance Rate	69%	65.22	59%	63%
Other Crimes Clearance Rate	71%	66.74	60%	55%

Police Department

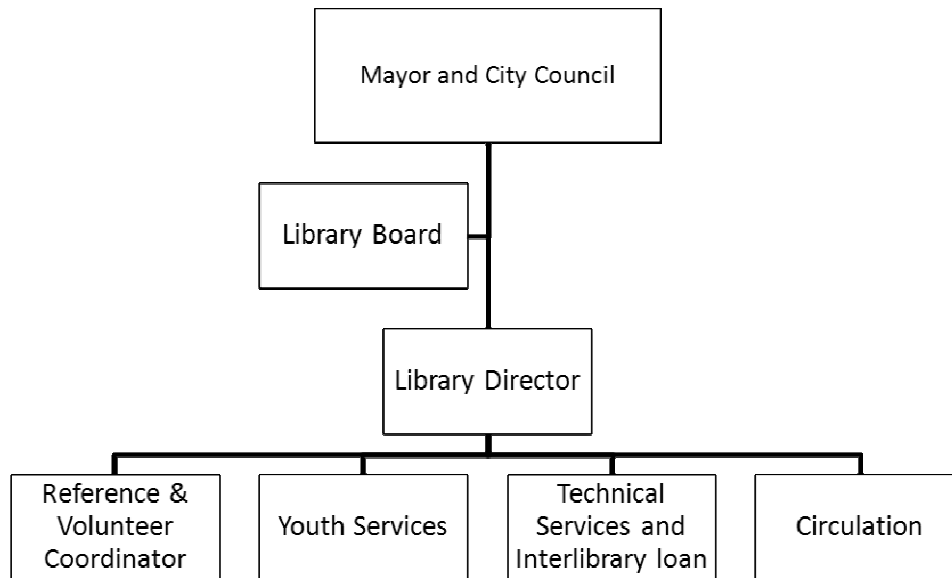
		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal services							
001 002 401000	Salary	1,191,992	1,169,912	1,171,780	1,110,870	1,110,870	1,110,870
001 002 409000	Overtime	61,676	76,232	74,000	67,890	70,000	70,000
001 002 409100	Overtime - Riembr				-	-	-
001 002 415000	SSI taxes	104,936	102,648	104,650	100,370	100,370	100,370
001 002 416000	Retirement	258,072	251,195	310,940	298,360	298,360	298,360
001 002 417000	Workers comp	30,163	14,137	22,070	22,650	22,650	22,650
001 002 418000	Medical benefits	254,044	297,866	328,030	326,940	326,940	326,940
001 002 419000	Disability/life ins	3,655	3,488	3,610	3,420	3,420	3,420
001 002 421000	Holiday pay	-	-	26,170	21,080	21,080	21,080
001 002 422000	Longevity	1,560	1,560	1,560	1,560	1,560	1,560
001 002 424000	Non-represented comp	12,158	12,498	-	-	-	-
001 002 435000	Certification	46,632	47,282	53,430	52,320	52,320	52,320
001 002 436000	Incentive pay	8,220	7,428	7,680	14,400	14,400	14,400
001 002 437000	Physical fit incent pay	44,193	39,969	46,660	43,830	43,830	43,830
001 002 438000	VEBA	22,245	21,395	23,430	22,220	22,220	22,220
001 002 448000	Uniforms	16,900	16,958	16,550	18,100	18,100	18,100
001 002 471000	PF health	8,458	2,306	7,000	2,940	2,940	2,940
001 002 420000	Unemployment	5,160	-	-	-	-	-
001 002 449100	Direct labor charge	-	-	3,040	3,040	3,040	3,040
001 002 449200	Direct labor charge	-	-	(118,970)	(141,560)	(141,560)	(141,560)
Total Personal Services		2,070,063	2,064,875	2,081,630	1,968,430	1,970,540	1,970,540

Staffing Complement	Total		Police		Other Department / Divisions Support				
	FTE	Personal Services	FTE	Personal Services	Water	Sewer Collections	Sewer WWTP - Secondary	Sewer WWTP - Primary	Sewer - Storm
CD									
Planning									
City Planner	1.00	101,350	0.03	3,040					
Police									
Police									
Chief of Police	1.00	120,380	1.00	120,380	-	-	-	-	-
Lieutenant	1.00	142,340	1.00	142,340	-	-	-	-	-
Sergeant	4.00	556,980	4.00	556,980	-	-	-	-	-
Detective	1.00	121,700	1.00	121,700	-	-	-	-	-
Patrolman	9.00	1,004,110	7.00	885,900	60,160	24,060	15,640	14,440	6,020
Police Records Specialist	1.00	76,500	1.00	76,500	-	-	-	-	-
Code Enforcement Officer	1.00	84,940	0.75	63,700	-	21,240	-	-	-
Grand Total			15.78	1,970,540	60,160	45,300	15,640	14,440	6,020

Police Department

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Materials and Services									
001 002	456000	ARRA law enforcement		26,239	53,131	70,000	40,000	40,000	40,000
001 002	455000	Insurance		30,585	30,075	49,380	25,850	25,850	25,850
001 002	454000	Attorney expense		-	-	3,000	5,000	5,000	5,000
001 002	457000	Office supplies		4,675	3,303	5,000	5,000	5,000	5,000
001 002	458000	Telecommunication expense		21,697	23,085	21,200	21,600	21,600	21,600
001 002	459000	Utilities		6,685	7,482	8,250	8,400	8,400	8,400
001 002	460000	D.A.R.E. expend		371	14,266	-	-	-	-
001 002	463000	Auditing		3,525	3,351	-	-	-	-
001 002	470000	Building expense		2,808	6,344	7,000	5,000	5,000	5,000
001 002	473000	Miscellaneous		18,852	16,539	18,000	18,000	18,000	18,000
001 002	480000	Postage		1,301	986	1,300	500	500	500
001 002	490000	Police training/supplies		17,256	1,935	19,800	15,000	15,000	15,000
001 002	500000	Information services		20,766	25,202	21,400	21,700	21,700	21,700
001 002	501000	Operating materials & supp		12,951	11,233	38,000	25,000	25,000	25,000
001 002	502000	Equipment expense		26,373	21,139	20,500	25,000	25,000	25,000
001 002	503000	K9 expense		10,205	1,626	1,500	1,500	1,500	1,500
001 002	504000	Ammunition		10,338	8,982	11,000	11,200	11,200	11,200
001 002	507000	Reserve training/equip		-	-	500	-	-	-
001 002	508000	Janitorial services		5,515	4,242	5,300	5,400	5,400	5,400
001 002	510000	Automotive expenses		16,800	12,891	20,000	20,000	20,000	20,000
001 002	514000	C.E.R.T. equipment		1,307	2,280	2,000	2,000	2,000	2,000
001 002	522000	Radio & radar maint		2,797	2,327	4,500	3,500	3,500	3,500
001 002	526000	Publicity		432	377	400	400	400	400
001 002	531000	Gasoline expense		37,343	38,155	39,000	42,000	42,000	42,000
001 002	554000	Contractual services		11,391	6,577	3,000	4,000	4,000	4,000
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		-	-	-	-	-	-
001 002	579100	Indirect cost allocation		-	-	99,480	116,260	116,260	116,260
Total Materials and Services				330,993	295,528	469,510	422,310	422,310	422,310
001 002	578000	Other capital expense		-	75,568	-	-	-	-
Total Police Department				2,401,056	2,435,971	2,551,140	2,390,740	2,392,850	2,392,850

Library



The Library offers public computers with Internet service, wireless access for laptop users, an active collection of books, movies, music, magazines and audio books available for checkout, and a downloadable audio and e-book service 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 27/7 live-chat reference service.

The Library has programs for patrons of all ages including weekly story times for young children, the *Summer Reading Program*, outreach to area schools, *Library After Hours* programs for adults and *Our Community Reads* – a county-wide collaboration of libraries that focuses on the shared experience of reading the same book. Services for patrons also include reference, reader's advisory, support with résumé development and exam proctoring.

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

- The Oregon State Library selected the St. Helens Public Library's Ready to Read Grant project as one of the five Outstanding Projects of the Year. The Library was recognized for their use of grant funds to support early literacy and summer reading projects and to sustain the partnership with the high school teen parent program. The Library has also been designated as a best practice library by the State, demonstrating the three key components that have the greatest impact on children's reading proficiency: services to children outside the library (outreach), summer reading programs, and early literacy training for parents and childcare providers.
- *Our Community Reads*, the new county-wide reading event, was a firsttime collaboration of all six libraries in Columbia County. Local events echoed the theme of Cowboys, Westerns and Pioneers and supported the common experience of reading the same book. Our youth librarian utilized a generous grant to purchase book sets for use in the schools. A Library-sponsored visit by a mobile historical museum represented a new model for Library outreach and partnership with the schools.
- All public computers were relocated within line-of-sight of the library circulation desk to facilitate assistance to patrons, proctoring of exams and the management of computer use policies.
- The inaugural Infant Toddler Fair that showcases resources for parents and caregivers of children ages 0-3 represents a first-time partnership between Northwest Parenting Education of Community Action Team, Inc. and the Library.
- The use of *Library2Go*, the Library's downloadable audio and e-book service, experienced a 60% increase in checkouts this year. In response, the Library offered e-reader help sessions to patrons interested in learning how to use this service.
- *Library After Hours*, a new series of evening programs for adults, was launched in September. A variety of offerings have included musical performances, hands-on craft classes, an author visit, classes in the use of e-readers and digital cameras and demonstrations by artists.
- The Library delivered another successful *Summer Reading Program* with:
 - Children and youth ages 18 and younger reading a total of 4,306 hours over the summer – an 11% increase over the previous summer,
 - Attendance of 1,416 people at 19 different programs, and
 - A 20% increase in participation over summer 2010.
- Sixteen Library volunteers were recognized for collectively donating 1,114 hours of service with five of those volunteers being recognized with gold, silver or bronze Presidential Volunteer Service Awards.

Goals and Objectives

- Explore short and long-term funding options for the operation of the Library.
- Purchase seven additional computers to complete the update of the Library's public computers.
- Continue the county-wide collaboration with area libraries and schools for year two of *Our Community Reads*.
- Offer all-ages story times throughout the summer to help promote reading and library use when school is not in session.
- Support early numeracy and science education through the development and delivery of science, math and technology-enhanced story times.
- Nurture existing and develop new partnerships in the community in order to promote and encourage lifelong learning, self-development and life enhancement.
- Continue to provide the array of programs, materials and services that are increasingly utilized by the Greater St. Helens community.

Workload Indicators

	2007	2008	2009	2010	2011
Work Indicators					
Population Served	12,075	12,325	12,380	12,905	12,890
Library Visitors	46,173	53,512	56,292	56,873	53,693
Outreach/Program Attendance Outside the Library	n/a	n/a	n/a	n/a	1,360
Open Hours per Week	57	47	47	47	47
Print Circulation (checkouts and renewals)	76,416	97,355	102,501	105,652	102,835
Library2Go Circulation	116	794	977	1,972	3,166
Total Circulation	76,532	98,149	103,478	107,624	106,001
Circulation per Population Served	6.34	7.96	8.35	8.34	8.22
		FY07/08	FY08/09	FY 09/10	FY 10/11
Children's programs		125	150	161	145
Young adult/adult programs		9	2	14	11
Volunteers		8	9	15	17
Volunteer hours		912	571	840	1,114
Internet terminals		18	16	16	12

Library

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Personal services								
001 004	401000	Salary	212,207	218,537	235,710	237,990	237,990	237,990
001 004	422000	Longevity	1,500	1,500	1,500	1,500	1,500	1,500
001 004	424000	Non-represented comp	3,860	2,579	-	-	-	-
001 004	409000	Overtime	201	181	210	-	-	-
001 004	415000	SSI taxes	16,473	16,914	18,170	18,320	18,320	18,320
001 004	416000	Retirement	38,859	42,948	52,770	53,110	53,110	53,110
001 004	417000	Workers comp	457	334	300	520	520	520
001 004	418000	Medical benefits	32,113	36,782	46,300	45,640	45,640	45,640
001 004	419000	Disability/life ins	525	562	710	760	760	760
001 004	420000	Unemployment	4,261	1,137	-	-	-	-
001 004	438000	VEBA	2,910	3,204	3,920	4,300	4,300	4,300
001 004	471000	PF health	455	-	600	-	-	-
Total personal services			313,821	324,678	360,190	362,140	362,140	362,140

Staffing Complement		Total		Library	
Dept / Division / Job Title		FTE	Personal Services	FTE	Personal Services
Library					
	Librarian I	1.00	75,530	1.00	75,530
	Librarian Tech II	1.00	71,960	1.00	71,960
	Library Director	1.00	116,640	1.00	116,640
	PT Librarian I	0.70	48,180	0.70	48,180
	PT Library Assistant	1.50	49,830	1.50	49,830
Grand Total		5.20	362,140	5.20	362,140

Library

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Materials and Services								
001 004	454000	Attorney	-	-		1,000	1,000	1,000
001 004	455000	Insurance	9,192	9,039	14,350	9,040	9,040	9,040
001 004	457000	Office supplies	4,676	5,195	5,100	5,100	5,100	5,100
001 004	458000	Telephone expense	2,266	2,597	2,500	2,950	2,950	2,950
001 004	459000	Utilities	14,007	14,961	14,270	14,140	14,140	14,140
001 004	463000	Auditing	469	877	-	-	-	-
001 004	470000	Building expense	17,070	14,782	15,700	-	-	-
001 004	473000	Misc expense	2,965	3,952	1,390	1,230	1,230	1,230
001 004	480000	Postage	1,095	1,041	720	-	-	-
001 004	481000	Visual materials	3,915	3,481	3,070	3,100	3,100	3,100
001 004	483000	Audio materials	7,834	2,389	4,210	4,300	4,300	4,300
001 004	490000	Professional development	1,298	1,979	1,000	750	750	750
001 004	500000	Information services	13,724	34,746	21,190	16,800	18,000	18,000
001 004	508000	Janitorial services	22,967	16,281	20,400	14,660	14,660	14,660
001 004	511000	Printed Materials	26,378	27,994	25,000	25,500	25,500	25,500
001 004	512000	Periodicals	6,402	6,418	6,120	2,570	2,570	2,570
001 004	517000	Library programs	4,887	4,912	5,100	5,200	5,200	5,200
001 004	517100	Digital resources				3,630	3,630	3,630
001 004	518000	Interlibrary services	1,920	1,941	2,000	2,020	2,020	2,020
001 004	519000	Furnishing/shelving exp	4,061	1,600	1,080	1,000	1,000	1,000
001 004	521000	Reading- families grant	181	-	1,860	-	-	-
001 004	554000	Contractual/consulting	-	3,141	510	-	-	-
001 004	579100	Indirect cost allocation		-	19,890	23,930	23,930	23,930
Total materials and services			145,307	157,326	165,460	136,920	138,120	138,120
Total library services			459,128	482,005	525,650	499,060	500,260	500,260

Library

Acct #	Description	Proposed	Approved	Adopted
47000 Building Expense				
	TCMS - HVAC Maintenance			
	Simplex Grinnell - Fire Sprinklers			
	American Securities - Alarms			
	Coastwide Janitorial Supplies			
	Routine Plumbing/Electrical			
		-	-	-
473000 Miscellaneous Expense				
	IKON	1,000	1,000	1,000
	Volunteer Recognition	230	230	230
		1,230	1,230	1,230
490000 Professional Development				
	OLA Membership	-	-	-
	OLA Annual Conference	-	-	-
	Other workshops	750	750	750
		750	750	750
500000 Information Services				
	The Library Corp (TLC)	6,900	8,100	8,100
	Additional license	-	-	-
	Infrastructure improvements	-	-	-
	Comcast - 2 lines	1,600	1,600	1,600
	Barcode Reader/Receipt printer	-	-	-
	Terminal server/thin clients	-	-	-
	Evosus - Maintenance	5,500	5,500	5,500
	Replacement reserve	2,800	2,800	2,800
		16,800	18,000	18,000
3xxxxx Offsetting Revenues				
	Fines- Library	18,500	18,500	18,500
		18,500	18,500	18,500

Public Works - Parks

The Public Works – Parks cost center accounts for the costs of maintaining the City’s 138 acres of developed park grounds and the development of two 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 concrete 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 an amphitheater, gazebo, playground equipment, splash pad, and viewing deck with superb views of the Columbia River.
- 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal services							
001 005	401000 Salary	52,353	54,767		-	-	-
001 005	422000 Longevity	600	600		-	-	-
001 005	424000 Non-represented comp	565	604		-	-	-
001 005	409000 Overtime	264	-		-	-	-
001 005	415000 SSI taxes	4,100	4,267		-	-	-
001 005	416000 Retirement	11,031	10,496		-	-	-
001 005	417000 Workers comp	1,298	936		-	-	-
001 005	418000 Medical benefits	14,064	16,728		-	-	-
001 005	419000 Disability/life ins	182	187		-	-	-
001 005	438000 VEBA	1,047	1,095		-	-	-
001 005	471000 PF health	210	385		-	-	-
001 005	420000 Unemployment	-	-		-	-	-
001 005	449100 Direct labor charge	-	-	110,490	115,220	115,220	115,220
Total personal services		85,714	90,066	110,490	115,220	115,220	115,220

Staffing Complement	Total		Parks	
	FTE	Personal Services	FTE	Personal Services
Administration				
City Recorder				
Admin Secretary	2.00	50,450	0.40	10,090
CD		-		
Building				
Building Official	1.00	124,540	0.01	1,250
Planning				
City Planner	1.00	101,350	0.03	3,040
Public Works				
Engineering				
Civil Engr/Suprv	1.00	120,270	0.00	360
Operations - Admin				
PW Supervisor	1.00	146,980	0.00	440
Operations - Grounds				
Parks Field Supervisor	1.00	107,530	0.50	53,760
Parks Specialist	1.00	92,570	0.50	46,280
Grand Total			1.45	115,220

Public Works - Parks

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Materials and Services							
001 005 454000	Attorney	-	-	-	-	-	-
001 005 455000	Insurance	3,732	3,670	-	-	-	-
001 005 457000	Office supplies	256	187	900	500	500	500
001 005 458000	Telephone expense	2,766	2,752	-	-	-	-
001 005 459000	Utilities	13,272	18,004	20,000	15,000	15,000	15,000
001 005 463000	Auditing	469	879	-	-	-	-
001 005 470000	Building expense	1,442	1,452	2,000	2,000	2,000	2,000
001 005 473000	Miscellaneous	16,603	9,688	1,300	1,300	1,300	1,300
001 005 475000	Lease expense	-	-	3,200	-	-	-
001 005 474000	Sanitary service- portable	3,562	1,855	4,500	-	-	-
001 005 479000	Events support	-	-	2,500	-	-	-
001 005 490000	Professional development	82	175	1,000	500	500	500
001 005 500000	Information services	313	853	1,000	-	-	-
001 005 501000	Operating materials and supplies	33,277	32,474	26,000	37,500	37,500	37,500
001 005 502000	Equipment expense	2,718	530	5,000	-	-	-
001 005 509000	Marine board expense	-	-	14,000	14,000	14,000	14,000
001 005 513000	Chemicals	5,234	3,313	8,000	6,500	6,500	6,500
001 005 531000	Gasoline expense	1,235	7,790	10,000	9,000	9,000	9,000
001 005 554000	Professional services	147,046	14,296	9,000	16,000	16,000	16,000
001 005 555000	McCormick softball field impr.	-	-	-	-	-	-
001 005 579100	Indirect cost allocation	-	-	23,780	19,390	19,390	19,390
	Total materials and services	232,005	97,919	132,180	121,690	121,690	121,690
Debt Service							
001 005 563000	Principle expense	42,899	45,151	47,530	34,720	34,720	34,720
001 005 569000	Interest expense	8,940	6,688	4,310	1,890	1,890	1,890
	Total debt service	51,839	51,839	51,840	36,610	36,610	36,610
Capital Outlay							
001 005 575000	Equipment	-	-	-	-	-	-
001 005 578000	Other capital expense	7,572	7,332	-	-	-	-
001 005 581000	Construction expense	-	152,988	-	-	-	-
001 005 582000	Land purchase-Dalton park:	10,000	195,696	-	-	-	-
	Total capital outlay	17,572	356,016	-	-	-	-
001 005 692000	Transfer	-	-	-	-	-	-
	Total Parks	387,130	595,840	294,510	273,520	273,520	273,520

Administration – Non-Departmental

Non-Departmental cost center accounts for the administrative costs in processing dog and business licenses, the maintenance of other City Facilities (i.e. Senior Center, Alano Club, Old Down Towne), the General Fund Contingency (representing 20% of the operating expenditures in the fund) and transfers of funds to cover short-term inter-fund loans and/or program subsidies outside the General Fund.

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 minimum 20% operating reserve. For FY 12-13 the minimum reserve totals are \$743,550. The anticipated ending fund balance for FY 12-13 combined with contingency totals \$1,132,880 or 30% of total operating expenditures.

Administration – Non-Departmental

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Personal services							
001 110 449100	Direct labor charge	-	-	19,400	23,760	23,760	23,760
	Total Personal Services	-	-	19,400	23,760	23,760	23,760
Materials and Services							
001 110 473000	Miscellaneous	-	-	500	500	500	500
001 110 459000	Utilities	-	-	-	2,880	2,880	2,880
001 110 470000	Building expense	-	-	-	8,100	8,100	8,100
001 110 500000	Information services	-	-	2,880	3,010	3,010	3,010
001 110 554000	Professional services	-	-	6,000	6,000	7,800	7,800
	Total Materials and Services	-	-	9,380	20,490	22,290	22,290
001 110 596000	Contingency	-	-	972,260	743,550	744,570	744,570
001 110 596000	ARRA Grant Reserve			52,000	-	-	-
	Transfers						
001 110 692000	Transfers to comm enhancement fund			660,670	-	-	-
001 110 692000	Transfers IT Reserve			27,000	-	-	-
001 110 692000	Interfund loan- bldg. dept.		-	-	-	-	-
001 110 692000	Transfer to Captial - Police Data T	-	-	-	-	6,000	6,000
001 110 692000	Transfer to building dept.	10,422		-	22,140	22,140	22,140
	Total Transfers	10,422	-	687,670	22,140	28,140	28,140
	Total Non-departmental	10,422	-	1,740,710	809,940	818,760	818,760
	Total uses	3,836,480	4,076,955	5,774,710	4,483,450	4,495,580	4,495,580
	Net change in working capital	2,640,940	2,063,388	-	389,331	427,201	427,201
001 001	Ending fund balance	2,640,940	2,063,388	-	389,331	427,201	427,201

Administration – Non-Departmental

Acct #	Description	Proposed	Approved	Adopted
500000 Information Services				
	Springbrook - Business Licenses	1,610	1,610	1,610
	Springbrook - Dog Licenses	1,400	1,400	1,400
		<u>3,010</u>	<u>3,010</u>	<u>3,010</u>
47000 Building Expense				
	TCMS - HVAC Maintenance - Senior Center	3,800	3,800	3,800
	Alano, Senior Center Bldg repairs	3,000	3,000	3,000
	Pest control - Senior Center	400	400	400
	1/2 insurance - Col. Learning Center	900	900	900
		<u>8,100</u>	<u>8,100</u>	<u>8,100</u>
554000 Professional Services				
	Dog Impound - County	6,000	7,800	7,800
		<u>6,000</u>	<u>7,800</u>	<u>7,800</u>
588000 Transfers				
	Police grant matching	-	6,000	6,000
	Potential Building Subsidy	22,140	22,140	22,140
		<u>22,140</u>	<u>28,140</u>	<u>28,140</u>



Building Fund

Fund Summary

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	7,111	17,953	33,200	-	-	-
Revenues						
Building permits	61,986	58,113	81,600	69,000	69,000	69,000
Plumbing permit fees	21,490	16,997	25,200	22,000	22,000	22,000
Mechanical permit fee	7,960	5,822	7,200	8,500	8,500	8,500
Plan check fees	28,139	34,343	54,000	44,000	44,000	44,000
Code enforcement fees	280	-	500	-	-	-
Loan proceeds	-	-	-	-	-	-
Charges for services	-	-	-	11,900	11,900	11,900
Miscellaneous	715	820	500	2,900	2,900	2,900
Transfer from general	10,422	-	-	22,140	22,140	22,140
Total Revenues	130,991	116,095	169,000	180,440	180,440	180,440
Total resources	138,102	134,048	202,200	180,440	180,440	180,440
Uses						
Personal services	99,495	79,447	139,410	139,560	139,560	139,560
Materials and services	20,654	36,134	35,480	30,880	30,880	30,880
Contingency	-	-	27,310	10,000	10,000	10,000
Total uses	120,149	115,581	202,200	180,440	180,440	180,440
Net change in fund balance	10,842	514	(33,200)	-	-	-
Ending fund balance	17,953	18,467	-	-	-	-

Community Development - Resources

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
003 000	301000	Beginning working capital	7,111	17,953	33,200	-	-	-
		Revenues				-	-	-
003 000	312000	Building permits	61,986	58,113	81,600	69,000	69,000	69,000
003 000	313000	Plumbing permit fees	21,490	16,997	25,200	22,000	22,000	22,000
003 000	314000	Mechanical permit fee	7,960	5,822	7,200	8,500	8,500	8,500
003 000	315000	Plan check fees	28,139	34,343	54,000	44,000	44,000	44,000
003 000	316000	Code enforcement fees	280	-	500			
003 000	333000	Loan proceeds	-	-	-			
003 000	354000	Charges for services	-	-	-	11,900	11,900	11,900
003 000	354000	Miscellaneous	715	820	500	2,900	2,900	2,900
003 000	392000	Transfer from general	10,422	-	-	22,140	22,140	22,140
		Total Revenues	130,991	116,095	169,000	180,440	180,440	180,440
		Total resources	138,102	134,048	202,200	180,440	180,440	180,440

When developing appropriate fees for permits, the higher the building activity, the more efficient the infrastructure for providing services. The lingering economic downturn in housing has resulted in pressures to increase fees in order to maintain a minimum infrastructure to assure the City maintains the health, safety and welfare of the citizens. In FY 11-12 fees increased 20% and in the proposed FY 12-13 budget fees are anticipated to increase an additional 5% and a possible subsidy of \$22,140 may need to be provided to fully fund the activities and services provided by Building.

