



City of St. Helens, Oregon

Adopted Budget

2017-18



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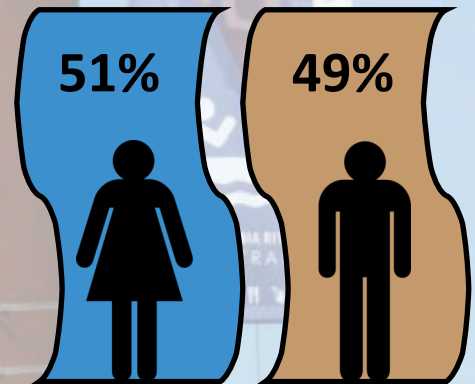
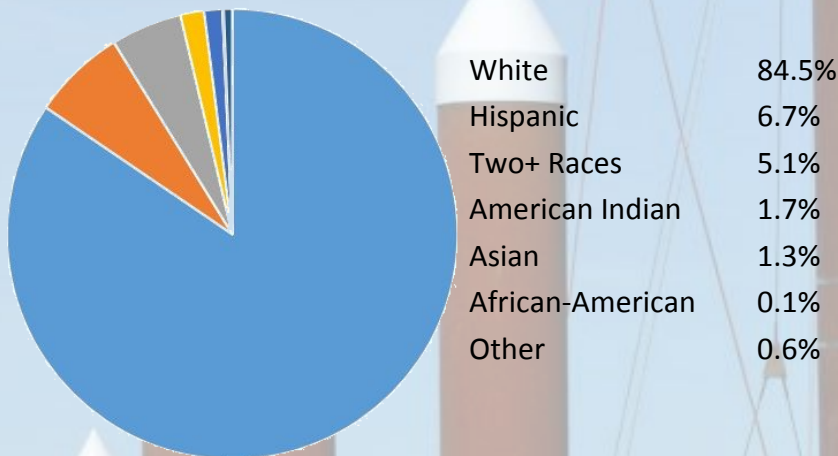
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St. Helens Demographics

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

St. Helens Demographics



2017 Certified Population

13,095

Economic Indicators



Active Business Licenses	1,027
Unemployment Rate	7.20%
Largest Employer	Pacific Stainless
Principal Industry	Manufacturing
City Government Workers	75

Weather



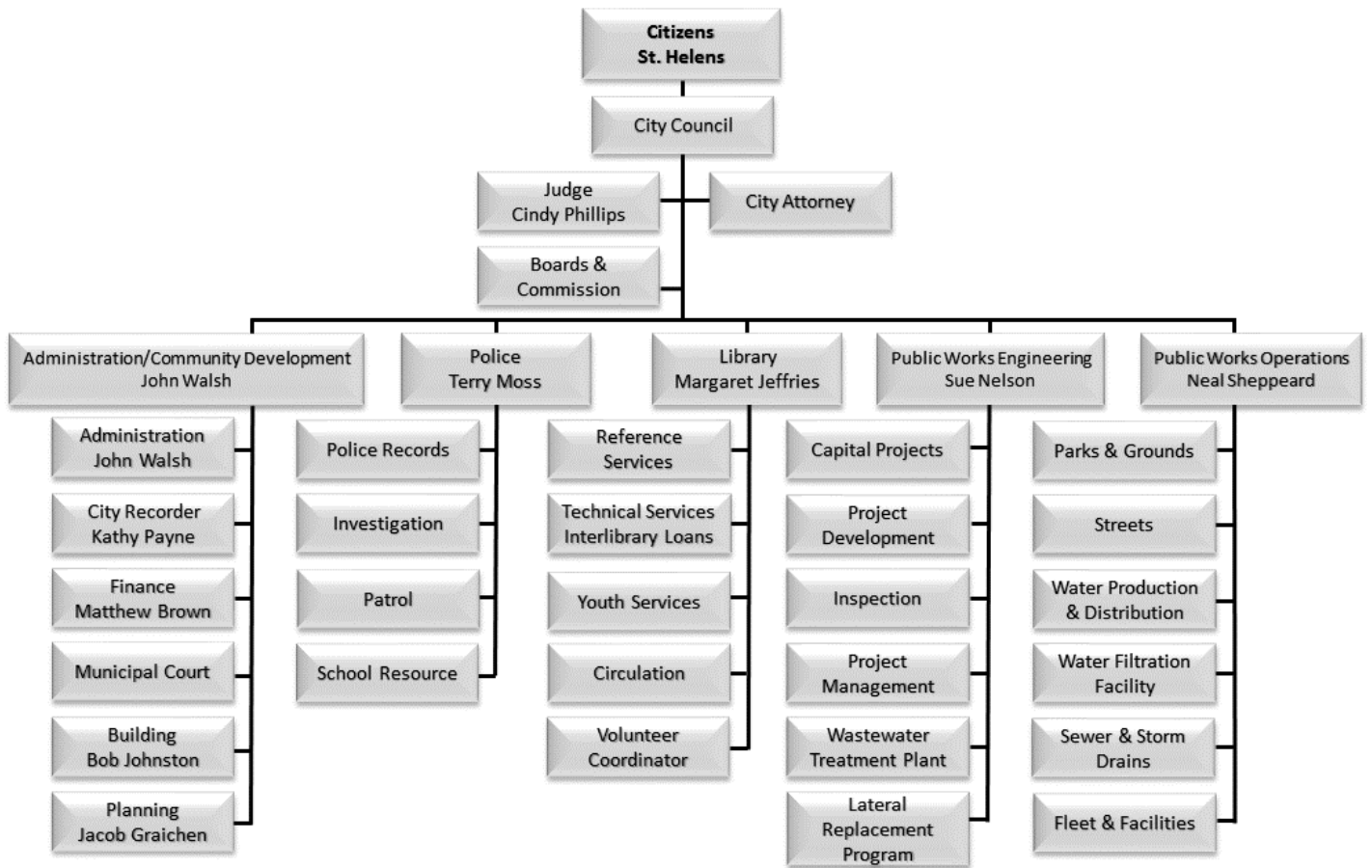
Avg High Temp	78° F
Avg Low Temp	33° F
Sunny Days per year	141
Avg Annual Rainfall	49.8"

	86.8% High School Diploma or higher		\$50,254 Median Family Income
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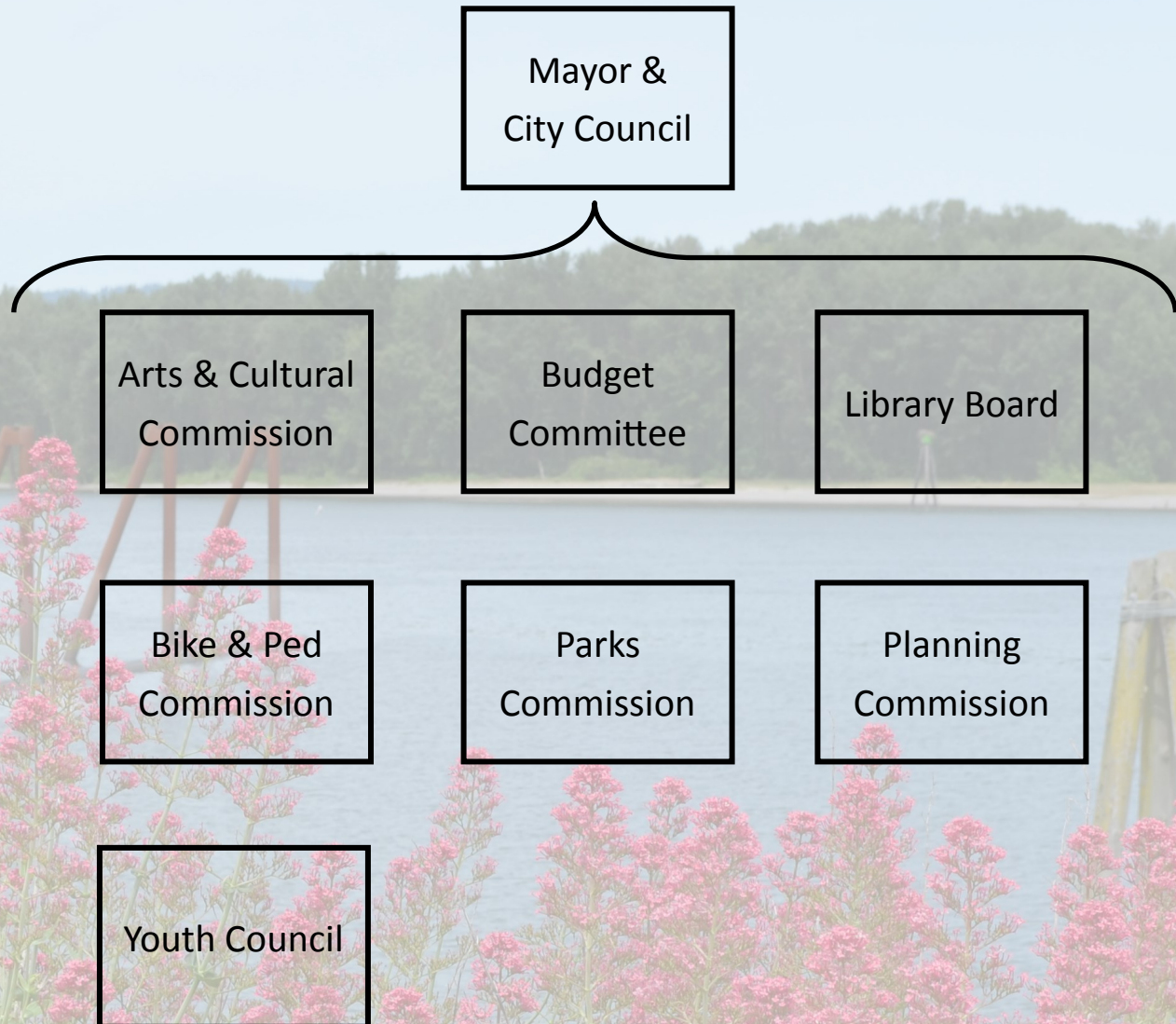
St. Helens City Map