Community Development - Building

Building Division provides services to those interested in construction activities within the City. This division is responsible for the review of all building construction plans within the City, as well as for the inspection of those projects. The building plans are reviewed for compliance with State of Oregon and City Codes and standards relating to structural, mechanical, plumbing, electrical and grading work. Staff 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.
- Continuing public outreach and education program to improve public awareness of permits.
- Quarterly report of Building Department activity's and goal updates.

Workload Indicators

	FY 08-09	FY 09-10	FY 10-11	FY 11-12 Est
Work Indicators				
Residential Single Family Dwelling	7	15	14	12
Commercial permits issued	83	70	41	65
Total permits issued	102*	414	383	400
Total number of inspections				
Code Enforcement Actions				
Performance Measures				
% of code enforcement cases resolved	100%	100%	100%	100%
% of residential / commercial applications approved within 14 days	99%	99%	99%	99%
% of building inspections completed within 24 hours	100%	100%	100%	100%
% of total building inspections failed at first inspection	2%	2%	2%	2%

Community Development - Building

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Personal services							
003 003 401000	Salary	54,614	47,540	100,920	76,840	76,840	76,840
003 003 422000	Longevity	-	-	-	-	-	-
003 003 424000	Non-represented comp	2,734	2,927	-	-	-	-
003 003 415000	SSI taxes	4,387	3,861	7,720	5,880	5,880	5,880
003 003 416000	Retirement	11,303	9,441	23,930	19,100	19,100	19,100
003 003 417000	Workers comp	429	360	780	680	680	680
003 003 418000	Medical benefits	13,386	10,576	33,320	19,810	19,810	19,810
003 003 419000	Disability/life ins	183	112	330	190	190	190
003 003 420000	Unemployment	10,924	3,562	-	-	-	-
003 003 438000	VEBA	1,080	836	2,020	1,620	1,620	1,620
003 003 471000	PF health	456	231	420	420	420	420
003 003 449200	Direct labor charge	-	-	(45,850)	(8,110)	(8,110)	(8,110)
003 003 449100	Direct labor charge			15,820	23,130	23,130	23,130
Total Personal Services		99,495	79,447	139,410	139,560	139,560	139,560
Materials and Services							
003 003 455000	Insurance	-	-	1,780	-	-	-
003 003 452000	Plan review expense	11,175	15,083	3,000	3,600	3,600	3,600
003 003 454000	Attorney expense	-	-	7,500	-	-	-
003 003 457000	Office supplies	1,705	1,146	-	1,200	1,200	1,200
003 003 458000	Telephone expense	740	779	-	500	500	500
003 003 473000	Miscellaneous	601	1,510	2,050	1,000	1,000	1,000
003 003 490000	Professional development	1,885	1,038	350	1,000	1,000	1,000
003 003 500000	Information services	3,841	5,533	6,750	6,930	6,930	6,930
003 003 502000	Vehicle expense	26	-	-	130	130	130
003 003 531000	Gasoline	680	614	700	800	800	800
003 003 554000	Professional services	-	432	-	-	-	-
003 003 555000	Loan repayment	-	10,000	-	-	-	-
003 003 579100	Indirect cost allocation			13,350	15,720	15,720	15,720
Total Materials and Services		20,654	36,134	35,480	30,880	30,880	30,880
003 003 596000	Contingency	-	-	27,310	10,000	10,000	10,000
Total expenditures		120,149	115,581	202,200	180,440	180,440	180,440
Net change in working capital		17,953	18,466.76	-	-	-	-
003 003	Ending fund balance	17,953	18,467	-	-	-	-

Community Development - Building

Staffing Complement Dept / Division / Job Title	Total		Building		Other Department / Divisions Support				
	FTE	Personal Services	FTE	Personal Services	Parks	Streets	Water	Sewer Collections	Sewer - Storm
Administration									
City Recorder									
Admin Secretary	0.85	50,450	0.24	10,080		-	-	-	-
Planning Secretary / Communications Officer	1.00	68,360	0.05	3,420		-	-	-	-
CD		-							
Planning									
City Planner	1.00	101,350	0.10	9,630					
Building									
Building Official	1.00	124,540	0.93	116,430	1,250	1,250	1,250	1,250	3,110
Grand Total			1.31	139,560					

Acct #	Description	Proposed	Approved	Adopted
452000 Plan Review Services				
	Columbia Cnty. - Inspection services	3,600	3,600	3,600
		3,600	3,600	3,600
473000 Miscellaneous Expense				
	Outreach program	1,000	1,000	1,000
	Other	-	-	-
		1,000	1,000	1,000
490000 Professional Development				
	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	650	650	650
		1,000	1,000	1,000
500000 Information Services				
	Springbrook	3,730	3,730	3,730
	Evosus	2,660	2,660	2,660
	Replacement reserve	540	540	540
		6,930	6,930	6,930



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
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
007 000	301000	Beginning working capital	-	-	-	-	-	-
Revenues								
007 000	335000	Revenue 911	62,357	62,903	62,000	62,000	62,000	62,000
000	Total	Total Revenues	62,357	62,903	62,000	62,000	62,000	62,000
Total resources			62,357	62,903	62,000	62,000	62,000	62,000
Uses								
Materials and Services								
007 007	528000	911 distributions	62,357	62,903	62,000	62,000	62,000	62,000
007	Total	Total Materials and Services	62,357	62,903	62,000	62,000	62,000	62,000
007 007	596000	Contingency	-	-	-	-	-	-
Total Uses			62,357	62,903	62,000	62,000	62,000	62,000
007 007		Ending fund balance	-	-	-	-	-	-



Visitor and Tourism Fund

Community Development – Visitor and Tourism

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

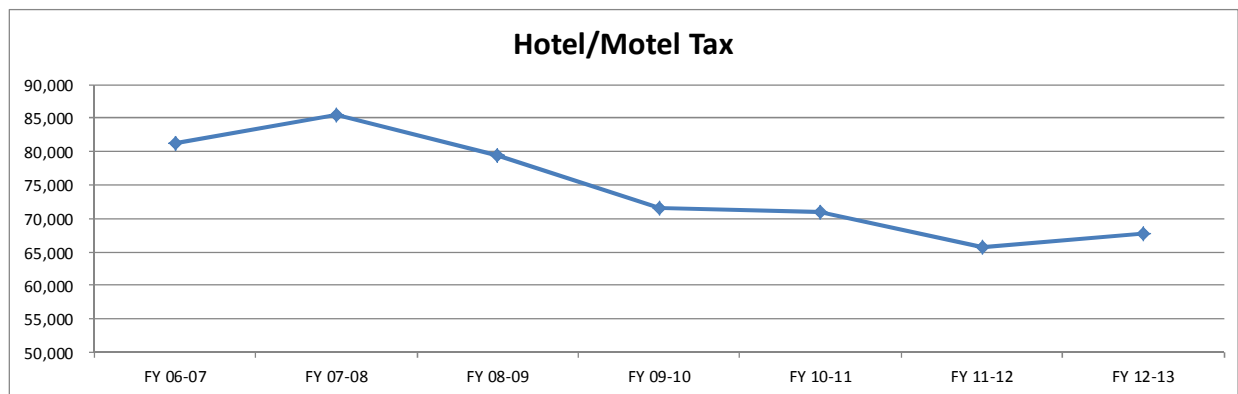
To develop and promote local tourism assets and large development projects such as a civic center or to increase draw and visitor infrastructure.

Goals

- Entice events and activities to St. Helens by promoting facilities and opportunities within the City. (Two types of events: small convention/sporting and community)
- Maintain a presence for the City of St. Helens on electronic and printed media
- Maintain a visible presence in the City throughout the year.

Revenues

Transient Room Fee (Hotel/Motel Tax) – City ordinance sets a local transient lodging tax of 7% to fund tourism promotion and tourism related facilities.



	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Hotel/Motel Tax	81,310	85,462	79,533	71,667	71,058	65,650	67,740

The Hotel/Motel has been historically the primary revenue source and has been declining over the past five 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.

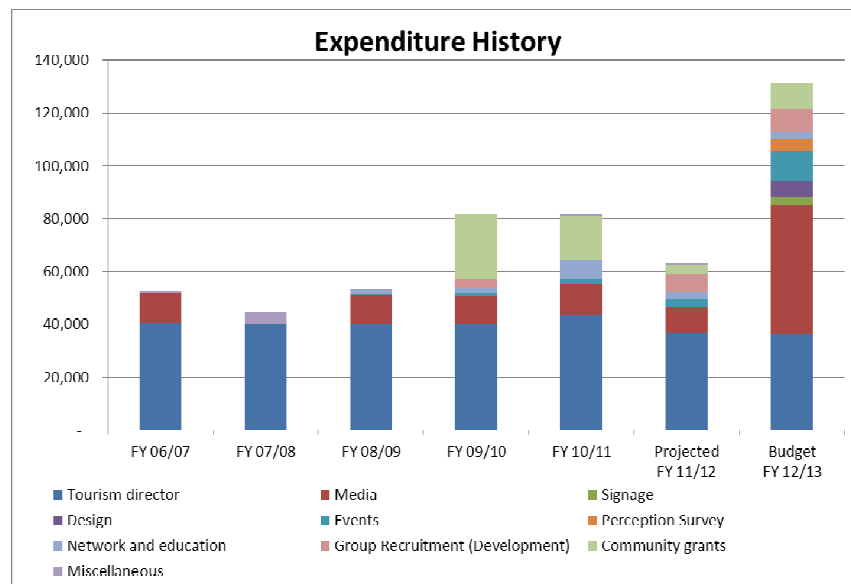
Community Development – Visitor and Tourism

Sponsorships - Seeking regional private-sector sponsors to leverage the investment made from Hotel/Motel taxes (e.g. Confederated Tribes of Grand Ronde, Vigor, Greenbrier, Port of St. Helens, Landis & Landis, etc.). Public sector sponsors and financial support would also be sought which may include the PEG Access or Revenue Sharing Fund. Projected at \$50,000

Grants - Regional and national grant opportunities will be investigated which are likely to include National Endowment for the Arts Place-Making Grant, Ford Foundation, Oregon Parks & Recreation Historic Preservation Office “Preserving Oregon Grant”. Projected at \$10,000

Media Sponsors (non-cash) - Regional media sponsors for all media types (Chronicle, Spotlight, KGW, Oregonian, etc.) Projected at \$100,000.

Expenditures



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 works with local, regional and state partners, representing St. Helens / Columbia County’s visitor assets in the industry and to media. Recruit community events such as the Maritime Heritage Festival (brought to St. Helens) and support the Pirate Festival. The tourism director provides strategic marketing planning, sponsorship development, small convention, sporting events and community events cultivation and support. Budgeted at \$36,000

Community Development – Visitor and Tourism

Media – Provides for the following promotions:

- Website/Web Hosting - Proposed at \$1,200 Schedule: Ongoing
- RCMP - Cooperative programs such as new media lodging promotions on the regional and state level - Proposed at \$5,400 Schedule: Summer/Fall/TBD Expenses
- Broadcast - Regional (25 miles plus and local) broadcast campaigns to support community events and generate interest in destination, attractions and lodging. Also leveraged by media sponsorship. Proposed at \$15,400 Schedule: Support Events (Summer, Maritime, Pirates, Spirit of Halloweentown)
- Print/Trade - Regional (25 miles plus and local) and cooperative campaigns promoting Destination, events, attractions, lodging. Leveraged by media sponsorship. Proposed at \$14,550 Schedule: Ongoing/Events driven/soft & shoulder season
- New Media - Facebook cooperative promotion, contests and similar promoting destination, events, attractions and lodging. Proposed at \$9,500 Schedule: Ongoing/Events driven/soft & shoulder season
- Media Relations - Media/Public relations to create/earn media supporting destination, events, attractions and lodging - Proposed at \$3,000 Schedule: Ongoing/Events driven/soft & shoulder season

Signage/banners - Directional, event, and attraction support. Proposed at \$3,400

Design Misc. - Graphic design for advertising, collateral, signage and related tasks. Proposed at \$5,500

Events - Miscellaneous production support designed to strengthen traffic, lodging and awareness building events as follows:

- Maritime Heritage Festival (July 13-15) Proposed at \$4,500
- Pirates Festival (Labor Day Weekend) Proposed at \$3,000
- Spirit of Halloweentown (October) Proposed at \$4,000

Perception Survey - Survey to measure perception and/or awareness of St. Helens and Columbia County amenities, efforts to serve as a baseline measurement and marketing barometer. Partner with other local organizations to maximize budget. Proposed at \$5,000

Networking/Travel - Expenses include the cost of travel, mileage, conference attendance and stakeholder meetings. This occasionally includes meals, parking and lodging. Proposed at \$2,700

Group Recruitment - Materials and efforts package to cultivate meetings and sporting events and drive lodging, dining and venue rental (i.e. sporting events – soccer/softball leagues, etc). Proposed at \$8,500

Media Sponsorship - Budget offset to correspond to media sponsorships generated. Proposed at \$100,000 (see revenue)

Community Development – Visitor and Tourism

Community Grants - support community events that promote overall good in the community, generate positive impressions or business, and fulfill the mission of the Visitor and Tourism Fund. Criteria for grants – promotes local tourism (i.e. demonstrated via working with Visitor and Tourism Committee). Proposed at \$10,000

Contingency - Safety net and or accessed for projects or initiatives at the recommendation of the Tourism Director and discretion of the Tourism Committee. Proposed at \$24,500

Community Development – Visitor and Tourism

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
008 000	301000	Beginning working capital	298,958	289,824	282,920	283,380	292,380	292,380
Revenues								
008 000	306000	Motel/hotel tax	71,667	71,058	64,900	67,740	67,740	67,740
008 000	309100	Sponsorships	-	-	-	50,000	50,000	50,000
008 000	309110	Media Sponsors	-	-	-	100,000	100,000	100,000
008 000	334100	Grants	-	-	-	10,000	10,000	10,000
008 000	309000	Miscellaneous	1,006	625	-	-	-	-
Total Revenues			72,673	71,683	64,900	227,740	227,740	227,740
Total resources			371,631	361,507	347,820	511,120	520,120	520,120
Uses								
Materials and Services								
008 008	449000	Tourism director	40,000	43,333	40,000	36,000	36,000	36,000
008 008	451000	Marketing expense	10,552	12,034	9,500	49,050	49,050	49,050
008 008	558100	Network and education	1,983	7,053	2,500	2,700	2,700	2,700
008 008	451100	Media Sponsor	-	-	-	100,000	100,000	100,000
008 008	451101	Meeting Recruitment	-	-	-	8,500	8,500	8,500
008 008	558101	Development	3,000	-	7,000	-	-	-
008 008	558104	Events	-	-	-	11,500	11,500	11,500
008 008	558102	Halloweentown	1,272	1,880	5,000	-	-	-
008 008	451102	Perception Survey	-	-	-	5,000	5,000	5,000
008 008	451103	Sinage	-	-	-	3,400	3,400	3,400
008 008	473000	Miscellaneous	-	590	1,000	5,500	5,500	5,500
008 008	558103	Community grant awards	25,000	16,800	-	10,000	12,500	12,500
Total Materials and Services			81,807	81,691	65,000	231,650	234,150	234,150
008 008	596000	Contingency	-	-	282,820	24,500	31,000	31,000
Total requirements			81,807	81,691	347,820	256,150	265,150	265,150
008 008		Ending fund balance	289,824	279,816	-	254,970	254,970	254,970



Community Enhancement Fund

Administration – Community Enhancement

The City initiated this fund to account for the special reserve funds.

Fund Summary

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	-	-	-	462,710	462,710	462,710
Revenues						
Public arts fees	-	-	6,500	5,400	5,400	5,400
Grants	-	-	-	2,880	71,880	71,880
Interest earnings	-	-	1,490	1,400	1,400	1,400
Miscellaneous	-	-	2,500	-	-	-
Transfer In	-	-	609,670	-	6,000	6,000
Total Revenues	-	-	620,160	9,680	84,680	84,680
Total resources	-	-	620,160	472,390	547,390	547,390
Uses						
Public art program	-	-	33,750	37,750	37,750	37,750
Library improvements	-	-	20,620	35,210	35,210	35,210
Park improvements	-	-	27,500	-	-	-
Police data cellular	-	-	6,000	4,010	4,010	4,010
PEG Access	-	-	12,000	23,580	23,580	23,580
Grants	-	-	-	2,880	77,880	77,880
Contingency	-	-	175,380	37,000	37,000	37,000
Total uses	-	-	275,250	140,430	215,430	215,430
Net change in fund balance	-	-	344,910	(130,750)	(130,750)	(130,750)
Ending fund balance	-	-	344,910	331,960	331,960	331,960

Administration – Community Enhancement

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Public Arts Reserve									
Resources									
009 201	301000	Beginning working capital				-	37,410	37,410	37,410
009 201	392000	Transfer in			30,350		-	-	-
009 201	365100	Public improvement fee			6,500		5,400	5,400	5,400
009 201	335100	Other donations			-		-	-	-
Total Resources				-	-	36,850	42,810	42,810	42,810
Uses									
009 201	558108	Administration & marketing			1,000		1,000	1,000	1,000
009 201	558104	Gallery corridor banners			6,000		8,000	8,000	8,000
009 201	558105	Summer arts in the park			1,000		1,000	1,000	1,000
009 201	652000	Gateway project - phase I			25,000		25,000	25,000	25,000
009 201	558109	Bike Rack Projects			-		1,000	1,000	1,000
009 201	558107	Maintenance of public art			750		750	750	750
009 201	558110	Free art & craft workshops			-		1,000	1,000	1,000
009 201	596000	Contingency			3,100		2,000	2,000	2,000
Total Uses				-	-	36,850	39,750	39,750	39,750
Ending fund balance				-	-	-	3,060	3,060	3,060

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.

Gallery Corridor Project (Banners) - Improve the Cityscape and enhance pedestrians’ and motorists’ experience of traveling along the City’s major streets: Columbia Blvd., St. Helens Street, Old Portland Road, and Gable Road by installing kinetic metal art banners.
Gateway Project – Phase 1 - Improve the City’s highway frontage and create the City’s identity by installing illuminated sculptures at the Milton Creek Bridge.

Summer Arts in the Park - Provide art activities in the City’s parks during the summer months, such as Trash Can Painting Competition on the Fourth of July and Shakespeare in the Park.

Free Art and Craft Workshops - Provide knowledge of the arts with a cultural heritage emphasis to youth through hands-on workshops.

Administration & Marketing - Administer the review process for public art proposals, to promote arts and cultural activities, and to encourage opportunities for recognition of art and culture.

Maintenance of Public Art Collection - Maintain the existing public art in good condition.

Administration – Community Enhancement

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Library building reserve									
Resources									
009 202	301000	Beginning working capital		-		293,130	293,130	293,130	293,130
009 202	392000	Transfer in			298,820	-	-	-	-
009 202	346000	Interest earnings			1,490	1,400	1,400	1,400	1,400
Total Resources				-	-	300,310	294,530	294,530	294,530
Uses									
009 202	652200	Replacement of doors			2,000	-	-	-	-
009 202	470000	Building expense			-	4,620	4,620	4,620	4,620
009 202	470000	Building expense - other			-	16,610	16,610	16,610	16,610
009 202	652210	Relocate electrical			5,000	-	-	-	-
009 202	652211	Roof maintenance				4,300	4,300	4,300	4,300
009 202	652212	Drywall repairs				1,000	1,000	1,000	1,000
009 202	596000	Contingency			68,310	10,000	10,000	10,000	10,000
Total Uses				-	-	75,310	36,530	36,530	36,530
Ending fund balance				-	-	225,000	258,000	258,000	258,000
Library equipment reserve									
Resources									
009 203	301000	Beginning working capital			-	28,230	28,230	28,230	28,230
009 203	392000	Transfer in			38,500	-	-	-	-
009 203	335100	Other donations			-	-	-	-	-
Total Resources				-	-	38,500	28,230	28,230	28,230
Uses									
009 203	652300	Thin client server			9,920	-	-	-	-
009 203	652310	Network switches & Accessories			1,700	-	-	-	-
009 203	652311	Staff Workstation			2,000	-	-	-	-
009 203	652312	Public Computers/Software				5,550	5,550	5,550	5,550
009 203	652313	Printers				2,130	2,130	2,130	2,130
009 203	652314	Wireless Equip. Update				1,000	1,000	1,000	1,000
009 203	596000	Contingency			19,770	5,000	5,000	5,000	5,000
Total Uses				-	-	33,390	13,680	13,680	13,680
Ending fund balance				-	-	5,110	14,550	14,550	14,550

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
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Parks Property Reserve									
Resources									
009 204	301000	Beginning working capital				-	76,350	76,350	76,350
009 204	392000	Transfer in			189,800		-	-	-
009 204	335100	Other donations					-	-	-
Total Resources				-	-	189,800	76,350	76,350	76,350
Uses									
009 204	652400	6th Street Park - irrigation			25,000		-	-	-
009 204	652401	Dalton Lake Outreach			2,500		-	-	-
009 204	596000	Contingency			50,000	20,000	20,000	20,000	20,000
Total Uses				-	-	77,500	20,000	20,000	20,000
Ending fund balance				-	-	112,300	56,350	56,350	56,350

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.

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
PD Data Cellular									
Resources									
009 205	301000	Beginning working capital				-	4,010	4,010	4,010
009 205	392000	Transfer in			10,200		-	-	-
009 205	335100	Other donations			2,500		-	-	-
Total Resources				-	-	12,700	4,010	4,010	4,010
Uses									
009 205	458000	Telecommunication expense			6,000	4,010	4,010	4,010	4,010
009 205	458100	PEG Access			-	-	-	-	-
009 205	596000	Contingency			4,200		-	-	-
Total Uses				-	-	10,200	4,010	4,010	4,010
Ending fund balance				-	-	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.

Administration – Community Enhancement

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
PEG Access Reserve							
Resources							
009 206 301000	Beginning working capital			-	23,580	23,580	23,580
009 206 392000	Transfer in			42,000	-	-	-
009 206 335100	Other donations			-	-	-	-
Total Resources		-	-	42,000	23,580	23,580	23,580
Uses							
009 206 458100	PEG Access			12,000	18,580	18,580	18,580
009 206 458100	Typethink phase I maint				5,000	5,000	5,000
009 206 596000	Contingency			30,000	-	-	-
Total Uses		-	-	42,000	23,580	23,580	23,580
Ending fund balance		-	-	-	-	-	-

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.

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Grants							
Resources							
009 207 301000	Beginning working capital			-	-	-	-
009 207 308101	Police Grant			-	-	69,000	69,000
009 207 308000	Ready to read grant			-	1,580	1,580	1,580
009 207 334100	Library			-	1,300	1,300	1,300
009 207 392000	Transfer in			-	-	6,000	6,000
Total Resources		-	-	-	2,880	77,880	77,880
Uses							
009 207 652710	CCF books incentives			-	-	-	-
009 207 652810	PD Mobile Data Terminals			-	-	75,000	75,000
009 207 652720	CCF Head Start			-	1,580	1,580	1,580
009 207 652730	Ready to read			-	1,300	1,300	1,300
Total Uses		-	-	-	2,880	77,880	77,880
Ending fund balance		-	-	-	-	-	-

The grants cost center is set up to track and account for specialized grants received during the fiscal year (anticipated at the time of budget development and not anticipated).