Organizational Chart



City Boards and Commissions



Join Us and Help Shape the Future

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

Budget Committee

<u>Budget Committee</u>		<u>Term Expires</u>
Mayor	Rick Scholl	12/31/2018
Councilor President	Douglas Morten	12/31/2018
Councilor	Keith Locke	12/31/2020
Councilor	Susan Conn	12/31/2018
Councilor	Ginny Carlson	12/31/2020
Citizen	Michael Funderburg	12/31/2018
Citizen	Garrett Lines	12/31/2017
Citizen	Paul Barlow	12/31/2018
Citizen	Bill Eagle	12/31/2017
Citizen	Patrick Birkle	12/31/2018

Administration Staff

City Administrator	John Walsh
Finance Director	Matthew Brown
Chief of Police	Terry Moss
Public Works Engineering Director	Sue Nelson
Public Works Operations Director	Neal Sheppard
Library Director	Margaret Jeffries

St. Helens Fund Structure and Descriptions

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

General Fund

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

FUNDS: - St. Helens General Fund (100)

Special Revenue Funds

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

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

Enterprise Funds

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

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

Internal Service Funds

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

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

St. Helens Fund Structure Account Numbers

XXX . XXX . XXXXXX } Accounting Structure
 100 . 701 . 052009 }

Fund	Dept.	Rev / Exp.
Number	Number	Number

Basis of Budgeting

The City's accounts are organized on the basis of funds, each of which is considered a separate entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Governmental Funds (The General Fund and Special Revenue Funds) use the modified accrual basis of budgeting and accounting. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized when liabilities are incurred.

Proprietary Funds (Enterprise Funds and Internal Service Funds) are budgeted on a modified accrual basis which does not include depreciation or compensated absences. Each fund's financial statements, which can be found in the City's Annual Financial Audit Report, are reported on a full accrual basis. In the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which they occur.



St. Helens Budget Calendar for FY 2017-18

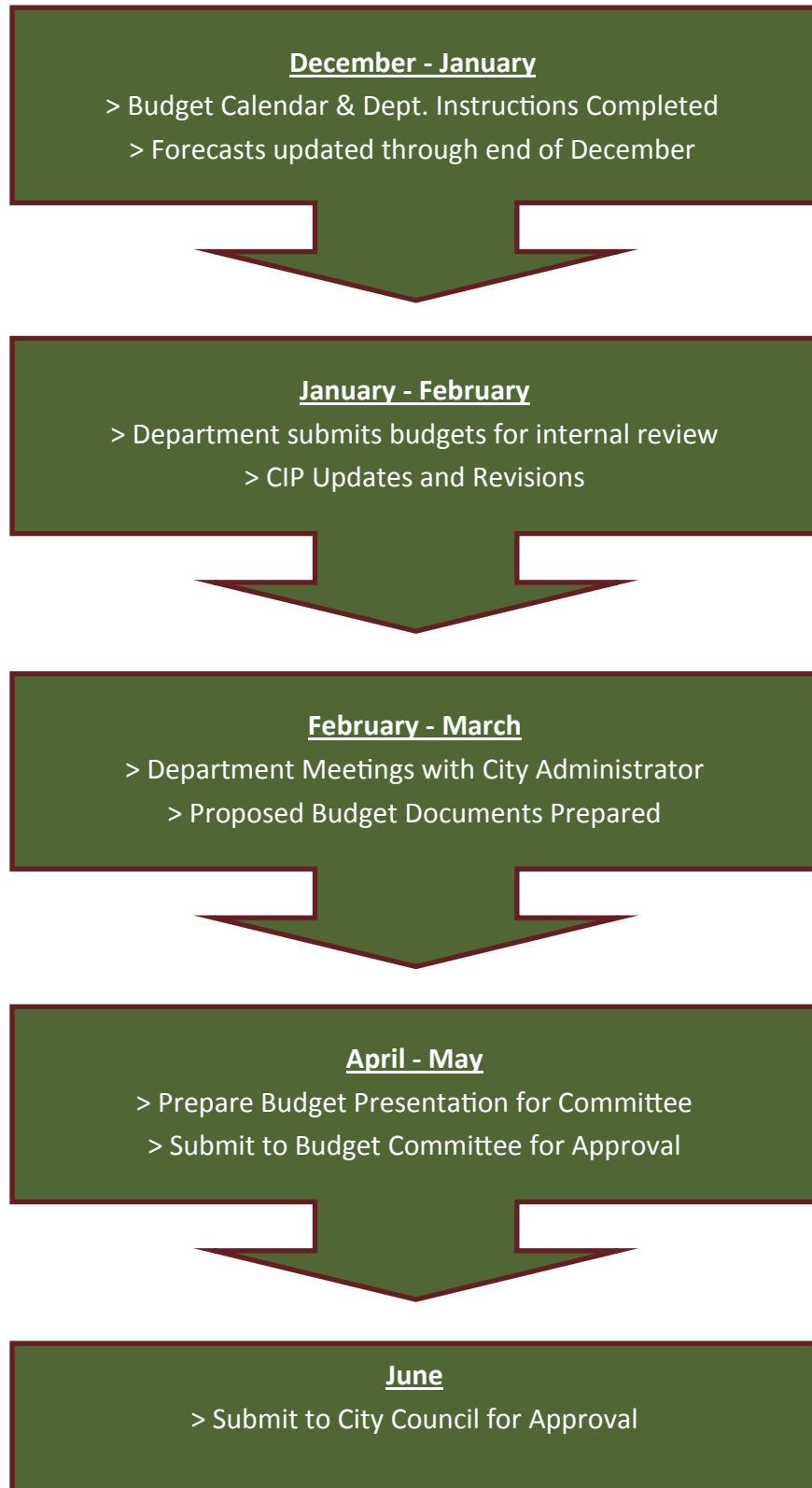
<u>DATE</u>	<u>DAY</u>	<u>DESCRIPTION</u>
01/09/17	Mon	Year End Projections to Department Heads
01/16/17	Mon	Salary/Benefit Projections for 17/18 - Handout to Dept Heads
01/23/17	Mon	Year End Projections DUE
02/01/17	Wed	CIP Proposed Projects DUE (additions to CIP)
02/01/17	Wed	Salary/Benefit Projections DUE
02/06/17	Mon	Handout Department Budgets
02/16/17	Thurs	Informational Budget Committee Meeting
02/20/17	Mon	Department Budgets DUE
03/01/17	Wed	Begin Internal Review with City Admin and Department Manager
03/16/17	Thurs	Informational Budget Committee Meeting
03/27/17	Mon	Budget Officer Publishes FIRST Notice of Budget Committee Meeting
04/17/17	Mon	Budget Officer Publishes SECOND Notice of Budget Committee Meeting
04/17/17	Thurs	Proposed Budget Distributed to Budget Committee
05/04/17	Thurs	Budget Committee Meeting (1st)
05/11/17	Thurs	Budget Committee Meeting (2nd)
05/25/17	Thurs	Budget Committee Meeting (3rd if necessary)
06/07/17	Wed	City Council holds Public Budget Hearings:
06/26/17	Mon	Tax Levy Certified to County Assessor

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

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

City of St. Helens Budget Process

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



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BUDGET MESSAGE

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

It is my pleasure as Finance Director to submit the FY 2017-18 City of St. Helens Proposed Budget to the City of St. Helens Budget Committee for its review and consideration. This budget retains the focus of prior budgets of maintaining fiscal responsibility while prudently proposing to add resources for additional services in limited areas that are sustainable for at least the next several years. The Budget also targets City resources towards meeting City Council goals and objectives along with other community aspirations identified within the City Council Goals.

Each year, the City Council adopts goals and objectives that aim to achieve various priorities and needs that have been identified as important to the community. The goals adopted for FY 2017-18 are:

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

St. Helen's population continues to grow and the resulting new housing and residences in St. Helens and surrounding communities increase the pressure of City services. The budgets for the last several years have been focused on being sustainable into the future and prudently adding services to address critical needs where possible while avoiding any serious financial pitfalls. Additional proposed annual expenses to the General Fund Budget are added to the City's five-year financial forecast to determine the effect of adding those expenses before the decision is made to propose these additional expenses.

While most operating funds currently have healthy fund balances, increasing costs over the next few years, particularly cost increases in the City's PERS retirement and healthcare expenses, will begin to put pressure on the fund balances over the next several years and likely well into the future.

The City has been prudent when adding new services to try and ensure that services can be maintained over the next several years. Staff FTE is proposed to increase to 75.90 in FY 2017-18 from 74.45 FTE in 2016-17 or 1.9%. These staff increases are spread 4 departments (Finance, Court, Police, and Public Works).

Overall Budget

The City's total proposed budget is \$36.85 million, which includes ending cash balances and contingencies, and compared to last year's adopted budget of \$36.42 million, for an increase of \$428k.

The City's total tax rate is \$_.__ per \$1,000 of taxable assessed value.

In the future years, cash reserves will be near the City's minimum targeted reserves, so additional revenue or service reductions will be required to fund the increased personnel services cost as well as ongoing maintenance for public facilities.