Capital Improvement Fund

Capital Improvements

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

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	-	-	-	4,437,040	4,525,040	4,525,040
Revenues						
System development fees	-	-	151,500	133,000	133,000	133,000
Intergovernmental	-	-	345,000	-	270,000	270,000
Loans - DEQ	-	-	1,250,000	1,200,000	1,350,000	1,350,000
Miscellaneous	-	-	-	-	-	-
Transfer In	-	-	5,331,930	1,610,000	1,610,000	1,610,000
Total Revenues	-	-	7,078,430	2,943,000	3,363,000	3,363,000
Total resources	-	-	7,078,430	7,380,040	7,888,040	7,888,040
Uses						
Street projects	-	-	735,000	390,000	610,000	610,000
Water projects	-	-	818,610	960,000	960,000	960,000
Sewer projects	-	-	1,428,000	1,350,000	1,380,000	1,380,000
Storm projects	-	-	362,500	450,000	600,000	600,000
Equipment	-	-	190,000	335,000	365,000	365,000
Parks - Transfer	-	-	51,840	19,350	19,350	19,350
Contingency	-	-	519,160	300,000	349,000	349,000
Total uses	-	-	4,105,110	3,804,350	4,283,350	4,283,350
Net change in fund balance	-	-	2,973,320	(861,350)	(920,350)	(920,350)
Ending fund balance	-	-	2,973,320	3,575,690	3,604,690	3,604,690

Capital Improvements

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Parks Projects - SDC									
Resources									
010 300	301000	Beginning working capital				-	1,350	1,350	1,350
010 300	392000	Transfer In			51,000		-	-	-
010 300	365000	SDC Fees			20,000		18,000	18,000	18,000
010 300	335100	Other donations							
Total Resources				-	-	71,000	19,350	19,350	19,350
Uses									
010 300	653000	Street Light upgrades							
010 300	692000	Transfer out - debt service			51,840		19,350	19,350	19,350
010 300	596000	Contingency			19,160				
Total Uses				-	-	71,000	19,350	19,350	19,350
010 300		Ending fund balance							

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	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Street Projects									
Resources									
010 301	301000	Beginning working capital					1,372,400	1,322,400	1,322,400
010 301	392000	Transfer In			1,377,600		100,000	100,000	100,000
010 301	365000	SDC Fees			35,000		35,000	35,000	35,000
010 301	334000	State STP			345,000			270,000	270,000
010 301	354000	Miscellaneous							
Total Resources				-	-	1,757,600	1,507,400	1,727,400	1,727,400
Uses									
010 301	653100	Unimproved paving			190,000		190,000	190,000	190,000
010 301	653101	Sidewalk			145,000		145,000	95,000	95,000
010 301	653102	Columbia Blvd Overlay			345,000			270,000	270,000
010 301	653103	Street Light upgrades			35,000		35,000	35,000	35,000
010 301	653104	Signal Controllers			20,000		20,000	20,000	20,000
010 301	596000	Contingency			100,000		100,000	100,000	100,000
Total Uses				-	-	835,000	490,000	710,000	710,000
010 301		Ending fund balance							
Reserve Balances				-	-	922,600	1,017,400	1,017,400	1,017,400
SDC						924,810	994,810	994,810	994,810

Capital Improvements

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. Funds are carried over from the previous budget.

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	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Water Projects									
Resources									
010 302	301000	Beginning working capital				-	1,157,040	1,182,040	1,182,040
010 302	392000	Transfer In			1,551,000		450,000	450,000	450,000
010 302	365000	SDC Fees				30,000	30,000	30,000	30,000
Total Resources				-	-	1,581,000	1,637,040	1,662,040	1,662,040
Uses									
Capital Outlay									
010 302	653200	Telemetry System Upgrade			450,000		410,000	410,000	410,000
010 302	653201	Water main replacement			150,000		200,000	200,000	200,000
010 302	653202	Water meter replacement			100,000		100,000	100,000	100,000
010 302	653203	Salmonberry overflow			10,000		-	-	-
010 302	653204	Kavanagh water main			108,610		-	-	-
010 302	653205	Purchase land for reservoir			-		250,000	250,000	250,000
010 302	596000	Contingency			100,000		50,000	50,000	50,000
Total Uses				-	-	918,610	1,010,000	1,010,000	1,010,000
010 302		Ending fund balance			-	-	662,390	627,040	652,040
Reserves									
010 302		SDC			340,100		192,950	192,950	192,950
010 302		Capital Projects			22,290		34,090	59,090	59,090
010 302		Membranes replacements			300,000		400,000	400,000	400,000
Total Contingency / Reserves				-	-	662,390	627,040	652,040	652,040

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: Water Main Replacement Program

PROJECT DESCRIPTION: Annual program to replace and upgrade deteriorating and undersized water mains in various parts of the City as identified by the Public Works and Engineering departments.

Capital Improvements

PROJECT: Land Purchase for Future Reservoir Site

PROJECT DESCRIPTION: Identify and purchase land for the future construction of a new base elevation reservoir. The new reservoir is anticipated to be needed in 5-7 years but land should be secured now while appropriate sites are still available in the acceptable elevation range.

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Sewer Projects									
Resources									
010 303	301000	Beginning working capital				-	769,050	789,550	789,550
010 303	392000	Transfer In			1,059,900		515,000	515,000	515,000
010 303	333000	Loans - DEQ			1,050,000		1,000,000	1,000,000	1,000,000
010 303	365000	SDC Fees			60,000		40,000	40,000	40,000
Total Resources				-	-	2,169,900	2,324,050	2,344,550	2,344,550
Uses									
Capital Outlay									
010 303	653300	Sodium Hypochlorite tanks			35,000		50,000	50,000	50,000
010 303	653301	Sewer main replacement			152,500		300,000	300,000	300,000
010 303	653302	I&I Reduction			1,050,000		1,000,000	1,000,000	1,000,000
010 303	653303	Headworks upgrade			190,500		-	30,000	30,000
010 303	596000	Contingency			200,000		100,000	100,000	100,000
Total Uses				-	-	1,628,000	1,450,000	1,480,000	1,480,000
Ending fund balance				-	-	541,900	874,050	864,550	864,550
Reserves									
SDC						541,900	769,050	769,050	769,050

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 rehabilitate 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; 20% 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
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Storm Water Projects								
Resources								
010 304	301000	Beginning working capital			-	998,200	1,060,700	1,060,700
010 304	392000	Transfer In			1,102,430	300,000	300,000	300,000
010 304	333000	Loans - DEQ			200,000	200,000	350,000	350,000
010 304	365000	SDC Fees			6,500	10,000	10,000	10,000
Total Resources			-	-	1,308,930	1,508,200	1,720,700	1,720,700
Uses								
Capital Outlay								
010 304	653400	Storm drains			162,500	250,000	250,000	250,000
010 304	653302	I&I Reduction			200,000	200,000	350,000	350,000
010 304	596000	Contingency			100,000	50,000	50,000	50,000
Total Uses			-	-	462,500	500,000	650,000	650,000
010 304		Ending fund balance	-	-	846,430	1,008,200	1,070,700	1,070,700
Reserves								
010 304		SDC			846,430	958,200	958,200	958,200
010 304		Capital Projects			-	50,000	112,500	112,500
Total Contingency / Reserves			-	-	946,430	1,008,200	1,070,700	1,070,700

PROJECT: Continued I&I Reduction Program

As the sanitary sewer system continues to be rehabilitated to eliminate inflow and infiltration of storm and ground water into the sanitary system, much of the existing storm drain system will require upgrading and extension into previously unserved areas. Twenty percent of the DEQ Clean Water State Revolving Loan (CWSRL) proceeds are designated to be used for these storm projects.

PROJECT DESCRIPTION: A \$4.5 million loan was received from the CWSRL in 2010. Project development began in early 2011 with various storm and sanitary construction projects taking place over the next 2 to 4 years.

Capital Improvements

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Equipment replacement									
Resources									
010 305 301000		Beginning working capital				-	139,000	169,000	169,000
010 305 392000		Transfer In water				80,000	58,750	58,750	58,750
010 305 392000		Transfer from sewer				110,000	147,500	147,500	147,500
010 305 392000		Transfer from streets				-	38,750	38,750	38,750
010 305 335100		Other donations				-	-	-	-
		Total Resources		-	-	190,000	384,000	414,000	414,000
Uses									
Capital Outlay									
010 305 653500		SUV - pickup 2				60,000	-	30,000	30,000
010 305 653501		Heavy equipment - backhoe				130,000	-	-	-
010 305 653502		Flusher				-	250,000	250,000	250,000
010 305 653501		Used Loader				-	50,000	50,000	50,000
010 305 653501		Pickup				-	35,000	35,000	35,000
010 305 596000		Contingency				-	-	49,000	49,000
		Total Uses		-	-	190,000	335,000	414,000	414,000
010 305		Ending fund balance		-	-	-	49,000	-	-
Reserves									
		Water				-	19,000	-	-
		Sewer				-	20,000	-	-
		Streets				-	10,000	-	-
		Total Contingency / Reserves		-	-	-	49,000	-	-

PROJECT: Vehicle and Equipment Replacement Program

The Public Works Department currently utilizes more than 60 pieces of equipment and more than 30 'daily use' vehicles. The equipment inventory includes everything from stationary backup generators to dump trucks to a road grader. The replacement period of daily use vehicles is typically determined by total vehicle mileage and maintenance records. 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	Carry Over	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total	Out Years		% Growth Related
											Amount	ETA	
Parks													
			Columbia View Park *	-	-	-	-	-	-	-		350,000	
	Unfunded		Promenade									150,000	FY 13-14
	Unfunded		New Gazebo/storage									200,000	FY 15-16
Total Parks				-	-	-	-	-	-	-		350,000	
Streets													
SDC - CO			Unimprove Street Paving Program	190,000	-	145,000	-	-	-	335,000			
STP - CO			Sidewalk and ADA Ramp Repair/Constr	95,000	-	-	-	-	-	95,000			
STP - CO			Columbia Blvd Overlay - 15th to 1st	270,000	-	-	-	-	-	270,000			
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			
Total Streets				610,000	-	145,000	-	-	-	755,000		-	
Water Utility													
Rates			Telemetry System Upgrade	410,000	-	-	-	-	-	410,000			
			New Reservoirs	-	250,000	-	-	2,000,000	-	2,250,000		4,000,000	
SDC			Purchase Land (High/Low)	-	250,000	-	-	-	-				
SDC			Construct Low	-	-	-	-	2,000,000	-				
SDC/Loan/Rates			Construct High	-	-	-	-	-	-		4,000,000	2020-30	
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		-	
Total Water Utility				410,000	550,000	300,000	2,300,000	3,000,000	300,000	6,860,000		4,000,000	
Sewer Utility													
Rates			Sodium Hypochlorite Tanks - Replace	35,000	15,000	-	-	-	-	50,000			
Rates			Annual Sewer Main Replacement Program	-	300,000	300,000	300,000	300,000	300,000	1,500,000			
Loan			Continue I&I Reduction Program	-	1,000,000	1,000,000	1,000,000	-	-	3,000,000			
Rates			Head Works	30,000	-	-	-	-	-	30,000			
Rates			Lift station # 7 - Upgrade *	-	-	-	60,000	60,000	-	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			
Total Sewer Utility				65,000	1,315,000	1,300,000	1,430,000	410,000	330,000	4,850,000		-	
Storm Water Utility													
Loan			Continue I&I Reduction Program	150,000	200,000	50,000	-	-	-	400,000			
Rates			Annual Storm Drain Maintenance Program	50,000	200,000	200,000	100,000	100,000	100,000	750,000			
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%
Total Storm Water				200,000	400,000	1,450,000	100,000	1,100,000	100,000	3,350,000		-	

Capital Improvements – Five Year CIP Summary

Dept	Funding Source	Proj #	Project Description	Carry Over	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total	Out Years		% Growth Related
											Amount	ETA	
Public Works - Equipment Replacement													
			Various Pickups/SUV's	30,000	35,000	40,000	40,000	60,000	-	205,000			
Rates/Gas Tax			Water Pickup	30,000	35,000	-	-	-	-				
Rates/Gas Tax			Facility Pickup	-	-	40,000	-	-	-				
Rates/Gas Tax			Sewer Crew Pickup	-	-	-	40,000	-	-				
Rates/Gas Tax			Water Crew Pickup	-	-	-	-	60,000	-				
			Heavy Equipment replacement	130,000	170,000	-	200,000	-	-	500,000			
Rates/Gas Tax			Flusher	130,000	120,000	-	-	-	-				
Rates/Gas Tax			Loader	-	50,000	-	-	-	-				
Rates/Gas Tax			Street Sweeper	-	-	-	200,000	-	-				
Total Public Works Equipment Replacements				160,000	205,000	40,000	240,000	60,000	-	705,000			
Police Department													
Unfunded			Various Rolling Stock								240,000	Unknown	
Unfunded			Police Facility								2,200,000	Unknown	
Other City Facilities													
			Other City Facilities	-	15,000	-	-	-	-	15,000	310,000		
Unfunded			Chair lift in City Hall								100,000	Unknown	
Unfunded			City Hall Remodel								200,000	Unknown	
Unfunded			Roof on Vault Building		15,000								
Unfunded			Storage facilities by shops								10,000	Unknown	
Total Facilities and Equipment				-	15,000	-	-	-	-	15,000	2,750,000		
Library Services													
			Library Computers	-	3,820	12,500	2,700	-	-	19,020	50,200		
Library Res			Admin	-	-	9,800	-	-	-				
Library Res			Public Use	-	3,820	2,700	2,700	-	-				
			Upgrade Library Circulation Software	-	-	-	-	-	-		50,200	Unknown	
			Library Infrastructure	-	5,300	2,040	-	9,130	21,230	37,700	98,000		
Library Res			Painting (Hallways)	-	-	2,040	-	-	-				
Library Res			Carpet (Hallways)	-	-	-	-	9,130	-				
Library Res			Drywall Work	-	1,000	-	-	-	-				
Library Res			Paint exterior of Facilities	-	-	-	-	-	21,230				
Library Res			Roof maintenance	-	4,300	-	-	-	-		98,000	2030	
Total Library Services				-	9,120	14,540	2,700	9,130	21,230	56,720	148,200		
Administration													
General Fund			Courts - Upgrade Full Court Software	-	-	14,400				14,400			
Unknown			City Hall - New Telephone System	-	-	-	-	-	-		25,000		
Unknown			Finance - Upgrade Springbrook Software	-	-	-	-	-	-		60,000		
Internal Service			Information Technology	-								See Admin Services Fund	
Total Administration				-	-	14,400	-	-	-	14,400	85,000		
Total Five Year CIP				1,445,000	2,494,120	3,263,940	4,072,700	4,579,130	751,230	16,606,120	7,333,200		
Significant On-going Operating Programs													
Streets													
			Handrail Replacement program	-	15,000					15,000			
Gas Tax - Ops			Annual Street Striping	-	22,000	22,000	22,000	22,000	-	88,000			
Gas Tax - Ops			Annual Tree Trimming	-	10,000	10,000	10,000	10,000	-	40,000			
Sewer													
Rates - Ops			Annual Root Control	-	20,000	20,000	10,000	10,000	-	60,000			
Total Significant On-going Operating Programs				-	67,000	52,000	42,000	42,000	-	203,000	-		

Capital Improvements – Five Year CIP Summary

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

CIP Category	5 Yr CIP	% of CIP	Funded	Unfunded	% Unfunded
Parks	350,000	1.46%	-	350,000	100.00%
Streets	755,000	3.15%	755,000	-	0.00%
Water	10,860,000	45.36%	6,860,000	4,000,000	36.83%
Sewer	4,850,000	20.26%	4,850,000	-	0.00%
Storm	3,350,000	13.99%	3,350,000	-	0.00%
Equipment	705,000	2.94%	705,000	-	0.00%
Police	2,440,000	10.19%	-	2,440,000	100.00%
Other Facilities	325,000	1.36%	15,000	310,000	95.38%
Library	204,920	0.86%	56,720	148,200	72.32%
Administration	99,400	0.42%	14,400	85,000	85.51%
	<u>23,939,320</u>		<u>16,606,120</u>	<u>7,333,200</u>	<u>30.63%</u>

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Revenue Sharing Fund

Revenue Sharing Fund

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
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
032 000	301000	Beginning working capital	146,210	116,093	80,150	118,690	33,690	33,690
		Revenues	-					
032 000	334000	State grants	94,739	95,531	91,500	104,000	104,000	104,000
		Miscellaneous	-	-	-			
		Total Revenues	94,739	95,531	91,500	104,000	104,000	104,000
		Total Resources	240,949	211,624	171,650	222,690	137,690	137,690
Uses								
Materials and Services								
032 032	558321	Main street vista program	-	-	10,000	13,000	13,000	13,000
032 032	558322	Col Cnty Economic Development	-	7,500	15,000	15,000	15,000	15,000
032 032	558323	Police Vehicles	-	-		-	-	-
032 032	558324	City Hall Remodel	-	-		-	8,000	8,000
032 032	558325	Insurance	-	-		-	-	-
032 032	558325	Grant awards	124,856	132,432	-	25,000	25,000	25,000
		Total Materials and Services	124,856	139,932	25,000	53,000	61,000	61,000
032 032	692000	Transfers - GF support	-	-	-	-	50,000	50,000
032 032	596000	Contingency	-	-	146,650	169,690	26,690	26,690
		Total Uses	124,856	139,932	171,650	222,690	137,690	137,690
032 032		Ending fund balance	116,093	71,692	-	(0)	(0)	(0)



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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
033 000 301000	(80,932)	33,584	-			
Revenues						
033 000 331000	800,000	-	400,000	400,000	400,000	400,000
033 000 333000	35,736	-	50,000	50,000	50,000	50,000
033 000 335000	6,680	6,680	6,830	6,830	6,830	6,830
033 000 336000	300,000	-	-	-	-	-
033 000 337000	108,425	-	-	-	-	-
Total Revenues	1,250,841	6,680	456,830	456,830	456,830	456,830
Total Resources	1,169,909	40,264	456,830	456,830	456,830	456,830
Uses						
Materials and Services						
033 033 537000	-	-	-	-	-	-
033 033 550000	35,736	-	50,000	50,000	50,000	50,000
033 033 560000	6,680	6,680	6,830	6,830	6,830	6,830
Total Materials and Services	42,416	6,680	56,830	56,830	56,830	56,830
033 033 581000	1,093,909	33,695	400,000	400,000	400,000	400,000
033 033 596000	-	-	-	-	-	-
Total Uses	1,136,325	40,375	456,830	456,830	456,830	456,830
Ending fund balance	33,584	(111)	-	-	-	-



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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	2,253,583	1,928,453	1,652,410	498,588	498,588	498,588
Revenues						
Intergovernmental	621,292	600,242	610,000	710,000	710,000	710,000
System development	44,970	26,212	-	-	-	-
Miscellaneous	14,462	10,516	3,000	9,000	9,000	9,000
Transfer In	-	-	-	-	-	-
Total Revenues	680,724	636,970	613,000	719,000	719,000	719,000
Total resources	2,934,307	2,565,423	2,265,410	1,217,588	1,217,588	1,217,588
Uses						
Personal services	178,760	147,964	174,100	263,710	263,710	263,710
Materials and services	454,107	242,681	433,230	425,220	425,220	425,220
Capital outlay	372,988	465,750	10,000	20,000	20,000	20,000
Transfers	-	-	1,377,600	138,750	138,750	138,750
Contingency	-	-	75,000	137,790	137,790	137,790
Total uses	1,005,854	856,395	2,069,930	985,470	985,470	985,470
Net change in fund balance	(325,130)	(219,425)	(1,456,930)	(266,470)	(266,470)	(266,470)
Ending fund balance	1,928,453	1,709,028	195,480	232,118	232,118	232,118

Revenue Detail

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
011 000 301000 Beginning working capital	2,253,583	1,928,453	1,652,410	498,588	498,588	498,588
Revenues						
011 000 327000 Motor vehicle tax	510,410	600,242	610,000	710,000	710,000	710,000
011 000 334000 State grants	110,882	-	-	-	-	-
011 000 335000 Donations- bicycle safety	808	1,445	-	-	-	-
011 000 342000 Bicycle helmet donations	600	1,349	-	-	-	-
011 000 345000 Interest- state pool	799	7,697	2,000	8,500	8,500	8,500
011 000 346000 Interest earnings	469	-	-	-	-	-
011 000 354000 Miscellaneous	11,786	25	1,000	500	500	500
011 000 365000 System devel charge	44,970	26,212	-	-	-	-
Total Revenues	680,724	636,970	613,000	719,000	719,000	719,000
Total resources	2,934,307	2,565,423	2,265,410	1,217,588	1,217,588	1,217,588

Public Works - Streets

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Uses							
Personal services							
011 011 401000	Salary	109,875	85,778		-	-	-
011 011 424000	Non-represented comp	1,556	1,686		-	-	-
011 011 422000	Longevity	644	450		-	-	-
011 011 411000	Standby	1,890	1,924		-	-	-
011 011 409000	Overtime	1,353	2,221		-	-	-
011 011 415000	SSI taxes	8,786	7,012		-	-	-
011 011 416000	Retirement	20,322	17,732		-	-	-
011 011 417000	Workers comp	2,616	1,075		-	-	-
011 011 418000	Medical benefits	29,342	27,675		-	-	-
011 011 419000	Disability/life ins	337	291		-	-	-
011 011 420000	Unemployment	-	-		-	-	-
011 011 438000	VEBA	1,897	1,715		-	-	-
011 011 471000	PF health	142	406		-	-	-
011 011 449100	Direct labor charge	-	-	174,100	263,710	263,710	263,710
		178,760	147,964	174,100	263,710	263,710	263,710

Staffing Complement Dept / Division / Job Title	Total		Building		Other Department / Divisions Support								
	FTE	Personal Services	FTE	Personal Services	Parks	Fleet	Water	Water Filtration Plant	Sewer Collections	Sewer - Pumps	Sewer WWTP - Secondary	Sewer WWTP - Primary	Sewer - Storm
CD		-											
Building													
Building Official	1	124,540	0.01	1,250	1,250	-	1,250	-	1,250	-	-	-	3,110
Public Works													
Engineering													
Civil Engr/Suprv	1	120,270	0.14	16,840	360	720	40,900	720	30,430	360	6,130	5,770	18,040
Construction Inspector	1	94,680	0.10	9,470	-	-	28,410	-	28,400	-	4,730	4,730	18,940
Engineering Tech II	2	201,340	0.06	23,050	-	-	23,040	-	104,920	-	-	-	50,330
Operations													
PW Supervisor	1	146,980	0.23	34,100	440	730	54,110	730	41,150	440	730	440	14,110
Utility Craftsman	1	79,770	0.25	19,940	-	-	19,940	-	39,890	-	-	-	-
Parks Field Supervisor	1	107,530	0.10	10,750	53,760	-	21,510	-	21,510	-	-	-	-
Parks Specialist	1	92,570	0.15	13,890	46,280	-	13,890	-	18,510	-	-	-	-
Utility II	1	88,470	0.10	8,850	-	-	13,270	-	66,350	-	-	-	-
Collection Operator	1	86,860	0.10	8,690	-	-	13,030	-	43,420	-	-	-	21,720
PW Field Supr/safety	1	114,810	0.25	28,700	-	-	43,050	-	31,580	-	-	-	11,480
UTILITY II	1	77,540	0.10	7,750	-	-	31,020	-	31,020	-	-	-	7,750
Utility 1	1	70,500	0.10	7,050	-	-	-	-	56,400	-	-	-	7,050
Utility I	1	70,620	0.10	7,060	-	-	28,240	-	17,660	-	-	-	17,660
Utility I	1	76,620	0.75	57,470	-	-	-	-	7,660	-	-	-	11,490
Utility II	1	88,510	0.10	8,850	-	-	35,400	-	44,260	-	-	-	-
Grand Total			2.64	263,710									

Public Works - Streets

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Materials and Services							
011 011	453000 Street lighting	61,044	85,362	100,000	96,000	96,000	96,000
011 011	455000 Insurance	6,073	6,946	-			
011 011	459000 Utilities	5,722	2,247	-			
011 011	463000 Auditing	1,179	1,452	-			
011 011	470000 Building expense	105	2,132	-			
011 011	473000 Miscellaneous	14,673	4,549	16,240	5,000	5,000	5,000
011 011	501000 Operating materials & supp	20,634	20,062	35,000	41,000	41,000	41,000
011 011	502000 Equipment expense	7,208	3,805	10,000	-	-	-
011 011	505000 Street signs	12,848	4,114	10,000	7,000	7,000	7,000
011 011	508000 Janitorial services	4,382	2,247	-			
011 011	515000 Internal maint expense	55,228	61,633	73,960	62,500	62,500	62,500
011 011	516000 Road paving	5,725	16,723	-			
011 011	523000 Road patching projects	-	-	50,000	40,000	40,000	40,000
011 011	520000 Sidewalk project	166,170	-	-	-	-	-
011 011	521000 Bicycle safety grant exp	5,000	2,011	-	-	-	-
011 011	554000 Contractual/consult serv.	88,118	29,399	67,000	60,000	60,000	60,000
011 011	522000 Bicycle helmet expense	-	-	-	-	-	-
011 011	579100 Indirect cost allocation			71,030	113,720	113,720	113,720
		454,107	242,681	433,230	425,220	425,220	425,220
011 011	566000 Bicycle path construction	213,418	222,448	-	-	-	-
011 011	575000 Equipment expense	159,570	243,302	10,000	20,000	20,000	20,000
		372,988	465,750	10,000	20,000	20,000	20,000
011 011	596000 Contingency	-	-	75,000	137,790	137,790	137,790
Transfers							
011 011	692000 Transfer to capital - SDC		-	1,177,600	-	-	-
011 011	692000 Transfer to capital		-	200,000	138,750	138,750	138,750
	Total expenditure	1,005,854	856,395	2,069,930	985,470	985,470	985,470
	Ending fund balance	1,928,453	1,709,028	195,480	232,118	232,118	232,118



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. 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.