Revised medical and dental rate changes will take effect on January 1, 2018 and are as follows:

Health Care Related:

Regence 5%, VSP 5%, Kaiser 5.5%, Delta Dental 4.5%, Willamette Dental 1.5%, Kaiser Dental 4%

City Related:

Liability 3.8%, Auto Physical 6.5%, Property 7.3%, Workers' Compensation 7.5%

Revised PERS retirement changes took effect starting 7/1/15 and are known through 6/30/2019

City of St. Helens PERS Rates:

7/1/15 – 6/30/17

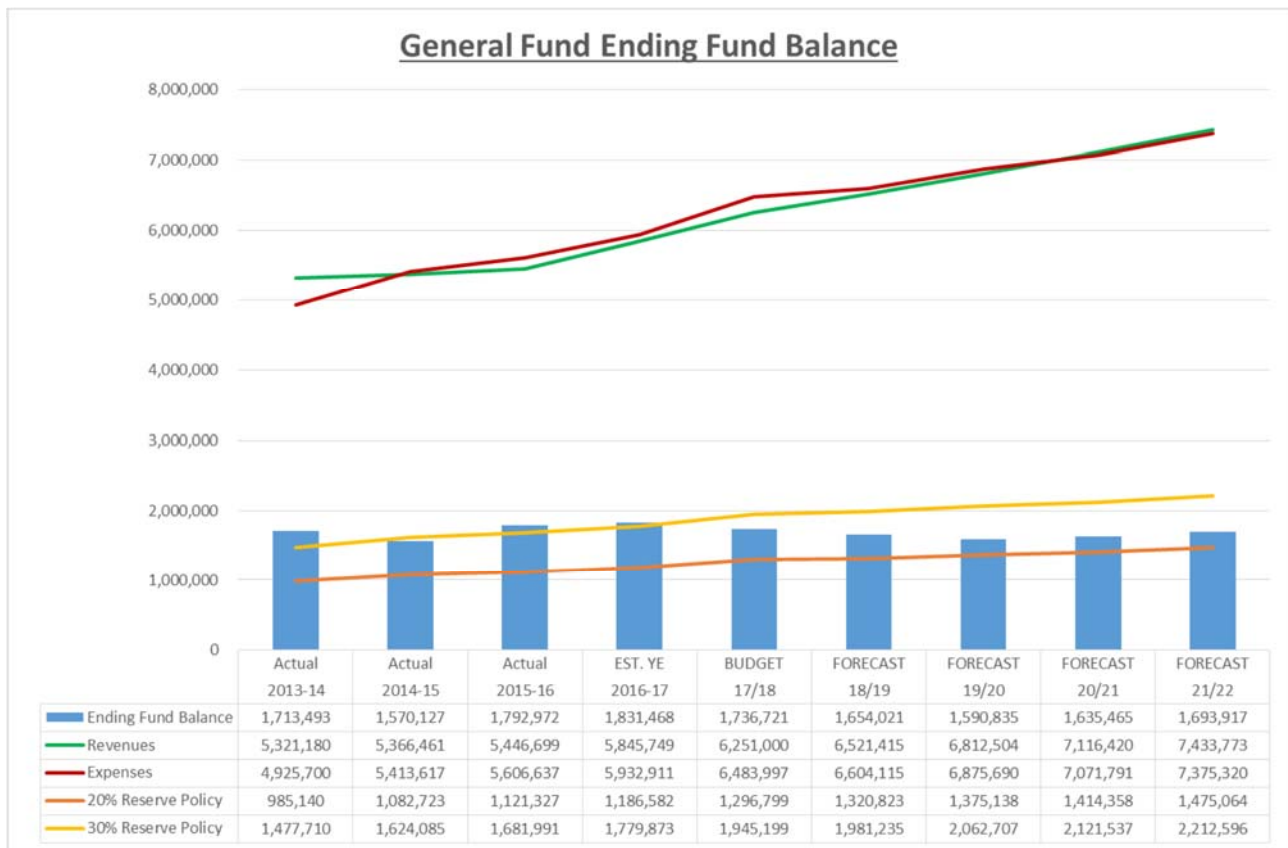
Tier 1 & 2	= 21.39%	(10% increase from 6/30/15)
OPSRP General	= 14.99%	(2% increase from 6/30/15)
OPSRP Police/Fire	= 19.10%	(9% increase from 6/30/15)

7/1/17 – 6/30/19

Tier 1 & 2	= 25.72%	(20% increase from 6/30/17)
OPSRP General	= 18.01%	(20% increase from 6/30/17)
OPSRP Police/Fire	= 22.78%	(19% increase from 6/30/17)

For the five-year projection, 20% increases in retirement were used for years past 6/30/19.

General Fund 5-Year Forecast



The forecast for the next five years, although showing lower ending fund balances has both positive and negative aspects to the outlook.