Division	Total Costs	General Fund						Bldg	Streets	Fleet	Water	Sewer				
		Muni-crt	Plng	Police	Library	Parks	Collections					Secondary	Primary	Pumps	Storm	
Allocation of City Council and Administration																
Allocations Based on Budget	19,236,800	438,530	163,170	2,551,140	525,650	294,510	202,200	2,069,930	302,360	5,221,670	5,484,530	678,500	520,930	128,360	655,320	
		2.28%	0.85%	13.26%	2.73%	1.53%	1.05%	10.76%	1.57%	27.14%	28.51%	3.53%	2.71%	0.67%	3.41%	
City Council	52,950	1,210	450	7,020	1,450	810	560	5,700	830	14,370	15,100	1,870	1,430	350	1,800	
Administration																
Admin Svcs Director	214,920	4,900	1,820	28,500	5,870	3,290	2,260	23,130	3,380	58,340	61,280	7,580	5,820	1,430	7,320	
City Recorder	301,780	6,880	2,560	40,020	8,250	4,620	3,170	32,470	4,740	81,920	86,040	10,640	8,170	2,010	10,290	
Finance																
(50% Budget/50% Utilities)																
Finance - Acctg Services	284,420	6,480	2,410	37,720	7,770	4,350	2,990	30,600	4,470	77,200	81,110	10,030	7,700	1,900	9,690	
Finance - Utility Billings	319,520	-	-	-	-	-	-	-	-	131,480	138,110	17,080	13,120	3,230	16,500	
	603,940	1.07%	0.40%	6.25%	1.29%	0.72%	0.50%	5.07%	0.74%	34.55%	36.30%	4.49%	3.45%	0.85%	4.34%	
City Hall																
(Allocation based on FTE)	106,830	20,840	10,970	3,000	590	1,270	6,740	4,750	360	16,540	29,950	1,920	1,570	280	8,050	
	22.00	4.29	2.26	0.62	0.12	0.26	1.39	0.98	0.08	3.41	6.17	0.40	0.32	0.06	1.66	
Sub Total - Internal Services	1,227,470	39,100	17,760	109,240	22,480	13,530	15,160	90,950	12,950	365,480	396,490	47,250	36,380	8,850	51,850	
Sub Total - City Council	52,950	1,210	450	7,020	1,450	810	560	5,700	830	14,370	15,100	1,870	1,430	350	1,800	
Total City Wide Overhead	1,280,420	40,310	18,210	116,260	23,930	14,340	15,720	96,650	13,780	379,850	411,590	49,120	37,810	9,200	53,650	

Administrative Services Fund

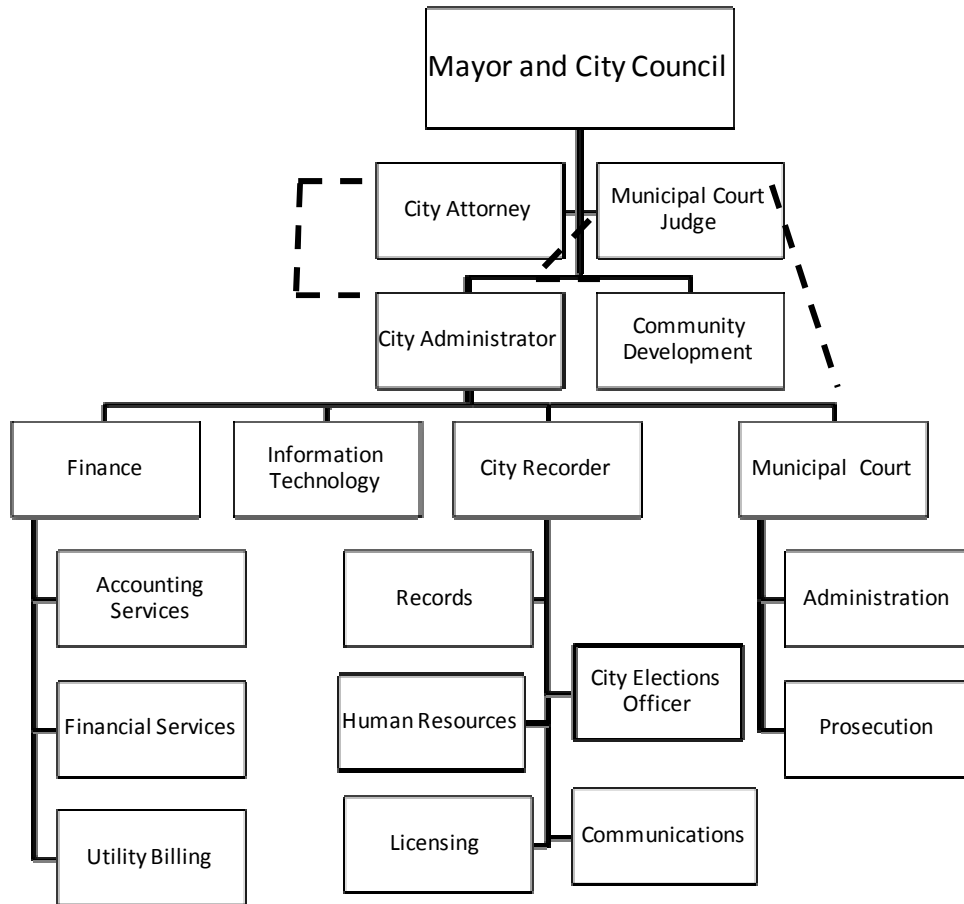
Fund Summary

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	-	-	-	130,240	130,240	130,240
Revenues						
IT replacement	-	-	39,690	28,520	28,520	28,520
Self insurance	-	-	100,000	-	-	-
Indirect cost allocation	-	-	1,202,070	1,227,470	1,227,470	1,227,470
Transfer In	-	-	31,800	4,800	4,800	4,800
Total Revenues	-	-	1,373,560	1,260,790	1,260,790	1,260,790
Total resources	-	-	1,373,560	1,391,030	1,391,030	1,391,030
Uses						
City Administrator						
Personal services	-	-	164,080	151,970	151,970	151,970
Materials and services	-	-	38,860	62,950	62,950	62,950
Total City Administrator	-	-	202,940	214,920	214,920	214,920
City Recorder						
Personal services	-	-	201,630	227,540	227,540	227,540
Materials and services	-	-	84,010	69,240	69,240	69,240
Capital outlay	-	-	5,000	5,000	5,000	5,000
Total City Recorder	-	-	290,640	301,780	301,780	301,780
Finance						
Personal services	-	-	441,820	452,290	452,290	452,290
Materials and services	-	-	162,440	146,650	146,650	146,650
Equipment	-	-	5,000	5,000	5,000	5,000
Total Finance	-	-	609,260	603,940	603,940	603,940
City Hall Facilities						
Materials and services	-	-	94,230	91,830	91,830	91,830
Capital outlay	-	-	5,000	15,000	15,000	15,000
Total City Hall Facilities	-	-	99,230	106,830	106,830	106,830
IT/Self-insurance Reserves						
Capital outlay	-	-	41,690	25,800	25,800	25,800
Contingency	-	-	129,800	137,760	137,760	137,760
Total IT/Self-insurance reserves	-	-	171,490	163,560	163,560	163,560
Total uses	-	-	1,373,560	1,391,030	1,391,030	1,391,030
Net change in fund balance	-	-	-	(130,240)	(130,240)	(130,240)
Ending fund balance	-	-	-	-	-	-

Administrative Services Fund Resources

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
Revenues								
012 000	301000	Beginning working capital			-	130,240	130,240	130,240
012 000	389300	IT equipment reserve			39,690	28,520	28,520	28,520
012 000	389200	Self insurance reserve			100,000	-	-	-
012 000	389100	Indirect cost allocation - Admin			1,202,070	1,227,470	1,227,470	1,227,470
012 000	392000	Transfers in - Full Court upgrade			4,800	4,800	4,800	4,800
012 000	392000	Transfer - Reserve for IT replacement			27,000	-	-	-
			-	-	1,373,560	1,391,030	1,391,030	1,391,030

Administration



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 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.

Administration

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

- Main Street program - Accepted into main street program, recruited program coordinator to facilitate program, and developed plan policies.
- Classification/Compensation Analysis - Initiated partial implementation of the classification and compensation survey.
- Employee Recognition Program - Continue to support and fund program through the Employee Excellence Committee.
- Completed Enterprise Zone Expansion.
- City Website - Completed Phase II website design project.
- Entrance Sign - Entrance Sign Design Committee successfully selected a designer and completed an initial entrance sign conceptual design project.
- Safe Passages Plan – Formed committee who completed plan report. Unfortunately Federal funding has been suspended at this time.
- St. Helens Communications Plan –
 - Completed Phase I - Transition from outside contractor to fully supported in house for all regular and routine City communications (i.e. e-Newsletter, Quarterly Gazette, Press Releases, etc)
 - Initiated Phase II – Development of a Social Media Policy – anticipate draft plan to City Council in the summer of 2012.
 - Outlining - Phase III Comprehensive Communication Plan and Phase IV Emergency Communications Plan.

Administration

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.
- Main Street Program – Implementation of Phase II – recruit program coordinator to facilitate implementation of program plan and policies.
- Interim Director of Community Development—City Administrator continues acting as Community Development Director.
- Entrance Sign Design Construction – Obtain ODOT approval of sign site (south Highway 30) and complete construction.
- St. Helens Communications Plan – Complete phase III – a comprehensive communication plan and initiate phase IV draft emergency communication plan.

Activity Indicators

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

Administration – City Administrator

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal services							
012 101	401000			105,970	96,130	96,130	96,130
012 101	424000			-	-	-	-
012 101	415000			8,110	7,350	7,350	7,350
012 101	416000			26,340	23,900	23,900	23,900
012 101	417000			130	190	190	190
012 101	418000			18,770	19,760	19,760	19,760
012 101	419000			190	190	190	190
012 101	438000			2,120	2,000	2,000	2,000
012 101	471000			420	420	420	420
012 101	449100			2,030	2,030	2,030	2,030
		-	-	164,080	151,970	151,970	151,970
Materials and Services							
012 101	454000			150,000	180,000	180,000	180,000
012 101	454001			(119,250)	(130,000)	(130,000)	(130,000)
012 101	455000			166,190	173,500	173,500	173,500
012 101	455001			(162,560)	(170,960)	(170,960)	(170,960)
012 101	457000			500	100	100	100
012 101	490000			980	3,050	3,050	3,050
012 101	500000			87,760	82,660	82,660	82,660
012 101	500001			(86,160)	(78,000)	(78,000)	(78,000)
012 101	526000			500	200	200	200
012 101	554000			900	2,400	2,400	2,400
		-	-	38,860	62,950	62,950	62,950
012 101	Total City Administrator	-	-	202,940	214,920	214,920	214,920

Staffing Complement Dept / Division / Job Title	Total		Administration	
	FTE	Personal Services	FTE	Personal Services
Administration Administration City Administrator	1.00	149,940	1.00	149,940
CD Planning City Planner	1.00	101,350	0.02	2,030
Grand Total			1.02	151,970

Administration – City Administrator

Acct #	Description	Proposed	Approved	Adopted
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454000 Attorney Expense

Contract City Attorney	180,000	180,000	180,000
*Allocated to other Departments/Divisions	(130,000)	(130,000)	(130,000)
	50,000	50,000	50,000

*Please note that City Attorney costs are allocated to other

455000 Insurance

Liability	106,500	106,500	106,500
Property	67,000	67,000	67,000
Self Insurance	-	-	-
*Allocated to other Departments/Divisions	(170,960)	(170,960)	(170,960)
	2,540	2,540	2,540

*Please note that risk management costs are allocated to other

490000 Professional Development

ICMA	850	850	850
LOC or related conference	2,000	2,000	2,000
OCCMA	200	200	200
	3,050	3,050	3,050

500000 Information Services

Evosus Maintenance	78,400	78,400	78,400
Evosus Software support	2,000	2,000	2,000
Equipment replacement	260	260	260
OPUS Interactive	2,000	2,000	2,000
*Allocated to other Departments/Divisions	(78,000)	(78,000)	(78,000)
	4,660	4,660	4,660

*Please note that IT costs are allocated to other departments and

5xxxxx Contract Payment

Oregon COOP Procurement Program	2,000	2,000	2,000
Lawrence Company	400	400	400
Columbia Learning Center Ins.	-	-	-
	2,400	2,400	2,400

Administration—City Recorder

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, Communications Officer, Building and Administrative Secretary, and the part-time Secretary. Staff is utilized (dispatched) to provide extensive support to Administration (City Admin., Finance, and Court), Community Development (Building and Planning) and Public Works (Engineering).

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

- Certification - City Recorder completed Professional Development training courses and became certified as a Municipal Clerk.

Goals and Objectives

- Records Management Manual - Create St. Helens Records Management Manual including Records Retention Schedule.
- Digital Archiving System - Implement 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

Workload Indicators

	Actual FY10	Projected FY11	Actual FY11	Projected FY12	YTD FY12	Projected FY13
• Positions Advertised	6	10	12	9	0	9
• Records Requests Processed	136	100	156	100	120	130
• Ordinances Processed	27	20	14	22	9	18
• Resolutions Processed	28	27	31	29	18	29
• Contracts Processed	61	30	41	54	27	52
• Dog Licenses Issued	1588	800	2187	1061	650	1600
• Business Licenses Issued	1157	1160	827	1160	754	1048
• Parks Reservations Issued	125	120	119	120	94	121
• Council Work Sessions	22	22	22	22	22	22
• Council Public Forums	7	14	14	12	9	11
• Council Public Hearings	12	8	7	10	7	10
• Council Regular Sessions	22	22	22	22	22	22
• Council Special/Joint Mtgs.	3	2	1	3	3	2
• Council Packets Processed	47	46	45	47	47	46
• Council Minutes To Transcribe	66	68	67	69	122	67
• Website Contact Responses	15	25	21	35	32	24

Administration—City Recorder

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal services							
012 102 401000	Salary			113,950	207,180	207,180	207,180
012 102 422000	Longevity			960	960	960	960
012 102 424000	Non-represented comp			-	-	-	-
012 102 415000	SSI taxes			8,790	15,930	15,930	15,930
012 102 416000	Retirement			28,570	49,130	49,130	49,130
012 102 417000	Workers comp			140	440	440	440
012 102 418000	Medical benefits			33,210	53,110	53,110	53,110
012 102 419000	Disability/life ins			380	810	810	810
012 102 438000	VEBA			2,280	4,630	4,630	4,630
012 102 471000	PF health			420	840	840	840
012 102 449100	Direct labor charge			12,930	-	-	-
012 102 449200	Direct labor charge			-	(105,490)	(105,490)	(105,490)
		-	-	201,630	227,540	227,540	227,540

Staffing Complement Dept / Division / Job Title	Total		City Recorder		Other Department / Divisions Support					
	FTE	Personal Services	FTE	Personal Services	Finance	Planning	Parks	Non-Dept	Building	Engineering
Administration										
City Recorder										
Admin Secretary	0.85	50,450	0.21	12,620	-	-	10,090	10,090	10,080	7,570
Administrative Assistant	1.00	82,970	1.00	82,970	-	-	-	-	-	-
City Recorder I	1.00	107,370	1.00	107,370	-	-	-	-	-	-
Communications Officer	1.00	68,360	0.15	10,250	6,840	30,760	-	13,670	3,420	3,420
Secretary	0.35	23,880	0.21	14,330	9,550	-	-	-	-	-
Grand Total			2.573	227,540						

Administration—City Recorder

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Materials and Services									
012 102	455000	Insurance				7,270	5,140	5,140	5,140
012 102	457000	Office Supplies				500	1,500	1,500	1,500
012 102	454000	Attorney expense				30,000	10,000	10,000	10,000
012 102	526000	Advertisements				10,300	24,900	24,900	24,900
012 102	473000	Miscellaneous				4,450	3,900	3,900	3,900
012 102	500000	Information services				4,800	4,900	4,900	4,900
012 102	501000	Materials and supplies				1,500	1,200	1,200	1,200
012 102	490000	Professional development				4,590	4,000	4,000	4,000
012 102	524000	Special programs				4,500	4,500	4,500	4,500
012 102	502000	Equipment				1,300	1,000	1,000	1,000
012 102	554000	Professional services				14,800	8,200	8,200	8,200
				-	-	84,010	69,240	69,240	69,240
012 102	575000	Equipment				5,000	5,000	5,000	5,000
012 102	Total City Recorder					290,640	301,780	301,780	301,780

Acct #	Description	Proposed	Approved	Adopted
473000 Miscellaneous Expense				
	Brochures / flyers	2,000	2,000	2,000
	Food / Catering Special Meetings	800	800	800
	County recording fees	600	600	600
	Miscellaneous	500	500	500
		3,900	3,900	3,900
490000 Professional Development				
	Memberships - OAMR/IIMC	200	200	200
	OAMR Training/Conference	1,000	1,000	1,000
	LGPI	1,520	1,520	1,520
	Notary Renewals	200	200	200
	City Recorder Bonding	350	350	350
	Miscellaneous	730	730	730
		4,000	4,000	4,000
500000 Information Services				
	Evosus - Maintenance	4,300	4,300	4,300
	Replacement reserve	600	600	600
		4,900	4,900	4,900

Administration—City Recorder

Acct #	Description	Proposed	Approved	Adopted
501000 Materials and Supplies				
	Web Site Photography	200	200	200
	Miscellaneous	1,000	1,000	1,000
		1,200	1,200	1,200
502000 Equipment Expense				
	Office equipment/chairs	800	800	800
	Miscellaneous	200	200	200
		1,000	1,000	1,000
524000 Special Programs				
	Employee Recognition	3,000	3,000	3,000
	Customer Service Training	500	500	500
	Summer BBQ (Parks)	500	500	500
	Miscellaneous	500	500	500
		4,500	4,500	4,500
526000 Advertisements				
	Gazette Printing & Postage	22,600	22,600	22,600
	Meeting Notices/Display ads	1,000	1,000	1,000
	Employment Advertising	1,000	1,000	1,000
	Miscellaneous	300	300	300
		24,900	24,900	24,900
554000 Professional Services				
	Code Publishing	4,000	4,000	4,000
	NEOGOV (HR)	2,000	2,000	2,000
	Typethink - Phase I Maint. (Website)	-	-	-
	Bio-med Testing (HR)	730	730	730
	HR Outsourced (HR)	300	300	300
	Flash Alert & Newswire	170	170	170
	Miscellaneous	1,000	1,000	1,000
		8,200	8,200	8,200
575000 Equipment				
	Digital Records Management System	5,000	5,000	5,000
		5,000	5,000	5,000
588000 Transfer				
	Website phase II	-	-	-
		-	-	-

Administration—Finance

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 Specialists' primary responsibilities are to provide day-to-day customer service, and billing and information support to the public for water, wastewater, and storm drain fees. While other departments provide documented use of services, Utility Billing Specialists do the billing and processing of the payments for these services based on those metrics and 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
- Received unqualified audit
- Completed and adopted Fiscal Policies
- Completed Utility Cost of Service Update
- Anticipate completion of Utility Low Income Program – June 2012

Administration—Finance

Goals and Objectives

- Complete the comprehensive annual financial report (CAFR) in a timely manner
- GFOA Budget and CAFR certification
- Development of a master fee schedule (full cost recovery)
- Develop a formal process of adopting the 5 year CIP Document
- Update City Ordinance for water, sewer, and storm for account administration

Administration—Finance

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal services							
012 106 401000	Salary			259,540	263,890	263,890	263,890
012 106 422000	Longevity			1,260	1,260	1,260	1,260
012 106 424000	Non-represented comp			-	-	-	-
012 106 409000	Overtime			-	-	-	-
012 106 415000	SSI taxes			19,940	20,280	20,280	20,280
012 106 416000	Retirement			59,350	60,380	60,380	60,380
012 106 417000	Workers comp			310	510	510	510
012 106 418000	Medical benefits			84,480	81,260	81,260	81,260
012 106 419000	Disability/life ins			760	950	950	950
012 106 438000	VEBA			5,200	5,690	5,690	5,690
012 106 471000	PF health			1,680	1,680	1,680	1,680
012 106 449100	Direct labor charge			9,300	16,390	16,390	16,390
012 106 449200	Direct labor charge			-	-	-	-
		-	-	441,820	452,290	452,290	452,290
Materials and Services							
012 106 455000	Insurance			15,200	300	300	300
012 106 457000	Office Supplies			7,500	7,500	7,500	7,500
012 106 473000	Miscellaneous			500	500	500	500
012 106 480000	Postage			32,200	30,000	30,000	30,000
012 106 490000	Professional development			2,190	5,400	5,400	5,400
012 106 500000	Information services			33,950	33,800	33,800	33,800
012 106 502000	Equipment			13,400	10,600	10,600	10,600
012 106 526000	Advertisements			500	1,500	1,500	1,500
012 106 554000	Professional services			57,000	57,050	57,050	57,050
		-	-	162,440	146,650	146,650	146,650
012 106 575000	Equipment	-	-	5,000	5,000	5,000	5,000
012 106	Total Finance	-	-	609,260	603,940	603,940	603,940

Staffing Complement Dept / Division / Job Title	Total		Finance	
	FTE	Personal Services	FTE	Personal Services
Administration				
City Recorder				
Communications Officer	1.00	68,360	0.10	6,840
Secretary	0.35	23,880	0.14	9,550
Finance				
Accounting Assistant	2.00	161,780	2.00	161,780
Finance Director	1.00	137,860	1.00	137,860
Utility Billing Specialist	2.00	136,260	2.00	136,260
CD				
Planning				
City Planner	1.00	101,350		-
Grand Total			5.24	452,290

Administration—Finance

Acct #	Description	Proposed	Approved	Adopted
457000 Office Supplies				
	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>
480000 Postage				
	Utility Billings	15,000	15,000	15,000
	General Mail	15,000	15,000	15,000
		<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
490000 Professional Development				
	Springbrook Utility (2)	1,500	1,500	1,500
	Springbrook Reporting (2)	1,500	1,500	1,500
	MS Office (4)	1,000	1,000	1,000
	GFOA City Membership	200	200	200
	OMFOA Memberships (2)	200	200	200
	OMFOA - Spring Conference (1)	-	-	-
	OMFOA - Fall Conference (2)	1,000	1,000	1,000
		<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
500000 Information Services				
	Springbrook - UB	7,400	7,400	7,400
	Springbrook - Financial	10,100	10,100	10,100
	Springbrook - Customization	5,000	5,000	5,000
	Evosus Maintenance	9,200	9,200	9,200
	Replacement reserve	2,100	2,100	2,100
		<u>33,800</u>	<u>33,800</u>	<u>33,800</u>

Administration—Finance

Acct #	Description	Proposed	Approved	Adopted
<u>502000 Equipment</u>				
	Printer/Copier (Utility Billing)	-	-	-
	Monitors (2 - dual monitor work station)	-	-	-
	Ergonomic chair	600	600	600
	Postage Machine - Rental (1401663)	10,000	10,000	10,000
		<u>10,600</u>	<u>10,600</u>	<u>10,600</u>
<u>554000 Professional Services</u>				
	Banking Services	30,000	30,000	30,000
	Audit	26,000	26,000	26,000
	Secretary of state	350	350	350
	Semling Pharmacy (UB collections)	700	700	700
		<u>57,050</u>	<u>57,050</u>	<u>57,050</u>
<u>575000 Equipment</u>				
	Mail / check scanner (process UB payments)	5,000	5,000	5,000

Administration – City Hall

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	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Materials and Services									
012 107	455000	Insurance				5,930	6,230	6,230	6,230
012 107	457000	Office supplies				18,900	16,500	16,500	16,500
012 107	458000	Telephone				9,750	9,000	9,000	9,000
012 107	459000	Utilities				14,300	14,700	14,700	14,700
012 107	502000	Equipment				10,700	8,800	8,800	8,800
012 107	554000	Professional services				34,650	36,600	36,600	36,600
				-	-	94,230	91,830	91,830	91,830
012 107	575000	Equipment		-	-	5,000	-	-	-
012 107	575000	Vagt Bldg Roof		-	-	-	15,000	15,000	15,000
Total Capital				-	-	5,000	15,000	15,000	15,000
012 106		Total City Hall		-	-	99,230	106,830	106,830	106,830

Administration – City Hall

Acct #	Description	Proposed	Approved	Adopted
<u>457000 Supplies</u>				
	Building	2,000	2,000	2,000
	Office	14,000	14,000	14,000
	First aid	200	200	200
		<u>16,200</u>	<u>16,200</u>	<u>16,200</u>
<u>459000 Utilities</u>				
	Gas	1,000	1,000	1,000
	Garbage	1,500	1,500	1,500
	Cable	1,200	1,200	1,200
	Electric	11,000	11,000	11,000
		<u>14,700</u>	<u>14,700</u>	<u>14,700</u>
<u>502000 Equipment Expense</u>				
	Associated Business Systems Copiers	4,000	4,000	4,000
	OCE/Leaf Copiers	4,800	4,800	4,800
		<u>8,800</u>	<u>8,800</u>	<u>8,800</u>
<u>554000 Professional Services</u>				
	Aircondition & Heating	9,000	9,000	9,000
	Telephone Support	2,000	2,000	2,000
	Janitorial	22,400	22,400	22,400
	Pest Control	1,500	1,500	1,500
	Document Management	1,100	1,100	1,100
	Fire Safety	600	600	600
		<u>36,600</u>	<u>36,600</u>	<u>36,600</u>

Administration – Insurance and Information Technology Reserves

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
012 108 575000 IT equipment	-	-	41,690	25,800	25,800	25,800
012 108 596000 Contingency - Full court			4,800	9,600	9,600	9,600
012 108 596000 Contingency - IT Equipment			25,000	28,160	28,160	28,160
012 108 596000 Contingency - Self Insurance			100,000	100,000	100,000	100,000
Total Reserve - IT/Self-insurance	-	-	171,490	163,560	163,560	163,560
 Total Uses - Fund			1,373,560	1,391,030	1,391,030	1,391,030
 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.