The first item to note is the Red/Green lines with represent General Fund revenues and expenditures. As you can see in years 4-5, we are working towards expending less than we are receiving which will assist in future years of building back up the reserve balances that are shown in the blue bars, which are seen less than in the previous actual years. Compared to previous years of spending more than the City receives, you can see staff's efforts to correct the expenditure (red) line in the next 4-5 years to a more manageable level barring any unforeseen events.

The next notable item are the Reserve Policy lines in yellow/orange. One of my goals in the next fiscal year will be to review the financial policies to see if there are any needed changes/updates. One time in particular will be a council discussion what an appropriate ending fund balance percentage is for the City. In previous years there was a goal of 30%, which as you can see we will not be achieving. To achieve a 30% ending fund balance in the FY 2017-18 budget, the Budget Committee and Council would need to discuss revenue increases, expenditure decreases or any combination that would result in the range of \$210,000.

The Governmental Finance Officers Association (GFOA) recommends from their "Best Practices" a range of 5% to 15%, regardless of the size of the government, however this is only a recommendation, so Council and management input will help decide for the next five years (at least) what an appropriate level of Ending Fund Balance should be budgeted or set as a goal in the next five years.

Budget Format

This year's Proposed Budget document as some format, fund and structure changes compared to previous years. These changes will be discussed with each fund below. The overall goal of all the changes is to simplify the accounting purpose and simplify the structure of the funds to help improve overall fiscal relationships between funds as well as improve in the transparency of government revenue and expenses as seen through the citizens of the City of St. Helens.

Direct Labor & Indirect Cost Allocation

You will notice some major differences in this year's budget due to some structural changes as well as operational changes in how items are charged to departments. Most notably are the changes of the Direct Labor Charges and Indirect Cost Allocation that have been used in previous years. In place of these 2 items, will be an item called General Fund Support Services (GFSS). This item essentially combines these two items into one and it is used for the General Fund to collect operational expenses from the Enterprise Funds, much like Direct Labor Charges and Indirect Cost Allocation accomplished in the past.

You will also see that many Enterprise Funds will now also have a "Public Works Support Services Charges" associated with the fund instead of direct labor personnel service costs. The reason for this charge is that unless a Public Works employee works 100% in a specific department, their salary & benefit expenses will be charged to the Public Works Operations Fund. Their specific allocated time working in each department (Water, Sewer, Storm and Streets) are then charged to the PW Support Services line item in each of these funds under Personnel Services.

General Fund

The General Fund has taken on the addition of the Administrative Services Fund, bringing departments such as Administration, City Recorder and Finance into the General Fund. The reason for this fund structure change was to simplify the fund structure and follow methods seen more prevalent in other City comparisons and operational methods. The General Fund is more definably discussed along with the five-year General Fund projection mentioned earlier in this message.

SPECIAL REVENUE FUNDS**Visitor and Tourism Fund**

The Visitor and Tourism Fund is the same fund from previous fiscal years and did not see any major changes within the fund. Event expenditures use the Motel/Hotel Tax revenues to operate with the goal of creating a no-cost event for the City through the use of tax revenue, event revenues, Sponsorships and donations. One new item to this year's budget is a 10% Administration Fee that is a 10% fee associated with the revenue received from the Motel/Hotel Tax.

Community Development Fund

The Community Development Fund is replacing the current Economic Development Fund in the FY 2016-17 Budget that was created to house the departments for the Boise and Veneer properties while the City continues work on the Waterfront Development program as well as the Economic Development Department that assists in the Waterfront plans and properties. This fund is home to these three departments as well as the Forestry department that is being re-located from the Water Fund. The purpose of moving the Forestry department revenue and expenditures out of the Water Fund was to take away the association to the Water Fund in the event that City Council may have more available options of what to use future revenues from foresting on compared to if the Forestry department was kept only in the Water Fund.

Community Enhancement Fund

This Fund will see changes in the FY 2017-18 compared to previous years. The new Community Enhancement Fund will have three separate departments to help better categorize the specific revenue received as well as the corresponding expenditures. The three department that will remain in the Community Enhancement Fund are Police, Library, and Public Arts. In prior years, this fund has general been used for specific purposes and that goal will still remain, however the structure of the fund will be more defined with specific existing departments to help better categorize revenue and expenses used within this fund.

In restructuring and creating new funds for the City, some funds out of the Community Enhancement Fund will be moved to other funds that are more appropriate.

- Library Building Reserve will be moved to the Facility Major Maintenance Fund
- Library Equipment Reserve will be moved to the Information Technology Fund
- Parks Property Reserve will be moved to the Parks SDC Fund
- PEG Access Reserve will be moved to the Information Technology Fund
- Building Reserve will be moved to the Facility Major Maintenance Fund

Street Fund

The Street Fund will remain a separate fund as it currently is budgeted, but there will be some operational differences in the accounting/budgeting outlook. With the removal of the Capital Projects Fund, the Street Department will receive its share of the Capital reserve amount to house for future capital projects. This explains the increase in Available Fund Balance from the previous year. The amount coming from the Capital Projects Fund into the Street Fund is estimated to be about \$62,000 and will be used for future capital outlay projects.