Administration – Insurance and Information Technology Reserves

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 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
<u>Servers Replacements - every 6 years</u>								
Teleworks	Utilities	1	8,000	8,000	1,330	1,330	1,330	1,330
e-mail	All	1	13,000	13,000	2,170	2,170	2,170	2,170
FIMS, Court, MC	IS/GF	1	8,000	8,000	1,330	1,330	1,330	1,330
PW-Engr	IS/GF	1	8,000	8,000	1,330	1,330	1,330	1,330
Library	GF	1	8,000	8,000	1,330	1,330	1,330	1,330
Police	GF	2	8,000	16,000	2,670	2,670	2,670	2,670
				61,000	10,160	10,160	10,160	10,160
<u>PC Replacements - Every 6 years</u>								
City Council		7	1,000	7,000	1,170	1,170	1,170	1,170
Administration		1	1,000	1,000	170	170	170	170
City Recorder		3	1,000	3,000	500	500	500	500
Finance		6	1,000	6,000	1,000	1,000	1,000	1,000
Court		7	1,000	7,000	1,170	1,170	1,170	1,170
Planning		2	1,000	2,000	330	330	330	330
Building		2	1,000	2,000	330	330	330	330
Police	1 Laptop	9	1,000	9,000	1,500	1,500	1,500	1,500
Police (cent)		3	1,000	3,000	500	500	500	500
Library	1 Laptop	7	1,000	7,000	1,170	1,170	1,170	1,170
PW - Admin		1	1,000	1,000	170	170	170	170
PW - Engr	1 Laptop	7	1,000	7,000	1,170	1,170	1,170	1,170
PW - Ops		4	1,000	4,000	670	670	670	670
PW - WFP		7	1,000	7,000	1,170	1,170	1,170	1,170
PW WWTP		4	1,000	4,000	670	670	670	670
PW - Fleet		1	1,000	1,000	170	170	170	170
		71		71,000	11,860	11,860	11,860	11,860
Library Trust		17	1,000	17,000	7,000	-	-	-
Library (Public)	GF	2	8,000	16,000	-	-	16,000	-
Total Amortization				148,000	22,020	22,020	38,020	22,020

Administration – Information Technology Reserves

The anticipated cash flow is illustrated accordingly:

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Interdepartment Billings					
Internal Services					
Administration	200	200	200	200	200
City Recorder	590	590	590	590	590
Finance	2,070	2,070	2,070	2,070	2,070
PW - Admin	200	200	200	200	200
PW - Engr	2,710	2,710	2,710	2,710	2,710
PW - Ops	790	790	790	790	790
PW - Fleet	200	200	200	200	200
General Fund					
City Council	1,380	1,380	1,380	1,380	1,380
Court	1,830	1,830	1,830	1,830	1,830
Planning	390	390	390	390	390
Police	4,540	4,540	4,540	4,540	4,540
Library	2,710	2,710	2,710	2,710	2,710
Building	390	390	390	390	390
Water	2,060	2,060	2,060	2,060	2,060
Sewer	1,460	1,460	1,460	1,460	1,460
Public Computers (Funded by Trust)					
Library Trust	7,000	-	-	-	-
Library (Public) GF	-	-	16,000	-	-
Total Revenues	28,520	21,520	37,520	21,520	21,520
Replacement Requirements					
Servers	6,800	17,800	15,300	15,500	11,500
PC	12,000	12,000	12,000	12,000	12,000
Library Public - PC	7,000	-	-	-	-
Library Public Servers	-	-	16,000	-	-
Total Expenditures	25,800	29,800	43,300	27,500	23,500
Net Income/(Expense)	2,720	(8,280)	(5,780)	(5,980)	(1,980)
Beginning Reserve	25,440	28,160	19,880	14,100	8,120
Ending Reserve	28,160	19,880	14,100	8,120	6,140



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. 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 Director, 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	Parks	Bldg	Streets	Fleet	Water	Sewer				
							Collections	Secondary	Primary	Pumps	Storm
Engineering	64,030	30	-	5,410	70	9,890	31,500	1,120	1,080	30	14,900
Allocation Basis - Time Study	5.80	0.00	-	0.49	0.01	0.90	2.85	0.10	0.10	0.00	1.35
Operations	125,000	5,020	-	11,660	30	50,490	51,780	30	20	20	5,950
Allocation Basis - Time Study	25.00	1.00	-	2.33	0.01	10.10	10.36	0.01	0.00	0.00	1.20
Total Department Overhead Costs	189,030	5,050	-	17,070	100	60,380	83,280	1,150	1,100	50	20,850

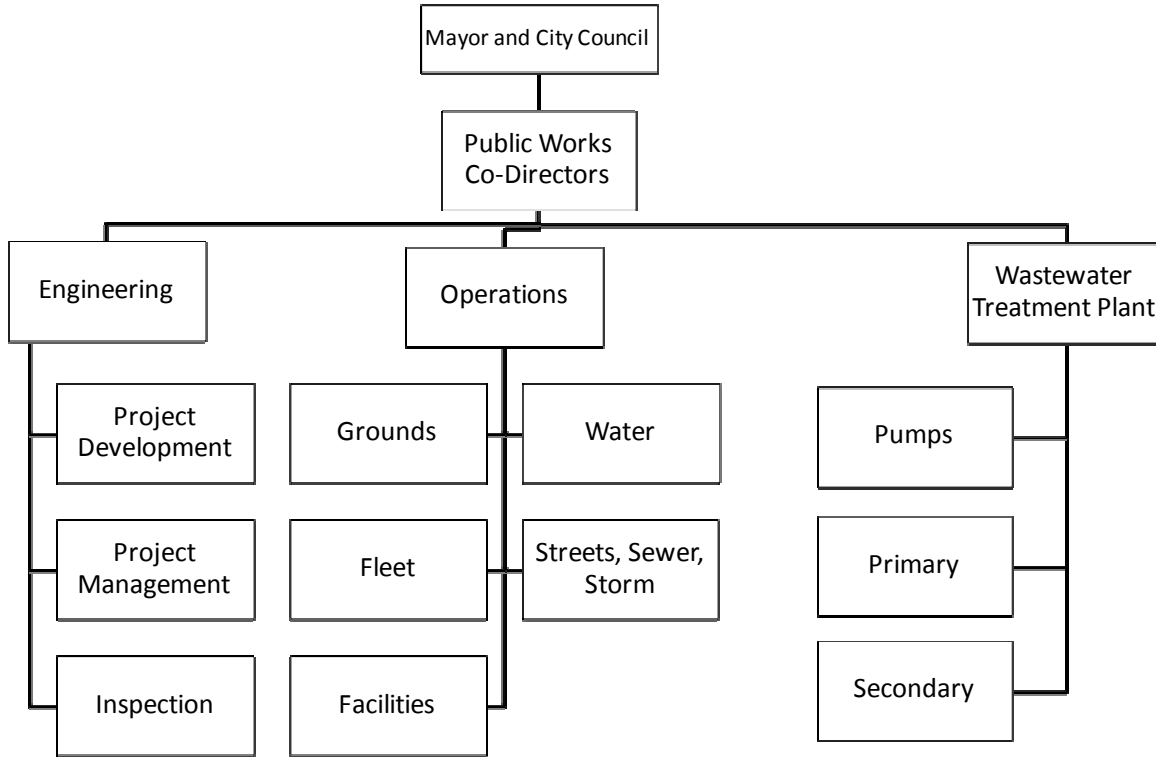
What’s New?

The 2012/13 budget proposal includes not backfilling the currently unfilled Public Works Director position and dividing the duties between the Public Works Supervisor and the Engineering Supervisor.

Fund Summary

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<u>Resources</u>						
Beginning working capital	-	-	-	-	-	-
Revenues						
Indirect cost allocation	-	-	359,010	189,030	189,030	189,030
Transfer In	-	-	100,000	37,810	37,810	37,810
Total Revenues	-	-	459,010	226,840	226,840	226,840
Total resources	-	-	459,010	226,840	226,840	226,840
<u>Uses</u>						
Administration						
Personal services	-	-	149,160	-	-	-
Materials and services	-	-	6,020	-	-	-
Total Administration	-	-	155,180	-	-	-
Engineering						
Personal services	-	-	20,820	28,730	28,730	28,730
Materials and services	-	-	43,150	26,200	26,200	26,200
Capital outlay	-	-	6,500	9,100	9,100	9,100
Total Engineering	-	-	70,470	64,030	64,030	64,030
Operations						
Personal services	-	-	-	-	-	-
Materials and services	-	-	133,360	125,000	125,000	125,000
Equipment	-	-	-	-	-	-
Total Operations	-	-	133,360	125,000	125,000	125,000
Contingency	-	-	100,000	37,810	37,810	37,810
Total uses	-	-	459,010	226,840	226,840	226,840
Net change in fund balance	-	-	-	-	-	-
Ending fund balance	-	-	-	-	-	-

Public Works



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 to enjoy.

Public Works Fund - Resources

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
013 000	301000	Beginning working capital			-	-	-	-
013 000	389100	Indirect cost allocation - Fleet			8,690	100	100	100
013 000	389100	Indirect cost allocation - Parks			10,700	5,050	5,050	5,050
013 000	389100	Indirect cost allocation - Streets			20,930	17,070	17,070	17,070
013 000	389100	Indirect cost allocation - Water			129,480	60,380	60,380	60,380
013 000	389100	Indirect cost allocation - Sewer			189,210	106,430	106,430	106,430
013 000	392000	Transfer - Sewer - Contingency			100,000	37,810	37,810	37,810
		Total Resources	-	-	459,010	226,840	226,840	226,840

Public Works - Administration

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal services							
013 401	401000			98,260	-	-	-
013 401	424000			-	-	-	-
013 401	415000			7,520	-	-	-
013 401	416000			20,090	-	-	-
013 401	417000			980	-	-	-
013 401	418000			19,730	-	-	-
013 401	419000			190	-	-	-
013 401	438000			1,970	-	-	-
013 401	471000			420	-	-	-
Total Personal services		-	-	149,160	-	-	-
Materials and Services							
013 401	455000			1,190	-	-	-
013 401	457000			500	-	-	-
013 401	458000			730	-	-	-
013 401	490000			2,000	-	-	-
013 401	500000			1,600	-	-	-
Total Materials and Services		-	-	6,020	-	-	-
013 401	Total PW Admin	-	-	155,180	-	-	-

Please note the proposed budget leaves the Public Works Director position vacant and appoints the City's Engineering Supervisor and Public Works Supervisor as interim co-directors. The net savings in FY 2012-13 budget amounts to \$112,000 and is allocated to the funds accordingly: General Fund Parks \$3,140, Streets fund \$5,650, Fleet Fund \$6,270, Water Fund \$40,120, and Sewer Fund \$56,820.

Public Works—Engineering Division

The Engineering Division 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. The Engineering Division also designs and lets contracts for infrastructure construction and/or public improvement projects and issues permits regulating use and activity within the public rights-of-way. Engineering 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) and oversees the Lateral Replacement Program, part of the overall city-wide Inflow & Infiltration Reduction Program.

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:
 - 2,400 linear feet of water main replacement and upsizing on S. 16th and S. 17th Streets
 - Extension of storm drain system from Wonderly Drive to Pine Street
 - 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
 - Ongoing CCTV of private laterals for Lateral Replacement Program
 - Wastewater Treatment Plant headworks upgrade
 - Pine Street Storm Drain Extension
 - ADA ramp and sidewalk repair and replacement
- Completed the designs for the following projects:
 - Columbia Boulevard asphalt overlay, 15th Street to 1st Street
 - Phase III of the Sanitary Sewer and Storm I&I Reduction Program, Project S-618
- Master plan updates in progress:
 - Water system
- Provided Project Management for privately constructed public infrastructure projects:
 - Green Acres Drive water and sanitary sewer extensions
 - Les Schwab waterline extension from McNulty Drive
 - ORPET recycling
 - CCR Transit Center
 - Splash It Up splash pad in Columbia View Park

Public Works—Engineering Division

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
- Work with Columbia River PUD to upgrade street lighting on Old Portland Road and Matzen Street
- Upgrade the water telemetry system
- Continue I&I Reduction Program to meet DEQ requirements
- Continue Lateral Replacement Program to meet DEQ requirements
- Complete additional sidewalk and ADA ramp repair and/or construction

Public Works—Engineering Division

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal services							
013 402 401000	Salary			395,250	363,930	363,930	363,930
013 402 422000	Longevity			1,860	1,860	1,860	1,860
013 402 424000	Non-represented comp			-	-	-	-
013 402 415000	SSI taxes			30,370	27,980	27,980	27,980
013 402 416000	Retirement			92,890	86,750	86,750	86,750
013 402 417000	Workers comp			3,960	3,640	3,640	3,640
013 402 418000	Medical benefits			93,590	68,200	68,200	68,200
013 402 419000	Disability/life ins			1,140	1,140	1,140	1,140
013 402 438000	VEBA			7,910	7,760	7,760	7,760
013 402 471000	PF health			840	840	840	840
013 402 449100	Direct labor charge			20,820	28,730	28,730	28,730
013 402 449200	Direct labor charge	-	-	(627,810)	(562,100)	(562,100)	(562,100)
Total Personal services		-	-	20,820	28,730	28,730	28,730
Materials and Services							
013 402 454000	Attorney expense			15,000	6,000	6,000	6,000
013 402 455000	Insurance			7,970	-	-	-
013 402 457000	Office supplies			500	1,200	1,200	1,200
013 402 458000	Telephone			1,980	1,800	1,800	1,800
013 402 490000	Professional development			3,700	3,700	3,700	3,700
013 402 500000	Information services			13,700	13,500	13,500	13,500
013 402 526000	Advertisements			300	-	-	-
Total Materials and Services		-	-	43,150	26,200	26,200	26,200
013 402 575000	Equipment	-	-	6,500	9,100	9,100	9,100
013 402	Total PW Engineering	-	-	70,470	64,030	64,030	64,030

Allocation of staff based on workloads and time study

Staffing Complement	Total		Building		Other Department / Divisions Support										
	Dept / Division / Job Title	FTE	Personal Services	FTE	Personal Services	Parks	Streets	Fleet	Water	Water Filtration Plant	Sewer Collections	Sewer - Pumps	Sewer WWTP - Secondary	Sewer WWTP - Primary	Sewer - Storm
Administration															
City Recorder															
Admin Secretary	1.20	50,450	0.18	7,570	10,090	-	-	-	-	-	-	-	-	-	-
Communications Officer	1.00	68,360	0.05	3,420	-	-	-	-	-	-	-	-	-	-	-
CD															
Planning															
City Planner	1.00	101,350	0.18	17,740	3,040	-	-	-	-	-	-	-	-	-	-
Public Works															
Engineering															
Civil Engr/Suprv	1.00	120,270	-	-	360	16,840	720	40,900	720	30,430	360	6,130	5,770	18,040	
Construction Inspector	1.00	94,680	-	-	-	9,470	-	28,410	-	28,400	-	4,730	4,730	18,940	
Eng Tech I / Lat.Prc	1.00	77,030	-	-	-	-	-	-	-	77,030	-	-	-	-	
Engineering Tech II	2.00	201,340	-	-	-	23,050	-	23,040	-	104,920	-	-	-	50,330	
Engr.Tech II/Pre-Trmt	1.00	68,780	-	-	-	-	-	-	-	34,390	-	-	-	34,390	
Grand Total			0.41	28,730	115,220	263,710	185,910	754,130	195,990	927,830	118,810	200,250	157,840	238,260	

Public Works—Operations Division

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 City'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	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Personal services								
013 403 401000	Salary				909,660	854,280	854,280	854,280
013 403 402000	Seasonal				39,250	38,480	38,480	38,480
013 403 422000	Longevity				9,480	8,580	8,580	8,580
013 403 424000	Non-represented comp				-	-	-	-
013 403 411000	Standby				12,520	13,100	13,100	13,100
013 403 409000	Overtime				6,600	7,260	7,260	7,260
013 403 415000	SSI taxes				74,780	70,520	70,520	70,520
013 403 416000	Retirement				219,760	206,150	206,150	206,150
013 403 417000	Workers comp				24,580	23,100	23,100	23,100
013 403 418000	Medical benefits				274,410	272,980	272,980	272,980
013 403 419000	Disability/life ins				3,420	3,230	3,230	3,230
013 403 438000	VEBA				18,200	18,460	18,460	18,460
013 403 471000	PF health				2,940	2,940	2,940	2,940
013 403 449200	Direct labor charge				(1,595,600)	(1,519,080)	(1,519,080)	(1,519,080)
			-	-	-	-	-	-
Materials and Services								
013 403 455000	Insurance				80,220	60,000	60,000	60,000
013 403 457000	Office supplies				7,500	5,000	5,000	5,000
013 403 454000	Attorney expense				6,750	5,000	5,000	5,000
013 403 458000	Telephone				12,510	12,700	12,700	12,700
013 403 459000	Utilities				10,580	6,500	6,500	6,500
013 403 470000	Building				-	2,000	2,000	2,000
013 403 473000	Miscellaneous				-	1,000	1,000	1,000
013 403 490000	Professional development				3,100	3,200	3,200	3,200
013 403 500000	Information services				6,400	6,600	6,600	6,600
013 403 501000	Operating materials/supplies				-	6,000	6,000	6,000
013 403 554000	Professional services				6,300	17,000	17,000	17,000
Total Materials and Services			-	-	133,360	125,000	125,000	125,000
013 403 575000	Equipment				-	-	-	-
013 403	Total PW Operations				-	-	133,360	125,000
013 403 596000	Contingency						100,000	37,810
Total uses							459,010	226,840
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

Staffing Complement Dept / Division / Job Title	Total		PW Operations		Other Department / Divisions Support									
	FTE	Personal Services	FTE	Personal Services	Parks	Streets	Fleet	Water	Water Filtration Plant	Sewer Collections	Sewer - Pumps	Sewer WWTP - Secondary	Sewer WWTP - Primary	Sewer - Storm
Public Works														
Operations														
PW Office Assitant	1.00	67,690	-	-	-	-	-	33,850	-	23,690	-	-	-	10,150
PW Supervisor	1.00	146,980	-	-	440	34,100	730	54,110	730	41,150	440	730	440	14,110
PW Field Supr/safety	1.00	114,810	-	-	-	28,700	-	43,050	-	31,580	-	-	-	11,480
Parks Field Supervisor	1.00	107,530	-	-	53,760	10,750	-	21,510	-	21,510	-	-	-	-
Parks Specialist	1.00	92,570	-	-	46,280	13,890	-	13,890	-	18,510	-	-	-	-
Collection Operator	1.00	86,860	-	-	-	8,690	-	13,030	-	43,420	-	-	-	21,720
Water Systems Operator	1.00	77,880	-	-	-	-	-	38,940	-	38,940	-	-	-	-
Utility Craftsman	1.00	79,770	-	-	-	19,940	-	19,940	-	39,890	-	-	-	-
Utility Plumber	1.00	85,770	-	-	-	-	-	64,330	-	21,440	-	-	-	-
Utility II	5.00	399,040	-	-	-	25,450	-	188,080	-	177,760	-	-	-	7,750
Utility I	3.00	217,740	-	-	-	71,580	-	28,240	-	81,720	-	-	-	36,200
Seasonal PT	2.00	42,440	-	-	-	-	-	21,240	-	21,200	-	-	-	-
Grand Total	19.00	1,519,080	-	-	100,480	213,100	730	540,210	730	560,810	440	730	440	101,410



Fleet Fund

Fleet 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. 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	43,553	7,281	8,030	40,230	40,230	40,230
Revenues						
Charges for services	220,913	246,533	295,840	250,000	250,000	250,000
Miscellaneous	-	-	-	-	-	-
Total Revenues	220,913	246,533	295,840	250,000	250,000	250,000
Total resources	264,466	253,814	303,870	290,230	290,230	290,230
Uses						
Personal services	170,992	174,662	185,130	185,910	185,910	185,910
Materials and services	86,192	58,728	97,230	84,490	84,490	84,490
Capital outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Contingency	-	-	20,000	19,830	19,830	19,830
Total uses	257,185	233,390	302,360	290,230	290,230	290,230
Net change in fund balance	(36,272)	13,143	(6,520)	(40,230)	(40,230)	(40,230)
Ending fund balance	7,281	20,424	1,510	0	0	0

Fleet Revenues

			Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources								
015 000	301000	Beginning working capital	43,553	7,281	8,030	40,230	40,230	40,230
015 000	384000	Interfund- street	55,228	61,633	73,960	62,500	62,500	62,500
015 000	385000	Interfund- water dept	66,274	73,960	88,750	75,000	75,000	75,000
015 000	386000	Interfund- sewer dept	33,137	36,980	44,380	37,500	37,500	37,500
015 000	387000	Interfund- second dept	33,137	36,980	44,380	37,500	37,500	37,500
015 000	388000	Interfund-primary dept	22,091	24,653	29,580	25,000	25,000	25,000
015 000	389000	Interfund- storm drain	11,046	12,327	14,790	12,500	12,500	12,500
		Current resources	220,913	246,533	295,840	250,000	250,000	250,000
		Total resources	264,466	253,814	303,870	290,230	290,230	290,230

Please note that a decrease 15% rate is assumed

Public Works - Fleet Operations

				Actual	Actual	Adopted	Proposed	Approved	Adopted
				2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Uses									
Personal Services									
015 015	401000	Salary		101,640	103,680	105,760	103,680	103,680	103,680
015 015	422000	Longevity		1,750	1,800	1,800	1,800	1,800	1,800
015 015	411000	Standby		-	-	-			
015 015	409000	Overtime		-	114	520	500	500	500
015 015	415000	SSI taxes		7,909	8,078	8,260	8,100	8,100	8,100
015 015	416000	Retirement		21,205	21,657	26,870	26,340	26,340	26,340
015 015	417000	Workers comp		1,907	1,215	2,060	2,020	2,020	2,020
015 015	418000	Medical benefits		34,173	35,670	37,360	39,400	39,400	39,400
015 015	419000	Disability/life ins		375	375	380	380	380	380
015 015	438000	VEBA		2,033	2,074	2,120	2,240	2,240	2,240
015 015	449100	Direct labor charge		-	-	-	1,450	1,450	1,450
Total Personal Services				170,992	174,662	185,130	185,910	185,910	185,910
Materials and Services									
015 015	455000	Insurance		2,337	2,297	4,590	2,310	2,310	2,310
015 015	457000	Office supplies		-	-	50			
015 015	458000	Telephone expense		2,067	1,066	2,000	1,300	1,300	1,300
015 015	459000	Utilities		2,855	334	2,000			
015 015	470000	Building expense		715	10,113	1,500	12,000	12,000	12,000
015 015	473000	Misc expense		4,175	997	3,000			
015 015	490000	Professional development		-	-	100	500	500	500
015 015	500000	Information services		1,426	611	1,600	1,000	1,000	1,000
015 015	501000	Operating materials & supp		14,345	20,509	17,000	52,000	52,000	52,000
015 015	502000	Equipment expense		57,112	21,363	45,000	-	-	-
015 015	531000	Gasoline expense		1,160	1,439	1,500	1,500	1,500	1,500
015 015	579100	Indirect cost allocation			-	18,890	13,880	13,880	13,880
Total Materials and Services				86,192	58,728	97,230	84,490	84,490	84,490
015 015	596000	Contingency			-	20,000	19,830	19,830	19,830
Total Uses				257,185	233,390	302,360	290,230	290,230	290,230
015 015		Ending fund balance		7,281	20,424	1,510	0	0	0

Staffing Complement	Total		PW Fleet	
	FTE	Personal Services	FTE	Personal Services
Engineering				
Civil Engr/Suprv	1.00	120,270	0.01	720
Operations - Admin				
PW Supervisor	1.00	146,980	0.00	730
Operations - Fleet				
Mechanic II	1.00	92,230	1.00	92,230
Mechnic II	1.00	92,230	1.00	92,230
Total			2.01	185,910



Water Reserve Fund

Water Reserve Fund

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
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
016 000	301000	Beginning working capital	350,000	350,000	350,000	350,000	350,000	350,000
Revenues								
016 000	345000	Interest- state pool	1,493	4,068	1,800	1,800	1,800	1,800
016 000	346000	Interest earnings	913	-				
Total Revenues			2,406	4,068	1,800	1,800	1,800	1,800
Total Resources			352,406	354,068	351,800	351,800	351,800	351,800
Uses								
016 016	692000	Trans to general fund	2,406	4,068	1,800	1,800	1,800	1,800
Total Uses			2,406	4,068	1,800	1,800	1,800	1,800
Ending fund balance			350,000	350,000	350,000	350,000	350,000	350,000



Water Operating Fund

Water Operating Fund

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

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	5,152,871	4,064,434	3,246,470	1,496,733	1,496,733	1,496,733
Revenues						
Charges for services	1,971,357	2,172,312	2,283,500	2,600,000	2,600,000	2,600,000
Interest earnings	25,220	26,422	20,000	10,000	10,000	10,000
Watershed logging	-	481,588	-	250,000	250,000	250,000
Miscellaneous	110,269	57,086	38,000	53,000	53,000	53,000
Total Revenues	2,106,846	2,737,408	2,341,500	2,913,000	2,913,000	2,913,000
Total resources	7,259,717	6,801,842	5,587,970	4,409,733	4,409,733	4,409,733
Uses						
Water Production and Delivery						
Personal services	1,335,715	1,437,834	1,043,180	693,970	693,970	693,970
Materials and services	1,193,732	1,115,136	1,398,900	1,124,480	1,124,480	1,124,480
Debt service	552,369	545,093	541,860	-	-	-
Capital outlay	113,467	111,633	-	-	-	-
Transfers	-	-	1,635,930	508,750	508,750	508,750
Contingency	-	-	600,000	543,350	543,350	543,350
Total Water Production and Delivery	3,195,283	3,209,695	5,219,870	2,870,550	2,870,550	2,870,550
Water Filtration Plant						
Personal services	-	-	-	195,990	195,990	195,990
Materials and services	-	-	-	146,550	146,550	146,550
Debt service	-	-	-	543,350	543,350	543,350
Contingency	-	-	-	-	-	-
Total Water Filtration Plant	-	-	-	885,890	885,890	885,890
Total uses	3,195,283	3,209,695	5,219,870	3,756,440	3,756,440	3,756,440
Net change in fund balance	(1,088,437)	(472,287)	(2,878,370)	(843,440)	(843,440)	(843,440)
Ending fund balance	4,064,434	3,592,147	368,100	653,293	653,293	653,293

Public Works - Water Operations

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources								
017 000	301000	Beginning working capital	5,152,871	4,064,434	3,246,470	1,496,733	1,496,733	1,496,733
Revenues								
Charges for Services								
017 000	377000	Sale of water	1,971,357	2,172,312	2,283,500	2,600,000	2,600,000	2,600,000
Total Charges for services			1,971,357	2,172,312	2,283,500	2,600,000	2,600,000	2,600,000
017 000	346000	Interest earnings	25,220	26,422	20,000	10,000	10,000	10,000
Miscellaneous								
017 000	354000	Miscellaneous revenues	46,490	13,476	15,000	20,000	20,000	20,000
017 000	362000	Engineering fees	18,214	4,773	10,000	10,000	10,000	10,000
017 000	365000	System devel charge	30,360	19,367	-	-	-	-
017 000	376000	Water connections	7,629	6,175	5,000	8,000	8,000	8,000
017 000	379000	Sale of gas other dept	7,577	13,295	8,000	15,000	15,000	15,000
Total Miscellaneous			110,269	57,086	38,000	53,000	53,000	53,000
017 000	378000	Watershed logging	-	481,588	-	250,000	250,000	250,000
Total Revenues			2,106,846	2,737,408	2,341,500	2,913,000	2,913,000	2,913,000
Total Resources			7,259,717	6,801,842	5,587,970	4,409,733	4,409,733	4,409,733

Charges for services revenues assume a 15.5% effective December 15, 2012

Public Works - Water Operations - Production and Distribution

The City's water transmission and distribution system consist of over 80 miles of pipeline, ranging in size from 20-inch to 2-inch in diameter. The pipes are predominantly made of ductile iron, a very strong, reliable, and long-lasting pipeline material. Ductile iron is extremely resistant to damage from the hard, rocky subsurface conditions found in most of St. Helens.

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Uses							
Production and Transmission							
Personal Services							
017 017 401000	Salary	848,860	915,796	103,250	-	-	-
017 017 422000	Longevity	5,516	5,413	360	-	-	-
017 017 424000	Non-represented comp	13,017	13,300	-	-	-	-
017 017 411000	Standby	13,978	14,979	11,130	-	-	-
017 017 409000	Overtime	6,524	10,960	4,980	-	-	-
017 017 415000	SSI taxes	67,767	70,074	9,160	-	-	-
017 017 416000	Retirement	165,171	171,997	24,490	-	-	-
017 017 417000	Workers comp	13,324	9,746	2,710	-	-	-
017 017 418000	Medical benefits	178,690	195,573	27,800	-	-	-
017 017 419000	Disability/life ins	2,744	2,757	380	-	-	-
017 017 420000	Unemployment	1,696	8,397	-	-	-	-
017 017 438000	VEBA	15,552	15,711	2,070	-	-	-
017 017 471000	PF health	2,876	3,132	420	-	-	-
017 017 449100	Direct labor charge			856,430	693,970	693,970	693,970
	Total Personal Services	1,335,715	1,437,834	1,043,180	693,970	693,970	693,970

Allocation based on workloads and annual time study:

Staffing Complement Dept / Division / Job Title	Total		PW Water		Other Department / Divisions Support									
	FTE	Personal Services	FTE	Personal Services	Parks	Streets	Fleet	Water	Water Filtration Plant	Sewer Collections	Sewer - Pumps	Sewer - WWTP - Secondary	Sewer - WWTP - Primary	Sewer - Storm
CD		-												
Building														
Building Official	1	124,540	0.01	1,250	1,250	1,250	-	1,250	-	1,250	-	-	-	3,110
Police														
Police														
Patrolman	10	1,004,110	0.60	60,160	-	-	-	60,160	-	24,060	-	15,640	14,440	6,020
Public Works														
Engineering														
Civil Engr/Suprv	1	120,270	0.34	40,900	360	16,840	720	40,900	720	30,430	360	6,130	5,770	18,040
Construction Inspector	1	94,680	0.30	28,410	-	9,470	-	28,410	-	28,400	-	4,730	4,730	18,940
Engineering Tech II	2	201,340	0.23	23,040	-	23,050	-	23,040	-	104,920	-	-	-	50,330
Operations														
Collection Operator	1	86,860	0.15	13,030	-	8,690	-	13,030	-	43,420	-	-	-	21,720
Parks Field Supervisor	1	107,530	0.20	21,510	53,760	10,750	-	21,510	-	21,510	-	-	-	-
Parks Specialist	1	92,570	0.15	13,890	46,280	13,890	-	13,890	-	18,510	-	-	-	-
PW Field Supr/safety	1	114,810	0.37	43,050	-	28,700	-	43,050	-	31,580	-	-	-	11,480
PW Office Assitant	1	67,690	0.50	33,850	-	-	-	33,850	-	23,690	-	-	-	10,150
PW Supervisor	1	146,980	0.37	54,110	440	34,100	730	54,110	730	41,150	440	730	440	14,110
Seasonal PT	2	42,440	1.00	21,240	-	-	-	21,240	-	21,200	-	-	-	-
Utility Craftsman	1	79,770	0.25	19,940	-	19,940	-	19,940	-	39,890	-	-	-	-
Utility I	1	70,620	0.40	28,240	-	7,060	-	28,240	-	17,660	-	-	-	17,660
Utility II	5	399,040	2.36	188,080	-	25,450	-	188,080	-	177,760	-	-	-	7,750
Utility Plumber	1	85,770	0.75	64,330	-	-	-	64,330	-	21,440	-	-	-	-
Water system operator	1	77,880	0.50	38,940	-	-	-	38,940	-	38,940	-	-	-	-
Total			8.48	693,970										

Public Works - Water Operations - Production and Distribution

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Materials and services						
017 017 454000						
017 017 455000						
017 017 457000						
017 017 458000						
017 017 459000						
017 017 460000						
017 017 461000						
017 017 463000						
017 017 464000						
017 017 470000						
017 017 472000						
017 017 473000						
017 017 480000						
017 017 484000						
017 017 490000						
017 017 500000						
017 017 501000						
017 017 502000						
017 017 508000						
017 017 515000						
017 017 527000						
017 017 530000						
017 017 531000						
017 017 546000						
017 017 551000						
017 017 552000						
017 017 554000						
017 017 559000						
017 017 560000						
017 017 562000						
017 017 579100						
Total Materials and Services	1,193,732	1,115,136	1,398,900	1,124,480	1,124,480	1,124,480
Debt Service						
017 017 563000						
017 017 569000						
Total Debt Service	552,369	545,093	541,860	-	-	-

Public Works - Water Operations - Production and Distribution

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Capital Outlay							
017 017	575000	Equipment	84,564	111,633	-	-	-
017 017	581000	Construction expense	16,728	-	-	-	-
017 017	584000	Pilot-compress natural gas	12,175	-	-	-	-
Total Capital Outlay			113,467	111,633	-	-	-
Transfers							
017 017	692000	Capital program	-	-	1,018,500	450,000	450,000
017 017	692000	SDC	-	-	532,500	-	-
017 017	692000	Capital equipment	-	-	80,000	58,750	58,750
017 017	692000	General fd	-	-	4,930	-	-
Total Transfers			-	-	1,635,930	508,750	508,750
017 017	596000	Contingency	-	-	600,000	543,350	543,350
Total Production and Transmission			3,195,283	3,209,695	5,219,870	2,870,550	2,870,550

Public Works - Water Operations – Filtration Facilities

The water supplying the St. Helens Water Filtration Facility (WFF) is taken from groundwater wells located along the west bank of the Columbia River. These wells are called Ranney Collectors.

The Water Filtration Facilities (WFF) is designed to produce 6 million gallons of water per day. There are 5 “racks” of microfiltration modules. Four of the racks have 52 modules and each module has a flow rate of 27 gallons per minute. One rack of 52 modules can produce two million gallons of clean, fresh, filtered drinking water per day. Continuous, fresh, reliable, high quality, filtered drinking water is delivered to your tap, ready to serve the City’s customers 24 hours a day, 365 days a year.

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal Services							
017 417 401000	Salary				108,840	108,840	108,840
017 417 422000	Longevity				360	360	360
017 417 424000	Non-represented comp						
017 417 411000	Standby				10,880	10,880	10,880
017 417 409000	Overtime				5,250	5,250	5,250
017 417 415000	SSI taxes				9,590	9,590	9,590
017 417 416000	Retirement				25,630	25,630	25,630
017 417 417000	Workers comp				2,850	2,850	2,850
017 417 418000	Medical benefits				28,000	28,000	28,000
017 417 419000	Disability/life ins				380	380	380
017 417 420000	Unemployment				-	-	-
017 417 438000	VEBA				2,340	2,340	2,340
017 417 471000	PF health				420	420	420
017 417 449100	Direct labor charge				1,450	1,450	1,450
Total Personal Services		-	-	-	195,990	195,990	195,990

Staffing Complement Dept / Division / Job Title	Total		PW WFF	
	FTE	Personal Services	FTE	Personal Services
Public Works		-		
Engineering				
Civil Engr/Suprv	1	120,270	0.01	720
Operations - Admin				
PW Supervisor	1	146,980	0.00	730
Operations - Wfp				
Water Filtration Opr	1	92,890	1.00	92,890
Water treatment Operator	1	101,650	1.00	101,650
Total			2.01	195,990

Public Works - Water Operations – Filtration Facilities

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Materials and services						
017 417 457000				500	500	500
017 417 458000				7,500	7,500	7,500
017 417 459000				55,400	55,400	55,400
017 417 470000				2,500	2,500	2,500
017 417 472000				1,000	1,000	1,000
017 417 490000				1,350	1,350	1,350
017 417 501000				42,300	42,300	42,300
017 417 527000				35,000	35,000	35,000
017 417 531000				1,000	1,000	1,000
Total Materials and Services	-	-	-	146,550	146,550	146,550
Debt Service						
017 417 563000	-	-	-	243,020	243,020	243,020
017 417 569000	-	-	-	300,330	300,330	300,330
Total Debt Service	-	-	-	543,350	543,350	543,350
Total Water Filtration Plant	-	-	-	885,890	885,890	885,890
Total Uses	3,195,283	3,209,695	5,219,870	3,756,440	3,756,440	3,756,440
Ending fund balance	4,064,434	3,592,147	368,100	653,293	653,293	653,293



Sewer Operating Fund

Sewer Operating Fund

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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Resources						
Beginning working capital	3,624,249	3,603,009	3,925,490	2,042,648	2,042,648	2,042,648
Revenues						
Charges for Services	3,729,424	3,967,429	4,490,800	4,648,430	4,648,430	4,648,430
Interest earnings	14,941	24,698	16,000	20,000	20,000	20,000
Miscellaneous	332,490	172,368	22,000	2,000	2,000	2,000
Loan Proceeds	2,228,658	2,630,967	-	-	-	-
Total Revenues	6,305,513	6,795,461	4,528,800	4,670,430	4,670,430	4,670,430
Total Resources	9,929,762	10,398,471	8,454,290	6,713,078	6,713,078	6,713,078
Uses						
Sewer Collections						
Personal services	1,006,924	1,217,986	957,210	882,530	882,530	882,530
Materials and services	567,685	575,989	1,226,030	1,102,270	1,102,270	1,102,270
Debt service	94,364	83,319	319,110	374,680	374,680	374,680
Capital outlay	2,322,006	2,216,270	-	-	-	-
Interfund transfers	-	-	1,279,750	700,310	700,310	700,310
Contingency	-	-	600,000	471,900	471,900	471,900
Total Sewer Collections	3,990,978	4,093,563	4,382,100	3,531,690	3,531,690	3,531,690
Sewer Secondary						
Personal services	420,804	469,916	215,080	184,610	184,610	184,610
Materials and services	360,536	343,750	463,420	353,320	353,320	353,320
Contingency	-	-	-	178,810	178,810	178,810
Total Sewer Secondary	781,341	830,817	678,500	716,740	716,740	716,740
Sewer Primary						
Personal services	295,615	334,033	134,670	143,400	143,400	143,400
Materials and services	434,969	184,731	386,260	212,710	227,710	227,710
Total Sewer Primary	813,200	1,143,591	520,930	356,110	371,110	371,110
Sewer Pumps						
Personal services	-	-	79,210	118,810	118,810	118,810
Materials and services	-	-	34,150	53,050	53,050	53,050
Contingency	-	-	15,000	10,608	10,608	10,608
Total Sewer Pumps	-	-	128,360	182,468	182,468	182,468
Sewer - Stormwater						
Personal services	206,685	241,643	211,100	232,240	232,240	232,240
Materials and services	366,840	95,699	244,220	201,500	201,500	201,500
Contingency	-	-	200,000	86,750	86,750	86,750
Transfers	-	-	1,102,430	300,000	300,000	300,000
Total Sewer - Stormwater	741,234	364,694	1,757,750	820,490	820,490	820,490
Total uses	6,326,753	6,432,666	7,467,640	5,607,498	5,622,498	5,622,498
Net change in fund balance	(21,240)	362,796	(2,938,840)	(937,068)	(952,068)	(952,068)
Ending fund balance	3,603,009	3,965,805	986,650	1,105,580	1,090,580	1,090,580

Public Works - Sewer Operations

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Resources							
018 000	301000	Beginning working capital	3,624,249	3,603,009	3,925,490	2,042,648	2,042,648
Revenues							
Charges for Services							
018 000	381000	Storm drain revenue	547,410	611,188	670,000	740,000	740,000
018 000	382000	Secondary rev. Boise	614,187	496,503	499,800	362,430	362,430
018 000	383000	Secondary rev. city's port	255,735	-	-	-	-
018 000	384000	Sewer Service	2,046,268	2,659,087	3,200,000	3,395,000	3,395,000
018 000	386000	Connection charge	630	1,205	1,000	1,000	1,000
018 000	385000	Sludge disposal charg	265,195	199,446	120,000	150,000	150,000
		Total Charges for Services	3,729,424	3,967,429	4,490,800	4,648,430	4,648,430
018 000	346000	Interest earnings	14,941	24,698	16,000	20,000	20,000
Miscellaneous							
018 000	354000	Miscellaneous revenue	18,646	101,575	2,000	2,000	2,000
018 000	364000	Storm drain SDC'S	10,223	4,734	-	-	-
018 000	365000	System devel charges	100,675	41,058	-	-	-
018 000	387000	Kavanagh LID assessments	202,947	25,000	20,000	-	-
		Total Miscellaneous	332,490	172,368	22,000	2,000	2,000
Loan Proceeds							
018 000	332000	Stimulus contribution	1,350,792	-	-	-	-
018 000	333000	Loan proceeds	877,866	2,630,967	-	-	-
		Total Loan Proceeds	2,228,658	2,630,967	-	-	-
Total Revenues			6,305,513	6,795,461	4,528,800	4,670,430	4,670,430
Total Resources			9,929,762	10,398,471	8,454,290	6,713,078	6,713,078

Sewer revenues assume a 7.6% rate increase and storm revenues assume a 9.5% rate increase for the billing cycle on or after December 15, 2012.

Public Works - Sewer Operations - Collections

The Collections division of Sewer Operations is responsible for maintaining approximately 295,000 linear feet (over 55.5 miles) of sanitary sewer mainlines, ranging in size from 4-inch to 30-inch in diameter. Some of the maintenance activities performed on a daily basis include repair, replacement, cleaning, inspecting, upgrading, and root removal.

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Uses							
Sewer collections							
Personal Services							
018 018 401000	Salary	635,423	768,998				
018 018 409000	Overtime	4,514	6,031				
018 018 411000	Standby	7,040	7,302				
018 018 415000	SSI taxes	50,374	58,667				
018 018 416000	Retirement	119,020	142,273				
018 018 417000	Workers comp	10,070	8,423				
018 018 418000	Medical benefits	150,322	189,005				
018 018 419000	Disability/life ins	2,219	2,549				
018 018 420000	Umemployment insurance	1,696	6,422				
018 018 422000	Longevity	3,523	3,613				
018 018 424000	Non-represented comp	8,597	8,740				
018 018 438000	VEBA	11,844	13,387				
018 018 471000	PF health	2,282	2,576.40				
018 018 449100	Direct labor charge	-	-	957,210	882,530	882,530	882,530
Total Personal Services		1,006,924	1,217,986	957,210	882,530	882,530	882,530

Allocation based on workloads and annual time study:

Staffing Complement Dept / Division / Job Title	Total		Sewer - Collections		Other Department / Divisions Support								
	FTE	Personal Services	FTE	Personal Services	Parks	Streets	Fleet	Water	Water Filtration Plant	Sewer - Pumps	Sewer WWTP - Secondary	Sewer WWTP - Primary	Sewer - Storm
CD													
Building													
Building Official	1	124,540	0.01	1,250	1,250	1,250	-	1,250	-	-	-	-	3,110
Police													
Code Enforcement Officer	1	84,940	0.25	21,240	-	-	-	-	-	-	-	-	-
Patrolman	10	1,004,110	0.24	24,060	-	-	-	60,160	-	-	15,640	14,440	6,020
Public Works													
Engineering													
Civil Engr/Suprv	1	120,270	0.25	30,430	360	16,840	720	40,900	720	360	6,130	5,770	18,040
Construction Inspector	1	94,680	0.30	28,400	-	9,470	-	28,410	-	-	4,730	4,730	18,940
Eng Tech I / Lat.Prc	1	77,030	1.00	77,030	-	-	-	-	-	-	-	-	-
Engineering Tech II	2	201,340	1.04	104,920	-	23,050	-	23,040	-	-	-	-	50,330
Engr.Tech II/Pre-Trmt	1	68,780	0.50	34,390	-	-	-	-	-	-	-	-	34,390
Operations - Admin													
Collection Operator	1	86,860	0.50	43,420	-	8,690	-	13,030	-	-	-	-	21,720
Parks Field Supervisor	1	107,530	0.20	21,510	53,760	10,750	-	21,510	-	-	-	-	-
Parks Specialist	1	92,570	0.20	18,510	46,280	13,890	-	13,890	-	-	-	-	-
PW Field Supr/safety	1	114,810	0.28	31,580	-	28,700	-	43,050	-	-	-	-	11,480
PW Office Assitant	1	67,690	0.35	23,690	-	-	-	33,850	-	-	-	-	10,150
PW Supervisor	1	146,980	0.28	41,150	440	34,100	730	54,110	730	440	730	440	14,110
Seasonal PT	2	42,440	1.00	21,200	-	-	-	21,240	-	-	-	-	-
Utility Craftsman	1	79,770	0.50	39,890	-	19,940	-	19,940	-	-	-	-	-
Utility I	3	217,740	1.13	81,720	-	71,580	-	28,240	-	-	-	-	36,200
Utility II	5	399,040	2.23	177,760	-	25,450	-	188,080	-	-	-	-	7,750
Utility Plumber	1	85,770	0.25	21,440	-	-	-	64,330	-	-	-	-	-
Water systems operator	1	77,880	0.50	38,940	-	-	-	38,940	-	-	-	-	-
Total			11.00	882,530									

Public Works - Sewer Operations - Collections

			Actual	Actual	Adopted	Proposed	Approved	Adopted
			2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Materials and Services								
018 018	454000	Attorney	-	18,310	-	15,000	15,000	15,000
018 018	455000	Insurance	11,662	11,251	15,580	500	500	500
018 018	457000	Office supplies	9,532	6,571	500	2,000	2,000	2,000
018 018	458000	Telecommunication expense	19,975	16,693	14,500	2,400	2,400	2,400
018 018	459000	Utilities	27	797	1,000	1,000	1,000	1,000
018 018	460000	Mayor's expense	18	300	-	-	-	-
018 018	461000	Council expense	1,482	1,665	-	-	-	-
018 018	463000	Auditing	3,525	3,527	-	-	-	-
018 018	470000	Building expense	8,932	33,248	-	-	-	-
018 018	472000	Lab testing	-	-	200	-	-	-
018 018	473000	Miscellaneous	66,588	21,207	20,000	15,000	15,000	15,000
018 018	480000	Postage	11,592	11,385	-	-	-	-
018 018	490000	Professional devel and conventic	5,590	4,163	1,500	1,500	1,500	1,500
018 018	500000	Information services	66,687	39,547	10,000	-	-	-
018 018	501000	Operating materials & supplies	35,750	40,612	55,000	50,000	50,000	50,000
018 018	502000	Equipment expense	6,732	5,303	6,000	-	-	-
018 018	508000	Janitorial services	-	3,593	-	-	-	-
018 018	515000	Internal maint expense	33,137	36,980	44,380	37,500	37,500	37,500
018 018	530000	Bad Debt Writeoff	-	20,163	-	5,000	5,000	5,000
018 018	531000	Gasoline expense	8,095	13,875	15,000	16,000	16,000	16,000
018 018	484000	Electricity	-	21,053	35,000	37,000	37,000	37,000
018 018	551000	In lieu of franchise	143,239	186,136	320,000	339,500	339,500	339,500
018 018	552000	Communication coordinator	12,500	17,555	-	-	-	-
018 018	554000	Contractual/consulting serv	116,746	40,240	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.	2,550	19,343	-	-	-	-
018 018	560000	GIS system	3,327	2,470	-	-	-	-
018 018	561000	Emergency services	-	-	5,000	-	-	-
018 018	579100	Indirect cost allocation	-	-	597,370	494,870	494,870	494,870
Total Materials and Services			567,685	575,989	1,226,030	1,102,270	1,102,270	1,102,270

Public Works - Sewer Operations - Collections

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Debt Service							
018 018	563000	Principal expense	81,781	73,416	131,770	296,990	296,990
018 018	569000	Interest expense	12,582	9,902	187,340	58,260	58,260
018 018	569100	Fiscal agent	-	-	-	19,430	19,430
Total Debt Service			94,364	83,319	319,110	374,680	374,680
Capital Outlay							
018 018	575000	Equipment	21,291	68,618	-	-	-
018 018	583000	Construction general	2,288,540	2,147,652	-	-	-
018 018	584000	Pilot-compressed natural gas	12,175	-	-	-	-
Total Capital Outlay			2,322,006	2,216,270	-	-	-
018 018	692000	Transfers - Equipment			110,000	147,500	147,500
018 018	692000	Transfers - Projects			230,500	515,000	515,000
018 018	692000	Transfers - SDC			829,400	-	-
018 018	692000	Transfer - Contingency Ops			100,000	37,810	37,810
018 018	692000	General fund			9,850	-	-
018 018	596000	Contingency	-	-	600,000	471,900	471,900
			-	-	1,879,750	1,172,210	1,172,210
Total Sewer Collections			3,990,978	4,093,563	4,382,100	3,531,690	3,531,690

Public Works - Sewer Operations – Wastewater Treatment Plant

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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal Services								
018 019 401000	Salary		262,733	299,341	213,410	222,340	222,340	222,340
018 019 424000	Non-represented comp		9,100	8,736	-	-	-	-
018 019 422000	Longevity		541	670	600	600	600	600
018 019 411000	Standby		3,899	5,652	11,880	13,080	13,080	13,080
018 019 409000	Overtime		7,177	7,230	13,230	13,480	13,480	13,480
018 019 415000	SSI taxes		21,659	23,091	18,290	19,090	19,090	19,090
018 019 416000	Retirement		54,612	59,205	55,810	57,940	57,940	57,940
018 019 417000	Workers comp		3,510	2,346	5,040	5,240	5,240	5,240
018 019 418000	Medical benefits		50,826	56,001	53,240	54,860	54,860	54,860
018 019 419000	Disability/life ins		805	779	760	760	760	760
018 019 438000	VEBA		4,869	5,460	4,270	4,760	4,760	4,760
018 019 471000	PF health		1,074	1,406	1,260	1,260	1,260	1,260
018 019 420000	Unemployment		-	-	-	-	-	-
018 019 449200	Direct labor charge		-	-	(188,890)	(236,030)	(236,030)	(236,030)
018 019 449100	Direct labor charge		-	-	26,180	27,230	27,230	27,230
Total Personal Services			420,804	469,916	215,080	184,610	184,610	184,610

Allocation based on workloads and annual time study:

Staffing Complement	Total		Sewer WWTP - Secondary		Sewer WWTP - Primary		Sewer WWTP - Pumps	
	FTE	Personal Services	FTE	Personal Services	FTE	Personal Services	FTE	Personal Services
Police								
Police								
Patrolman	10	1,004,110	0.16	15,640	0.14	14,440	-	-
Public Works		-						
Engineering								
Civil Engr/Suprv	1	120,270	0.05	6,130	0.05	5,770	0.00	360
Construction Inspector	1	94,680	0.05	4,730	0.05	4,730	-	-
Operations								
PW Supervisor	1	146,980	0.00	730	0.00	440	0.00	440
Wastewater Treatment								
Utility I	1	62,470	0.40	24,990	0.30	18,740	0.30	18,740
WWTP Operator III	1	95,010	0.40	38,010	0.30	28,500	0.30	28,500
WWTP Operator IV	1	104,330	0.40	41,730	0.30	31,300	0.30	31,300
WWTP Superintendent	1	131,600	0.40	52,650	0.30	39,480	0.30	39,470
Total			1.86	184,610	1.44	143,400	1.21	118,810