In FY 2017-18, the Street Fund also has taken on a debt service requirement for the Street Light replacement program. This loan is a fixed 15-year loan that will cost the Street Fund about \$59,500 each year until it is paid off in July 2031.

Street SDC

A common theme in many fund descriptions will involve the removal of the Capital Projects Fund. The specific departments within that fund will either be combined into their enterprise fund or if they are SDC departments they will receive their own SDC fund. This is the first case of the Street SDC fund that is newly created.

The capital outlay projects work in conjunction with the Capital Improvement Plan portion of the Proposed Budget. For this fiscal year there is only 1 specified project within the Streets SDC, although like all other SDC funds you see in this proposed budget, I have proposed to the entire Fund Balance as “available funds” listed as General Capital Outlay in the Capital Outlay line item of each SDC. The purpose of making all of the SDC funds available is an effort to have these funds available for use IF any projects that were not anticipated come to fruition, such as development money for the Waterfront area or other areas and projects around the city. Placing all of the funds as available to use eliminates the need to go back to the Council if funds were needed for a specific project not foreseen in the budget.

For historical reasons, the prior year history of the Street SDC fund is showing the revenue and expenditures that have occurred within the Street SDC department of the old Capital Projects Fund.

ENTERPRISE FUNDS**Water Fund**

The Water Fund will remain similar to prior fiscal years with departments specifically for Water Distribution and Water Filtration. Revenue sources mainly come from Water Sales on Utility Bills as well as Late fees and new water connections. The General Fund receives 10% of this revenue as a Franchise Tax from the Water Fund to the General Fund. Revenue for water sales is shown as a flat increase with the Ending Year Estimate for FY 2016-17. No rate increases were proposed in FY 2016-17 and I do not expect any changes to the rates until the City completes their Cost of Service Study that is scheduled to begin in June 2017.

Similar to the Street Fund, the Water Fund will receive its portion of capital expenses from the Capital Projects Fund, which is about \$158k plus an additional \$540k that is specifically set aside for Filter Replacements at the Filtration plant.

The Water Fund will have four capital projects scheduled which include meter and main replacements, waterproof exterior of reservoir, and a water well clean up. The Water Fund also holds one debt service agreement to Capital One, which Principal and Interest payments will amount to about \$563k for the \$6.1M loan.

Water SDC Fund

The Water SDC fund, like the Street SDC fund is broken out from the old Capital Projects Fund. For historical reporting reasons, the SDC revenue and expenditures for the Water SDC department within the Capital Projects Fund is shown broken out as well. The Available Fund Balance is anticipated to be about \$253k. There is one project scheduled for FY 2017-18. Much like the Streets SDC fund, I have proposed a budget that makes all SDC funds available. The remaining funds are budgeted in Capital Outlay for any unforeseen projects or developments that may come to the City during next fiscal year.

Sewer Fund

The Sewer Fund will remain similar to prior fiscal years with departments specifically for Sewer Collection, Primary Treatment, Secondary Treatment, and Pump Services. One major difference in this fund compared to previous years will be that the Storm department is now broken out into its own fund. The General Fund receives a 10% Franchise Tax on revenues generated by the Sewer Fund just like the Water Fund. No rate increases were proposed in FY 2016-17 and I do not expect changes until the completion of a Cost of Service Study to begin in June 2017. Revenues for this fund mainly come from Utility Bills, but other revenue sources include Secondary Boise and Sludge Disposal charges. Revenue from utility bills are shown as generally flat with the estimated end of year amounts for FY 2016-17.

Like other enterprise funds, the Sewer Fund will receive about \$550k from the Capital Projects Fund for Sewer Capital Projects for its portion of reserves. This amount is included in the Beginning Fund Balance. There are three capital projects scheduled for FY 2017-18 which include Sewer main replacements, lift station maintenance, and trunk upgrades.

The Sewer Fund also holds four debt service agreements. These yearly debt service agreements are shown in the Debt Service category and include payments to the Clean Water Revolving Loan (3 different loans) as well as a Capital One loan. The three Clean Water Revolving Loans have reserve requirements for the loan that are listed as part of the Unappropriated Fund Balance for the Sewer Fund.

Sewer SDC Fund

The Sewer SDC Fund is a newly created fund for FY 2017-18 with the removal of the Capital Projects Fund. The Sewer SDC Fund will have a beginning balance from the Capital Projects Fund of about \$804k. Revenues for this fund include St. Helens SDC as well as Columbia City SDC.

There are no specific Sewer SDC projects scheduled for FY 2017-18 however like other SDC funds, I have proposed all of the funds as available for use under General Capital Outlay in case there is an opportunity to use these funds throughout the fiscal year.