Public Works - Wastewater Treatment Plant – Secondary

		Actual	Actual	Adopted	Proposed	Approved	Adopted
		2009-10	2010-11	2011-12	2012-13	2012-13	2012-13
Materials and Services							
018 019 454000	Attorney	-	-	12,380	-	-	-
018 019 455000	Insurance	14,698	14,452	20,040	20,000	20,000	20,000
018 019 457000	Office supplies	52	236	500	400	400	400
018 019 458000	Telecommunication expense	1,650	4,169	1,800	2,300	2,300	2,300
018 019 459000	Utilities	1,504	1,866	2,000	2,000	2,000	2,000
018 019 463000	Auditing	5,743	5,189	6,500	-	-	-
018 019 470000	Building expense	944	2,291	4,000	3,100	3,100	3,100
018 019 472000	Lab testing	30,244	43,078	25,000	27,000	27,000	27,000
018 019 473000	Miscellaneous	3,727	4,045	5,000	1,500	1,500	1,500
018 019 475000	NPDES permit fees	59,745	65,415	70,000	69,000	69,000	69,000
018 019 490000	Professional developments & cor	759	1,840	1,250	1,500	1,500	1,500
018 019 500000	Information services	1,854	4,485	3,500	3,500	3,500	3,500
018 019 501000	Operating materials	10,170	18,372	24,000	22,000	22,000	22,000
018 019 502000	Equipment expense	8,387	22,631	40,000	-	-	-
018 019 508000	Janitorial services	1,927	941	-	-	-	-
018 019 515000	Internal maint expense	33,137	36,980	44,380	37,500	37,500	37,500
018 019 531000	Gasoline expense	-	753	1,250	2,500	2,500	2,500
018 019 534000	Electrical energy	180,490	110,772	109,500	100,000	100,000	100,000
018 019 553000	Landscaping maintenance	46	-	2,500	750	750	750
018 019 554000	Contractual/consulting serv	5,460	6,235	15,000	10,000	10,000	10,000
018 019 555000	Boat expense moorage	-	-	2,500	-	-	-
018 019 579100	Indirect cost allocation	-	-	72,320	50,270	50,270	50,270
Total Materials and Services		360,536	343,750	463,420	353,320	353,320	353,320
Capital Outlay							
018 019 575000	Equipment	-	17,151	-	-	-	-
018 019 581000	Construction expense	-	-	-	-	-	-
Total Capital Otutlay		-	17,151	-	-	-	-
018 019 692000	Transfer	-	-	-	-	-	-
018 019 596000	Contingency	-	-	-	178,810	178,810	178,810
Total Secondary expenses		781,341	830,817	678,500	716,740	716,740	716,740

Public Works - Wastewater Treatment Plant – Primary

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal Services							
018 020 401000	Salary	183,899	206,879				
018 020 422000	Longevity	222	310				
018 020 424000	Non-represented comp	4,664	4,204				
018 020 411000	Standby	3,899	5,653				
018 020 409000	Overtime	6,850	6,569				
018 020 415000	SSI taxes	15,221	16,673				
018 020 416000	Retirement	37,252	42,520				
018 020 417000	Workers comp	3,338	2,206				
018 020 418000	Medical benefits	35,384	41,125				
018 020 419000	Disability/life ins	593	614				
018 020 420000	Unemployment	-	2,213				
018 020 471000	PF health	816	884				
018 020 438000	VEBA	3,476	4,185				
018 020 449100	Direct labor charge	-		134,670	143,400	143,400	143,400
Total Personal Services		295,615	334,033	134,670	143,400	143,400	143,400
Materials and Services							
018 020 454000	Attorney	-	-	12,370	5,000	5,000	5,000
018 020 455000	Insurance	13,459	13,234	20,040	20,000	20,000	20,000
018 020 457000	Office supplies	52	264	500	300	300	300
018 020 458000	Telephone expense	1,650	6,125	2,500	5,000	5,000	5,000
018 020 459000	Utilities	1,887	1,583	2,500	2,500	2,500	2,500
018 020 463000	Auditing	1,934	2,064	2,200	-	-	-
018 020 470000	Building expense	944	1,857	3,500	3,000	3,000	3,000
018 020 472000	Lab testing	8,112	9,244	30,000	20,000	20,000	20,000
018 020 473000	Miscellaneous	6,999	11,679	10,000	1,000	1,000	1,000
018 020 475000	NPDES permit fees	3,918	-	5,000	-	-	-
018 020 485000	Dredging expense	-	-	-	-	-	-
018 020 490000	Professional developments & cor	759	1,825	1,250	1,500	1,500	1,500
018 020 500000	Information services	1,644	4,578	3,500	3,500	3,500	3,500
018 020 501000	Operating materials & supp	10,686	18,068	15,000	20,000	20,000	20,000
018 020 502000	Equipment expense	21,842	22,918	30,000	-	-	-
018 020 508000	Janitorial services	1,927	941	-	-	-	-
018 020 515000	Internal maint expense	22,091	24,653	29,580	25,000	25,000	25,000
018 020 517000	Secondary trt charges	255,735	-	-	-	-	-
018 020 527000	Hypochlorite expense	32,546	22,466	40,000	32,000	32,000	32,000
018 020 531000	Gasoline expense	-	2,004	1,250	-	-	-
018 020 534000	Electrical energy	48,739	34,616	40,500	35,000	35,000	35,000
018 020 553000	Landscaping/maint	46	-	2,500	-	-	-
018 020 554000	Contractual/consulting	-	6,610	15,000	-	15,000	15,000
018 020 579100	Indirect cost allocation	-	-	119,070	38,910	38,910	38,910
Total Materials and Services		434,969	184,731	386,260	212,710	227,710	227,710
018 020 575000	Equipment	-	210,130				
018 020 581000	Construction expense	82,616	414,697				
		82,616	624,827	-	-	-	-
Total Primary Treatment Expense		813,200	1,143,591	520,930	356,110	371,110	371,110

Public Works - Wastewater Treatment Plant – Pumps

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.

			Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal Services								
018 022	449100	Direct labor charge	-	-	79,210	118,810	118,810	118,810
Total Personal Services			-	-	79,210	118,810	118,810	118,810
Materials and Services								
018 022	455000	Insurance			-	600	600	600
018 022	458000	Telecommunications			-	8,000	8,000	8,000
018 022	459000	Utilities			21,300	22,200	22,200	22,200
018 022	490000	Professional development			1,000	1,000	1,000	1,000
018 022	501000	Operating materials & supplies			1,000	1,000	1,000	1,000
018 022	502000	Equipment expense			5,000	10,000	10,000	10,000
018 022	554000	Professional services			1,500	1,000	1,000	1,000
018 022	579100	Indirect cost allocation	-	-	4,350	9,250	9,250	9,250
Total Materials and Services			-	-	34,150	53,050	53,050	53,050
018 022	692000	Transfers				-	-	-
018 022	596000	Contingency			15,000	10,608	10,608	10,608
			-	-	15,000	10,608	10,608	10,608
Total Pumps expense			-	-	128,360	182,468	182,468	182,468

Public Works – Storm Drainage

The public storm drainage system consists of approximately 136,000 linear feet (25.75 miles) of storm drain mainlines, catch basin leads, perforated drain pipes, and several hundred catch basins and manholes.

		Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personal Services							
018 021	401000	Salary	128,720	152,155			
018 021	422000	Longevity	1,265	1,310			
018 021	424000	Non-represented comp	1,613	1,672			
018 021	411000	Standby	719	770			
018 021	409000	Overtime	901	1,148			
018 021	415000	SSI taxes	10,046	11,695			
018 021	416000	Retirement	26,929	30,765			
018 021	417000	Workers comp	1,855	1,514			
018 021	418000	Medical benefits	31,250	36,328			
018 021	419000	Disability/life ins	426	477			
018 021	420000	Unemployment	-	487			
018 021	438000	VEBA	2,558	2,883			
018 021	471000	PF health	406	440			
018 021	449100	Direct labor charge	-		211,100	232,240	232,240
Total Personal Services		206,685	241,643	211,100	232,240	232,240	232,240
Materials and Services							
018 021	455000	Insurance	1,717	1,688	-		
018 021	458000	Telephone expense		135	100	500	500
018 021	459000	Utilities	-	-	-	500	500
018 021	463000	Auditing	468	834	440	-	-
018 021	473000	Miscellaneous	28	89	2,000	2,000	2,000
018 021	490000	Professional devel & convention:	-	270	500	500	500
018 021	500000	Information services	-	864	-	-	-
018 021	501000	Operating materials & supplies	10,911	10,417	18,000	25,000	25,000
018 021	502000	Equipment expense	528	4,491	15,000	-	-
018 021	515000	Internal maint expense	11,046	12,327	14,790	12,500	12,500
018 021	530000	Bad Debt Writeoff	-	3,743	-	2,000	2,000
018 021	534000	Electrical energy	389	614	500	-	-
018 021	551000	In lieu of franchise	38,319	42,783	67,000	74,000	74,000
018 021	554000	Contractual/consulting	303,436	17,444	15,000	10,000	10,000
018 021	561000	Emergency services			10,000	-	-
018 021	579100	Indirect cost allocation	-		100,890	74,500	74,500
Total Materials and Services		366,840	95,699	244,220	201,500	201,500	201,500
018 021	581000	Construction expense	167,708	27,351	-	-	-
		167,708	27,351	-	-	-	-
018 021	692000	Transfers - Replacement			162,500	300,000	300,000
018 021	692000	Transfers - Storm SDC			939,930	-	-
018 021	596000	Contingency			200,000	86,750	86,750
		-	-	1,302,430	386,750	386,750	386,750
Sewer - Stormwater expenditures		741,234	364,694	1,757,750	820,490	820,490	820,490
Total Sewer Fund expenditures		6,326,753	6,432,666	7,467,640	5,607,498	5,622,498	5,622,498
Unappropriated ending fund balance		3,603,009	3,965,805	986,650	1,105,580	1,090,580	1,090,580

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Five Year Forecasts
General Fund
Street Fund
Water Fund
Sewer Fund

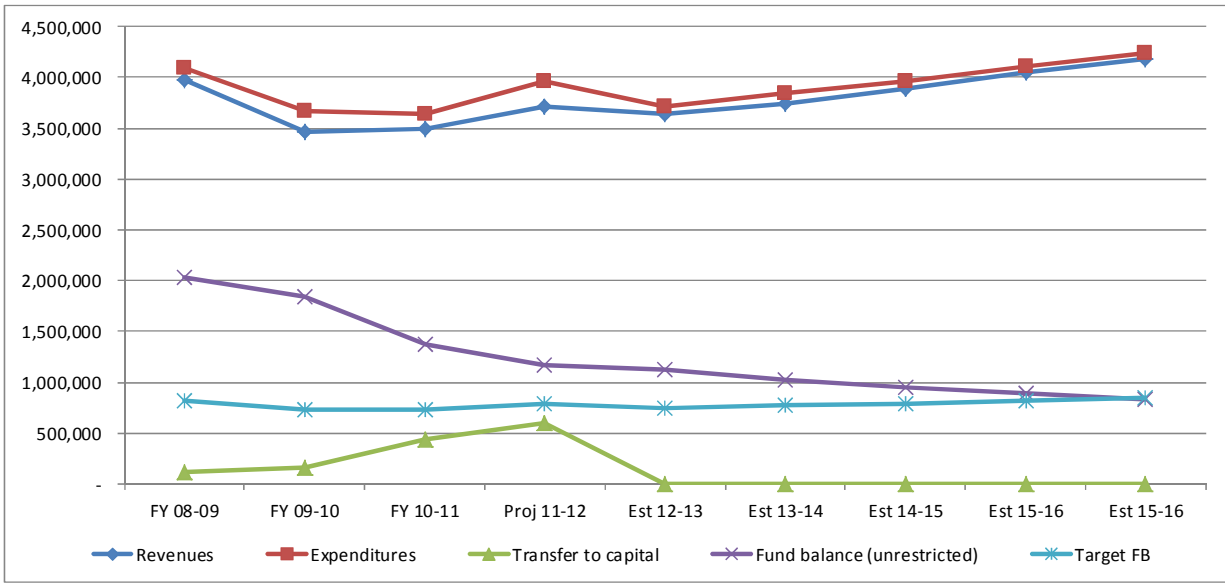
Five Year Forecasts

This is the unprecedented fifth consecutive year of budget reductions as a result of the economic downturn in 2008. The five year forecast projection utilizes the proposed budget for FY 2012-13 with assumptions made on anticipated revenue streams combined with anticipated inflation on expenditures. The more significant assumptions are summarized in Table 1 below followed by forecast graphs of each of the major operating funds of the City.

Table 1 - Five year forecast assumption

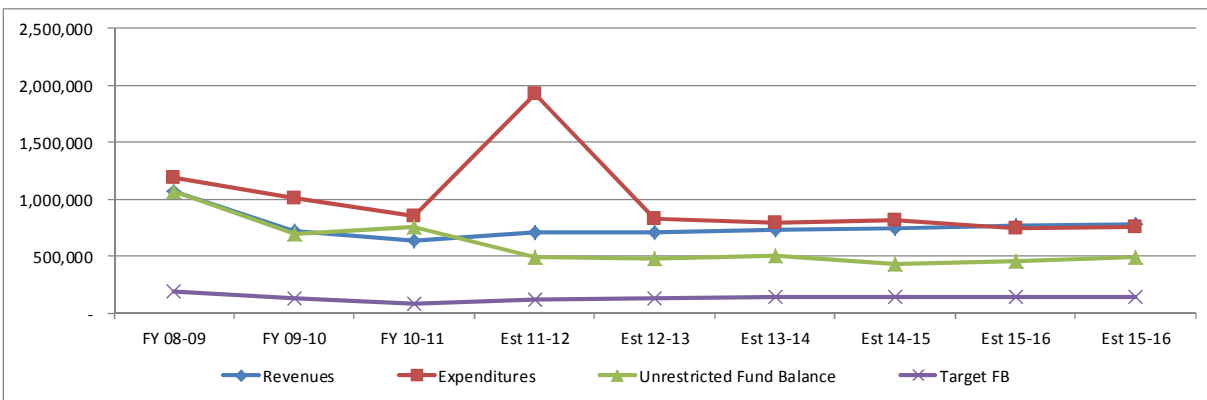
	Est 12-13	Est 13-14	Est 14-15	Est 15-16	Est 16-17
Revenues					
Taxes and fees					
Property taxes	0.40%	2.00%	3.00%	4.00%	4.00%
Assumes annexation and rebound in housing markets					
Franchise Fees	6.00%	5.00%	5.00%	5.00%	3.00%
Assumes increases in utilities - general across the board combined with assumed increases in water/sewer/storm					
Fines and Forfeitures	-3.00%	2.70%	2.70%	2.70%	2.70%
Assumes adjustments in courts next year					
Intergovernmental	-14.00%	-9.00%	2.00%	2.00%	2.00%
Gas Tax	1.40%	2.00%	2.00%	2.00%	2.00%
Charges for services					
Water fees	15.50%	15.50%	15.50%	3.00%	3.00%
Sewer fees	7.60%	7.60%	7.60%	3.50%	3.50%
Storm fees	9.50%	9.50%	9.50%	3.00%	3.00%
Based on December 2011 Cost of Service modeling update projecting 5 yr. revenue requirements to meet capital requirements					
Expenditures					
Personal services	-7.30%	6.50%	3.40%	3.40%	3.40%
Assumes PERS rate jump for 7/1/2013 of 5% of Salary (20% increase in costs) and 2.5% COLA's in 13-14 through 16-17 and merit increases					
Materials and supplies	-6.50%	3.00%	3.00%	3.00%	3.00%

**City of St. Helens
General Fund Revenues, Expenditures and Ending Fund Balance**

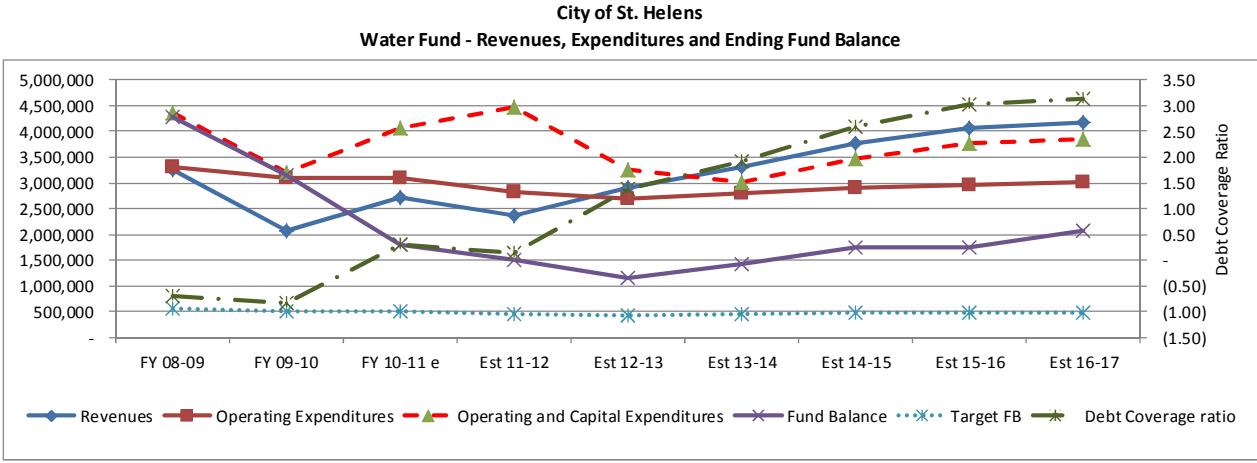


General fund - even with the significant budget reductions made in the proposed budget, the fund balance continues to decline primarily due to anticipated cost increases to PERS retirement in July 2013 (\$136,000 impact to General Fund). Please note that the target reserves have been updated from 10% to 20% of operating appropriations since last illustrated.

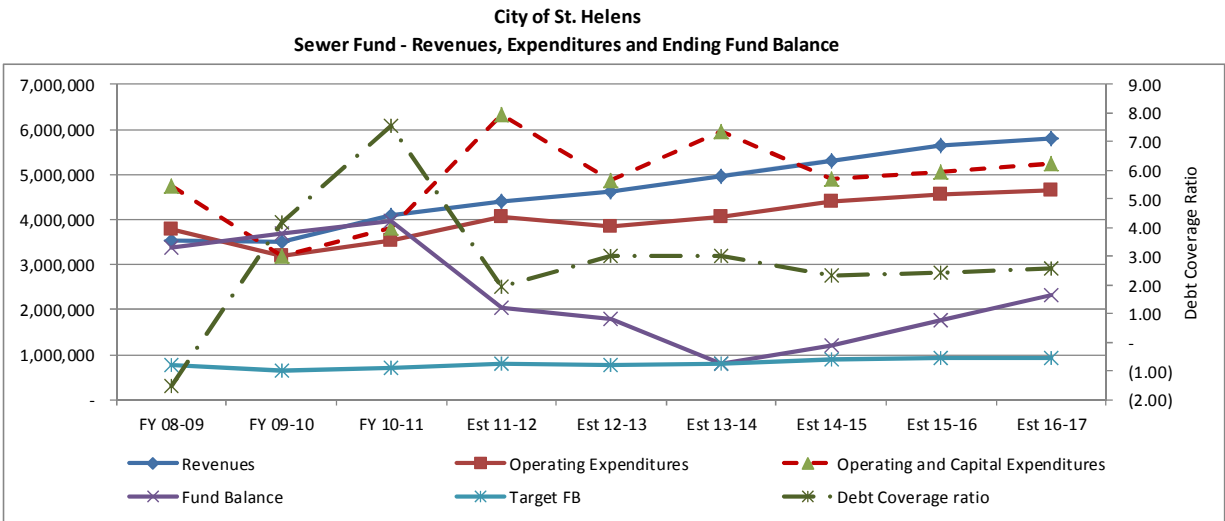
**City of St. Helens
Street Fund - Revenues, Expenditures and Ending Unrestricted Fund Balance**



Street Fund – the spike in expenditures in FY 11-12 reflect transfer of dedicated reserves for specific capital projects. The operating revenues and expenditures pretty much balance over the 5 year time horizon. The primary enhance to revenue streams reflect the increase state gas taxes levied at the pump. If it were not for this significant enhancement to revenue streams, the street fund would have serious difficulties meeting operating needs.



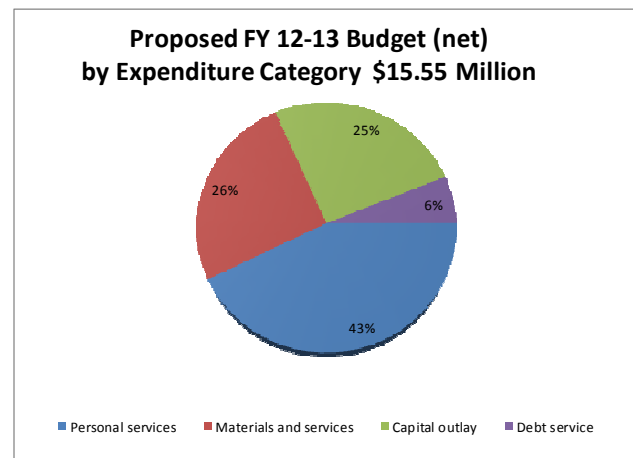
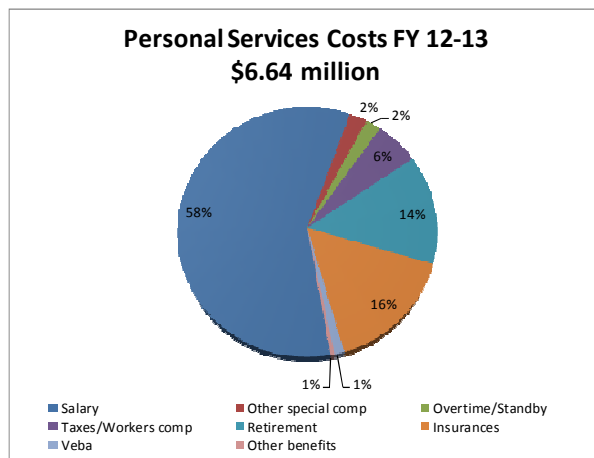
Water Fund – the combined operating and capital expenditures (illustrated in the dash line with triangles) clearly illustrates the necessity of utilizing reserves (solid line with X) to meet the debt service requirements (dash and dotted line with X) for the outstanding debt. With the next 15.5% increase on December 2012, the revenues will be sufficient to meet operating costs and debt service requirements. The subsequent years’ increases will build the capital reserves required to maintain the utility infrastructure (delivery and filtration).



Sewer / Storm Fund - the combined operating and capital expenditures (illustrated in the dash line with triangles) spiked in FY 11-12 to reflect transfer of dedicated reserves for specific capital projects. The continued draw on Fund Balance (reserves - solid line with X) reflects the capital requirements over the next couple of years. The capital need for sewer and storm necessitates the continued 7.5 % sewer and 9.5% storm rate increases over the next 3 subsequent years.



Personal Services Costs



	<u>FY 12-13</u>	<u>FY 11-12</u>	<u>Variance</u>
Personal Services Costs - By Expenditures			
Salaries and wages			
Salary	3,867,940	4,214,450	(346,510)
Other special comp	150,470	153,680	(3,210)
Overtime/Standby	131,440	135,070	(3,630)
Total salaries and wages	4,149,850	4,503,200	(353,350)
Taxes/Workers comp	379,660	406,910	(27,250)
Retirement	941,330	1,016,150	(74,820)
Insurances	1,056,130	1,117,470	(61,340)
Veba	79,330	80,880	(1,550)
Other benefits	30,700	34,650	(3,950)
Total benefits	2,487,150	2,656,060	(168,910)
Total personal services	6,637,000	7,159,260	(522,260)

	<u>FY 12-13</u>	<u>FY 11-12</u>	<u>Variance</u>
Total Approved Budget - By Expenditures			
Personal services	6,637,000	7,159,260	(522,260)
Materials and services	3,991,160	4,292,640	(301,480)
Capital outlay	3,964,900	4,101,170	(136,270)
Debt service	954,640	912,810	41,830
Net Budget	15,547,700	16,465,880	(918,180)
Internal Services	1,712,700	1,769,160	(56,460)
Transfers	1,695,900	6,141,820	(4,445,920)
Contingencies	2,909,348	3,915,380	(1,006,032)
Unappropriated reserves	6,892,942	5,217,470	1,675,472
Total Requirements	28,758,590	33,509,710	(4,751,120)

Staffing Complement

Dept / Division / Position	FTE	Total Personal Costs	General Fund									
			City Council	Courts	Planning	Police	Library	Parks	Non-Dept	Building	Streets	Fleet
Administration												
Administration												
City Administrator	1.00	149,940	-	-	-	-	-	-	-	-	-	-
City Recorder												
City Recorder	1.00	107,370	-	-	-	-	-	-	-	-	-	-
Administrative Assistant	1.00	82,970	-	-	-	-	-	-	-	-	-	-
Communications Officer	1.00	68,360	-	30,760	-	-	-	-	13,670	3,420	-	-
Admin Secretary	0.85	50,450	-	-	-	-	-	10,090	10,090	10,080	-	-
Secretary	0.35	23,880	-	-	-	-	-	-	-	-	-	-
Courts												
Court Clerk	1.00	78,000	-	78,000	-	-	-	-	-	-	-	-
Legal Assistant	1.00	59,210	-	59,210	-	-	-	-	-	-	-	-
Finance												
Finance Director	1.00	137,860	-	-	-	-	-	-	-	-	-	-
Accounting Assistant	2.00	161,780	-	-	-	-	-	-	-	-	-	-
Utility Billing Specialist	2.00	136,260	-	-	-	-	-	-	-	-	-	-
Community Development												
Building												
Building Official	1.00	124,540	-	-	-	-	-	1,250	-	116,430	1,250	-
Planning												
City Planner	1.00	101,350	-	65,870	3,040	-	3,040	-	9,630	-	-	-
City Council												
Mayor	1.00	6,470	6,470	-	-	-	-	-	-	-	-	-
Council President	1.00	6,470	6,470	-	-	-	-	-	-	-	-	-
Councilor	3.00	19,410	19,410	-	-	-	-	-	-	-	-	-
Library												
Library Director	1.00	116,640	-	-	-	-	116,640	-	-	-	-	-
Librarian I	1.00	75,530	-	-	-	-	75,530	-	-	-	-	-
Librarian Tech II	1.00	71,960	-	-	-	-	71,960	-	-	-	-	-
PT Librarian I	0.70	48,180	-	-	-	-	48,180	-	-	-	-	-
PT Library Assistant	1.50	49,830	-	-	-	-	49,830	-	-	-	-	-
Police												
Chief of Police	1.00	120,380	-	-	-	120,380	-	-	-	-	-	-
Lieutenant	1.00	142,340	-	-	-	142,340	-	-	-	-	-	-
Sergeant	4.00	556,980	-	-	-	556,980	-	-	-	-	-	-
Detective	1.00	121,700	-	-	-	121,700	-	-	-	-	-	-
Patrolman	9.00	1,004,110	-	-	-	883,790	-	-	-	-	-	-
Code Enforcement Officer	1.00	84,940	-	-	-	63,700	-	-	-	-	-	-
Police Records Specialist	1.00	76,500	-	-	-	76,500	-	-	-	-	-	-
Public Works												
Engineering												
Civil Engr/Suprv	1.00	120,270	-	-	-	-	-	360	-	-	16,840	720
Construction Inspector	1.00	94,680	-	-	-	-	-	-	-	-	9,470	-
Eng Tech I / Lat.Prc	1.00	77,030	-	-	-	-	-	-	-	-	-	-
Engineering Tech II	1.00	92,170	-	-	-	-	-	-	-	-	23,050	-
Engr.Tech II/Pre-Trmt	0.80	68,780	-	-	-	-	-	-	-	-	-	-
Engineering Proj Mgr I	1.00	109,170	-	-	-	-	-	-	-	-	-	-
Operations - Admin												
Collection Operator	1.00	86,860	-	-	-	-	-	-	-	-	8,690	-
Parks Field Supervisor	1.00	107,530	-	-	-	-	-	53,760	-	-	10,750	-
Parks Specialist	1.00	92,570	-	-	-	-	-	46,280	-	-	13,890	-
PW Field Supr/safety	1.00	114,810	-	-	-	-	-	-	-	-	28,700	-
PW Office Assitant	1.00	67,690	-	-	-	-	-	-	-	-	-	-
PW Supervisor	1.00	146,980	-	-	-	-	-	440	-	-	34,100	730
Seasonal PT	2.00	42,440	-	-	-	-	-	-	-	-	-	-
Utility Craftsman	1.00	79,770	-	-	-	-	-	-	-	-	19,940	-
Utility I	3.00	217,740	-	-	-	-	-	-	-	-	71,580	-
Utility II	5.00	399,040	-	-	-	-	-	-	-	-	25,450	-
Utility Plumber	1.00	85,770	-	-	-	-	-	-	-	-	-	-
Water Systems Operator	1.00	77,880	-	-	-	-	-	-	-	-	-	-
Operations - Fleet												
Mechanic II	2.00	184,460	-	-	-	-	-	-	-	-	-	184,460
Operations - WFF												
Water Filtration Opr	1.00	92,890	-	-	-	-	-	-	-	-	-	-
Water treatment Operator	1.00	101,650	-	-	-	-	-	-	-	-	-	-
Wastewater Treatment												
Utility I	1.00	62,470	-	-	-	-	-	-	-	-	-	-
WWTP Operator III	1.00	95,010	-	-	-	-	-	-	-	-	-	-
WWTP Operator IV	1.00	104,330	-	-	-	-	-	-	-	-	-	-
WWTP Superintendent	1.00	131,600	-	-	-	-	-	-	-	-	-	-
Grand Total	75.20	6,637,000	32,350	137,210	96,630	1,968,430	362,140	115,220	23,760	139,560	263,710	185,910

Schedule continued on next page

Staffing Complement

Dept / Division / Position	Administrative Services			Public Works	Water		Sewer - Storm				
	Admin	City Recorder	Finance	Engineering	Operating	WFF	Collections	Pumps	WWTP Secondary	WWTP Primary	Storm
Administration											
Administration											
City Administrator	149,940	-	-	-	-	-	-	-	-	-	-
City Recorder											
City Recorder	-	107,370	-	-	-	-	-	-	-	-	-
Administrative Assistant	-	82,970	-	-	-	-	-	-	-	-	-
Communications Officer	-	10,250	6,840	3,420	-	-	-	-	-	-	-
Admin Secretary	-	12,620	-	7,570	-	-	-	-	-	-	-
Secretary	-	14,330	9,550	-	-	-	-	-	-	-	-
Courts											
Court Clerk	-	-	-	-	-	-	-	-	-	-	-
Legal Assistant	-	-	-	-	-	-	-	-	-	-	-
Finance											
Finance Director	-	-	137,860	-	-	-	-	-	-	-	-
Accounting Assistant	-	-	161,780	-	-	-	-	-	-	-	-
Utility Billing Specialist	-	-	136,260	-	-	-	-	-	-	-	-
Community Development											
Building											
Building Official	-	-	-	-	1,250	-	1,250	-	-	-	3,110
Planning											
City Planner	2,030	-	-	17,740	-	-	-	-	-	-	-
City Council											
Mayor	-	-	-	-	-	-	-	-	-	-	-
Council President	-	-	-	-	-	-	-	-	-	-	-
Councilor	-	-	-	-	-	-	-	-	-	-	-
Library											
Library Director	-	-	-	-	-	-	-	-	-	-	-
Librarian I	-	-	-	-	-	-	-	-	-	-	-
Librarian Tech II	-	-	-	-	-	-	-	-	-	-	-
PT Librarian I	-	-	-	-	-	-	-	-	-	-	-
PT Library Assistant	-	-	-	-	-	-	-	-	-	-	-
Police											
Chief of Police	-	-	-	-	-	-	-	-	-	-	-
Lieutenant	-	-	-	-	-	-	-	-	-	-	-
Sergeant	-	-	-	-	-	-	-	-	-	-	-
Detective	-	-	-	-	-	-	-	-	-	-	-
Patrolman	-	-	-	-	60,160	-	24,060	-	15,640	14,440	6,020
Code Enforcement Officer	-	-	-	-	-	-	21,240	-	-	-	-
Police Records Specialist	-	-	-	-	-	-	-	-	-	-	-
Public Works											
Engineering											
Civil Engr/Suprv	-	-	-	-	40,900	720	30,430	360	6,130	5,770	18,040
Construction Inspector	-	-	-	-	28,410	-	28,400	-	4,730	4,730	18,940
Eng Tech I / Lat.Prc	-	-	-	-	-	-	77,030	-	-	-	-
Engineering Tech II	-	-	-	-	23,040	-	23,040	-	-	-	23,040
Engr.Tech II/Pre-Trmt	-	-	-	-	-	-	34,390	-	-	-	34,390
Engineering Proj Mgr I	-	-	-	-	-	-	81,880	-	-	-	27,290
Operations - Admin											
Collection Operator	-	-	-	-	13,030	-	43,420	-	-	-	21,720
Parks Field Supervisor	-	-	-	-	21,510	-	21,510	-	-	-	-
Parks Specialist	-	-	-	-	13,890	-	18,510	-	-	-	-
PW Field Supr/safety	-	-	-	-	43,050	-	31,580	-	-	-	11,480
PW Office Assitant	-	-	-	-	33,850	-	23,690	-	-	-	10,150
PW Supervisor	-	-	-	-	54,110	730	41,150	440	730	440	14,110
Seasonal PT	-	-	-	-	21,240	-	21,200	-	-	-	-
Utility Craftsman	-	-	-	-	19,940	-	39,890	-	-	-	-
Utility I	-	-	-	-	28,240	-	81,720	-	-	-	36,200
Utility II	-	-	-	-	188,080	-	177,760	-	-	-	7,750
Utility Plumber	-	-	-	-	64,330	-	21,440	-	-	-	-
Water Systems Operator	-	-	-	-	38,940	-	38,940	-	-	-	-
Operations - Fleet											
Mechanic II	-	-	-	-	-	-	-	-	-	-	-
Operations - WFF											
Water Filtration Opr	-	-	-	-	-	92,890	-	-	-	-	-
Water treatment Operator	-	-	-	-	-	101,650	-	-	-	-	-
Wastewater Treatment											
Utility I	-	-	-	-	-	-	18,740	24,990	18,740	-	-
WWTP Operator III	-	-	-	-	-	-	28,500	38,010	28,500	-	-
WWTP Operator IV	-	-	-	-	-	-	31,300	41,730	31,300	-	-
WWTP Superintendent	-	-	-	-	-	-	39,470	52,650	39,480	-	-
Grand Total	151,970	227,540	452,290	28,730	693,970	195,990	882,530	118,810	184,610	143,400	232,240

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). Total salary is \$3,829,460 and represents 64 full time employees (FTE), 5 City Council members (stipend), and 7 part employees (equates to 4.2 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 \$38,480.

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.

Table B - Longevity Recognition Compensation				
Years of Service	AFSCME and Non-represented	Police Non-sworn members	FTE	Annual Amount
After 5 years	\$30/Month	\$35/Month	8	2,880
After 10 years	\$50/Month	\$55/Month	10	6,060
After 15 years	\$75/Month	\$75/Month	11	9,900

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 14 sworn officers complement (excluding the Chief of Police and Lieutenant) 5 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 (11 out of 15 eligible positions)
- Plus \$20 pay incentive at 50 percentile
- Plus \$40 pay incentive at 60 percentile (all 15 positions passed the 60%)

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 is reflected in Table D.

Table D - Accrued Liability	Accruals (in\$) - Liability as of 4-30-12				
	Comp Time (1)	Vacation (2)	Paid upon Termination	Sick (3)	Paid upon Retirement
Administrative Services	3,262	51,716	54,978	73,238	128,215
Cummunity Development	268	9,121	9,390	10,782	20,172
Library	-	9,467	9,467	26,597	36,064
Police	10,895	111,560	122,455	240,162	362,618
Public Works	15,357	98,264	113,621	199,675	313,296
Grand Total	29,782	280,128	309,910	550,455	860,365
1 - Comp time is limited to 120 hours for SHPA and 80 hrs for AFSCME and Non-exempt Non-represented. 2 - Vacation is limited to ceiling based on years of service (reference to other benefits section) 3 - Sick leave is limited to 150 days accrual. Amounts reflects only the total sickleave accrued that is less than or equal to 120 days (960 hours). Per Personnel Policy, employees retiring from the City may elect to have up to 960 hours of sick time cashed out and deposited into their VEBA account.					

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 rates and costs are reflected in Table E.

PERS Tiers	Employer	Employee pick up	Total City Paid Rate	Total City Retirement
Tier I & 2	18.86%	6.00%	24.86%	670,080
OPSRP General	14.45%	6.00%	20.45%	211,060
OPSRP Safety	17.16%	6.00%	23.16%	60,190
Total Costs				941,330

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 98% of the premium costs up for AFSCME and Non-represented and are currently in negotiations with SHPA (St. Helens Police Association).

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	950	950
Lieutenant	1	1,250	1,250
Sergents	3	1,250	3,750
Sergeant Detective	1	1,250	1,250
Detectives	1	1,250	1,250
Officers	9	950	8,550
Clerks/Code Enforcement	2	550	1,100
Total	18	7,450	18,100

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.

Table H - Vacation				
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 2012-13

Position	BU	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly Salary Range							
Summer Labor	** NA	\$0	\$0	\$1,560	\$1,647	\$1,733	
Library Assistance	** AFSCME	\$1,956	\$2,054	\$2,156	\$2,264	\$2,377	
Secretarial/Clerical	** AFSCME	\$2,358	\$2,476	\$2,600	\$2,730	\$2,866	
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	
Deputy Court Clerk	** AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Secretarial/Clerical II	** 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 Records Specialist (New)	SHPA	\$2,659	\$2,813	\$2,971	\$3,138	\$3,322	\$3,508
Police Records 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	
Court Clerk	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	
Communications Officer	AFSCME	\$3,440	\$3,610	\$3,790	\$3,980	\$4,180	
Parks Specialist	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
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	
Engineering Project Manager I	AFSCME	\$4,470	\$4,690	\$4,920	\$5,170	\$5,430	
City Recorder	Non-Rep Mgmt	\$4,810	\$5,050	\$5,300	\$5,560	\$5,837	
City Planner	Non-Rep Mgmt	\$4,810	\$5,050	\$5,300	\$5,560	\$5,837	
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	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
Engineering Supervisor	Non-Rep Mgmt	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
Public Works Supervisor	Non-Rep Mgmt	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
Building Official	Non-Rep Mgmt	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
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	

** 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.

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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	22,140	3	3	392000	Building Subsidy
1	110	692000	6,000	9	207	392000	Police Grant - matching funds
10	300	692000	19,350	1	0	392000	Parks SDC for Pard Debt Service
11	11	692000	138,750	10	301	392000	Street CIP
16	16	692000	1,800	1	0	392000	Reserve interest
17	17	692000	450,000	10	302	392000	Water Projects
17	17	692000	58,750	10	305	392000	Water Projects
18	18	692000	37,810	13		392000	Contingency
18	18	692000	147,500	10	305	392000	Sewer Projects
18	18	692000	515,000	10	303	392000	Sewer Projects
18	21	692000	300,000	10	304	392000	Storm water Project
32	32	692000	50,000	1	0	392000	General Fund general support

1,751,900

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.

**City of St. Helens
Budget Allocations**

	Total	General Fund	Building Fund	Streets Fund	Fleet Fund	Water Fund	Sewer Fund	Internal	
Direct Labor Charges									
Admin - City Recorder	105,490	64,610	13,500	-	-	-	-	27,380	
Planning	35,480	6,080	9,630	-	-	-	-	19,770	
Police	120,320	-	-	-	-	60,160	60,160	-	
Building	8,110	1,250	-	1,250	-	1,250	4,360	-	
Public Works - Engineering	562,100	360	-	49,360	720	93,070	418,590	-	
Public Works - Operations	1,519,080	100,480	-	213,100	730	540,940	663,830	-	
Public Works - WWTP	236,020	-	-	-	-	-	236,020	-	
Total Direct Labor	2,586,600	-	172,780	23,130	263,710	1,450	695,420	1,382,960	47,150
City Council	52,950	10,940	560	5,700	830	14,370	20,550	-	
Administrative Services									
City Administrator	214,920	44,380	2,260	23,130	3,380	58,340	83,430	-	
City Recorder	301,780	62,330	3,170	32,470	4,740	81,920	117,150	-	
Finance	603,940	58,730	2,990	30,600	4,470	77,200	429,950	-	
City Hall	106,830	36,670	6,740	4,750	360	16,540	41,770	-	
Public Works - Administration									
Administration	-	-	-	-	-	-	-	-	
Engineering	64,030	30	-	5,410	70	9,890	48,630	-	
Operations	125,000	5,020	-	11,660	30	50,490	57,800	-	
Total Indirect Cost Allocation	1,469,450	218,100	15,720	113,720	13,880	308,750	799,280	-	

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.

	Planning	Police	Parks	Building	Admin	Non-dept	Public Works - Engineering	Finance - Customer Services	Fleet	Streets	Water	Sewer	Storm	Totals
Administrative Services - City Recorder														
1.0	Communication Officer / 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).														
0.85	Building/Admin Secretary			17.00%	17.00%	21.25%	17.00%	12.75%						85.00%
Provides secretary and reception support to Building, Parks (reservations), and Administration (dog licenses, reception).														
0.35	Admin Secretary				35.00%									35.00%
Provides secretary and reception support to Building, Parks (reservations), and Administration (dog licenses, reception).														
Planning														
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														
GIS Support														
Building / PW support														
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.														
Building														
1.0	Building Official			1.00%	93.50%				0.00%	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).														
Public Works - Engineering														
1.0	Civil Engineer/Supervisor			0.30%					0.60%	14.00%	34.60%	35.50%	15.00%	100.00%
1.0	Construction inspector									10.00%	30.00%	40.00%	20.00%	100.00%
4.0	Engineering Tech I/II									6.25%	6.25%	62.50%	25.00%	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.														
Public Works - Operations														
2.0	Administration			0.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%	11.60%	43.65%	32.05%	100.00%
2.0	Facility			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	50.00%	37.50%	100.00%
4.0	Grounds			25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	8.75%	25.00%	41.25%	100.00%
8.5	Streets, Sewer, Storm			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	17.65%	29.12%	42.06%	100.00%
2.5	Water										70.00%	30.00%	0.00%	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

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

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

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.

City of St. Helens



**2012-13
Adopted Budget Resolutions**

City of St. Helens
RESOLUTION NO. 1598

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
 OREGON ADOPTING BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES
 FOR THE FISCAL YEAR BEGINNING JULY 1, 2012

BE IT RESOLVED that the Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2012-13 in the total of \$29,315,590 now on file in the office of the City Recorder of said City.

BE IT RESOLVED that 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 2012-13 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

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2012, and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Mayor and City Council	\$ 52,950
Municipal Court	315,620
Planning	136,820
Police	2,392,850
Library	500,260
Parks	273,520
Non-Departmental	46,050
Transfers	32,940
Contingency	744,570
Total General Fund	4,495,580
 <u>Building Fund</u>	
Building	170,440
Contingency	10,000
Total Building Fund	180,440
 <u>911 Emergency Fund</u>	
911 Emergency	62,000
Total 911 Emergency Fund	62,000

Visitor and Tourism Fund

Visitor and Tourism	234,150
Contingency	31,000
Total Visitor and Tourism Fund	<u>265,150</u>

Community Enhancement Fund

Public Art	37,750
Library Improvements - Building	26,530
Library Improvements - Equipment	8,680
Park Improvements	-
Police Data Cellular	4,010
PEG Access	23,580
Grants	77,880
Contingency	37,000
Total Community Enhancement Fund	<u>215,430</u>

Capital Improvement Fund

Parks SDC projects	-
Streets projects	610,000
Water projects	960,000
Sewer projects	1,380,000
Storm projects	600,000
Equipment	365,000
Transfers	19,350
Contingency	349,000
Total Capital Improvement Fund	<u>4,283,350</u>

Revenue Sharing Fund

Revenue Sharing	61,000
Transfers	50,000
Contingency	26,690
Total Revenue Sharing Fund	<u>137,690</u>

Community Block Grant Fund

Community Block Grant	456,830
Total Community Block Grant Fund	<u>456,830</u>

Street (Gas Tax) Fund

Streets	708,930
Transfers	138,750
Contingency	137,790
	<u>985,470</u>

Administrative Services Fund

City Administrator	214,920
City Recorder	301,780
Finance	603,940
City Hall Facilities	106,830
IT/Self-insurance	25,800
Contingency	137,760
	<u>1,391,030</u>

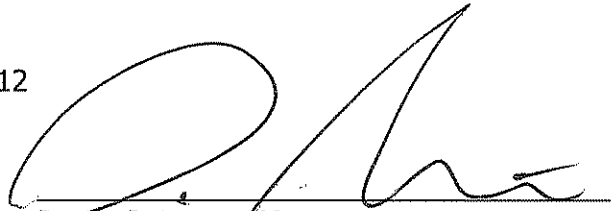
<u>Public Works Fund</u>	
Engineering	64,030
Operations	125,000
Contingency	37,810
Total Public Works Fund	<u>226,840</u>
<u>Fleet fund</u>	
Fleet	270,400
Contingency	19,830
Total Fleet Fund	<u>290,230</u>
<u>Water Reserve Fund</u>	
Transfers	1,800
Total Water Reserve Fund	<u>1,800</u>
<u>Water Operating Fund</u>	
Water Filtration Plant	885,890
Water Production / Delievery	1,818,450
Transfers	508,750
Contingency	543,350
Total Water Operating Fund	<u>3,756,440</u>
<u>Sewer Fund</u>	
Sewer Collections	2,359,480
Sewer Secondary	537,930
Sewer Primary	371,110
Pumps	171,860
Storm water	433,740
Transfers	1,000,310
Contingency	748,068
Total Sewer Fund	<u>5,622,498</u>
Total Appropriated Budget	\$ <u><u>22,370,778</u></u>
<u>Unappropriated Fund Balances/Reserves</u>	
General Fund	427,201
Visitor and Tourism	254,970
Community Enhancement	331,960
Capital Improvement	3,604,690
Streets	232,118
Water Reserve	350,000
Water Operating	653,293
Sewer	1,090,580
	<u>6,944,812</u>
Total Budget	\$ <u><u>29,315,590</u></u>

APPROVED AND ADOPTED by the City Council on this 20th day of June, 2012 by the following vote:

Ayes: Conn, Martyn, Locke, Morten

Nays: None

Approved by the Mayor: June 20, 2012



Randy Peterson, Mayor

ATTEST:

Lisa Schell, I.A.O.
Kathy Payne, City Recorder

Administrative
Assistant

Doug Morten, Council
President

City of St. Helens
RESOLUTION NO. 1596

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

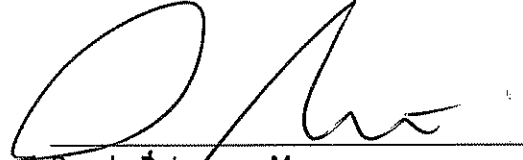
The City of St. Helens resolves as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2012-13.

Approved and adopted by the City Council on June 20, 2012, by the following vote:

Ayes: Conn, Martyn, Locke, Morten

Nays: None



Randy Peterson, Mayor

ATTEST:



Kathy Payne, City Recorder

I.A.O.
Administrative
Assistant

Doug Morten, Council President

Certified Statement

I, Kathy Payne, City Recorder for the City of St. Helens, certify that a public hearing before the Budget Committee was held on May 15, 2012, and a public hearing before the City Council was held on June 6, 2012, giving citizens an opportunity to comment on use of State Revenue Sharing.



Kathy Payne, City Recorder

I.A.O.
Administrative
Assistant

City of St. Helens
RESOLUTION NO. 1599

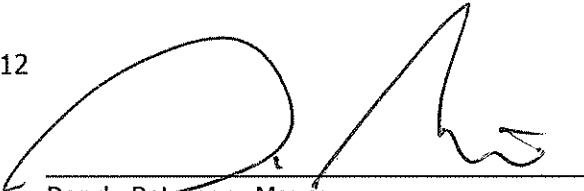
A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON ADOPTING A CITY EMPLOYEE COMPENSATION PLAN FOR FISCAL
YEAR BEGINNING JULY, 2012

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of St. Helens, Oregon, that the City employees are to be paid salaries in monthly installments effective July 1, 2012, as respectfully set out after their positions, as per attachment A.

APPROVED AND ADOPTED by the City Council on this 20th day of June, 2012 by the following vote:

Ayes: Conn, Martyn, Morten, Locke
Nays: None

Approved by the Mayor: June 20, 2012



Randy Peterson, Mayor

ATTEST:

 I.A.O.

Kathy Payne, City Recorder

Administrative
Assistant

Doug Morten, Council President

City of St. Helens
Compensation Plan FY 2012-13

Position	BU	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Monthly Salary Range							
Summer Labor	** NA	\$0	\$0	\$1,560	\$1,647	\$1,733	
Library Assistant	** AFSCME	\$1,956	\$2,054	\$2,156	\$2,264	\$2,377	
Secretarial/Clerical	** AFSCME	\$2,358	\$2,476	\$2,600	\$2,730	\$2,866	
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	
Deputy Court Clerk	** AFSCME	\$2,868	\$3,011	\$3,162	\$3,322	\$3,485	
Secretarial/Clerical II	** 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	
Office Assistant	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 Records Specialist (New)	SHPA	\$2,659	\$2,813	\$2,971	\$3,138	\$3,322	\$3,508
Police Records 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	
Court Clerk	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	
Communications Officer	AFSCME	\$3,440	\$3,610	\$3,790	\$3,980	\$4,180	
Parks Specialist	AFSCME	\$3,557	\$3,732	\$3,919	\$4,115	\$4,320	
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	Non-Rep Mgmt	\$4,810	\$5,050	\$5,300	\$5,560	\$5,837	
City Planner	Non-Rep Mgmt	\$4,810	\$5,050	\$5,300	\$5,560	\$5,837	
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	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
Engineering Supervisor	Non-Rep Mgmt	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
Public Works Supervisor	Non-Rep Mgmt	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
Building Official	Non-Rep Mgmt	\$5,110	\$5,370	\$5,640	\$5,920	\$6,220	
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	

** 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.

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Columbia County

FORM LB-50 2012-2013

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of St. Helens has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Columbia County. The property tax, fee, charge or assessment is categorized as stated by this form.

P.O. Box 278 St. Helens OR 97051 6-21-12
Mailing Address of District City State ZIP code Date

Jon Ellis Finance Director 503-366-8227 jellis@ci.st-helens.or.us
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
 The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits			
		Rate -or- Dollar Amount			
1.	Rate/Amount levied (within permanent rate limit)	1	1.9078		
2.	Local option operating tax	2			
3.	Local option capital project tax	3		Excluded from Measure 5 Limits	
4.	Levy for pension and disability obligations	4		Dollar Amount of Bond Levy	
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		0	

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	1.9078
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.
 The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)