Storm Fund

The Storm Fund is a new fund for FY 2017-18 as well. In the past, the Storm Fund was kept as a department within the Sewer Fund. The purpose of creating a new fund for this department is to ensure that, as an enterprise entity, it remains self-sustainable with the revenue it receives from storm service charges on Utility Bills. This fund will need special consideration during the Cost of Service Analysis due to the fact that this is a newly created fund but also it has not garnered much attention because of its placement within the Sewer Fund, thus using the Sewer Fund as a blanket to help cover storm expenses. As the Fund appears in this budget, it is sustainable through FY 2017-18 however, Council was made aware at past meetings that when this department is created as its own fund, it does not appear to be sustainable over the next few years, operating at a negative net position. During the Cost of Service Analysis, this Fund will be reviewed along with the other Enterprise Funds and changes will be recommended by staff and consultants as to how to best correct this problem in the future.

There are five Capital Outlay projects scheduled for FY 2017-18 which include Columbia Blvd, general storm drain maintenance, S. 10th Street, Godfrey Park, and a Street Sweeping Cleanup project.

Storm SDC

The Storm SDC Fund is a newly created fund for FY 2017-18 with the removal of the Capital Projects Fund. The Storm SDC Fund will have about \$1.9M of available funds based on estimates. There is only one Capital Outlay project scheduled for FY 2017-18 which is a shared portion with the Storm Fund for Godfrey Park. The remaining available funds, like other SDC Funds, is proposed as all available to use under General Capital Outlay in case there are projects or opportunities that come up in the fiscal year to use SDC funds.

Parks SDC

The Parks SDC Fund is a newly created fund for FY 2017-18 with the removal of the Capital Projects Fund. The Parks SDC fund will have about \$100k of available funds for a beginning balance based on year-end estimates. There are no specific Parks SDC-eligible projects scheduled for FY 2017-18, but like all other SDC Funds, I have proposed a budget making all funds available for use should any opportunities arise throughout the fiscal year.

INTERNAL SERVICE FUNDS**Equipment Fund**

The Equipment Fund is a dedicated internal service fund that helps manage the maintenance, purchase, and disposal of vehicles and equipment that the City owns and operates. New to this fiscal year is an official vehicle & equipment schedule by department (City Hall, Police and PW). Each vehicle and piece of equipment is placed on a schedule with a useful life of years. We estimate what the replacement cost would be for each vehicle and piece of equipment and divide that by the length of years. Basically, the City will begin saving a specific amount each year based on this schedule that is set aside in this Equipment Fund for the eventual replacement of all vehicles and equipment within their useful life.

The Equipment Fund houses 2 FTE Mechanics. The cost of these 2 FTEs are spread amongst the contributing departments as a shared cost. Insurance for each vehicle and equipment is calculated into the "yearly cost" of each vehicle and charged to those corresponding departments. So each department is paying their fair-share of a vehicle they use and everyone shares in the cost of the fund's operating expenses which include the 2 FTE and other materials and services located in the budget.

With over half of the City's fleet being 20+ years in age, the time to start thinking long term is now. With all of the other structural and operating changes from an accounting aspect, the increases that departments will see with the added Equipment Fund charges is not as large of a factor in starting a fund such as this.

The replacement schedule for the Equipment Fund is reviewed with department managers every year during the budget processes and replacement vehicles and equipment slated to be purchased next are reviewed with staff to ensure that replacement is the best course of action as opposed to keeping a vehicle an additional year or two if the maintenance costs are not exponential.

Information Technology Fund

The IT Fund is also a new internal service fund that is created this upcoming fiscal year. In prior years, costs for contracted services have been spread amongst departments as well as specific items budgeted based on departmental needs and replacement schedules.

The new process for the upcoming fiscal year will be a fixed yearly amount charged to each department based on the new Centerlogic contract that is a fixed monthly amount. Also included in a department's charge for IT Services is a general replacement share and a share of the general materials and services budget for IT services, which includes general IT maintenance, server replacement, any potential projects that can be estimated for the next fiscal year, as well as any future IT projects that are currently foreseen in the future.

One project on the horizon as a possibility will be the replacement of the current financial software, Springbrook aka, Accela Finance and Administration. Over the course of this past year and previous years, our support functionality for this product has diminished. This is in part because Springbrook, which was once owned locally in Portland, was bought out by Accela, a California based and much larger company. In anticipation of a possible switch in 2-5 years, I will make an effort when it is financially feasible to save funds over the next few years in this anticipation. I expect the cost of a new financial software program to up upwards of \$300,000, so this is not by any means a light purchase and decision that comes quickly. As you will see in the budget, there is about \$75,000 set aside in this next fiscal year in the Unappropriated Fund Balance. The purpose of these funds is to begin that savings so when the time comes for a review of the financial software the City is financially stable to make this large purchase.

Public Works Operations Fund

The Public Works Operations Fund is similar to what is currently being used. Some minor differences from previous years is an increase in Personnel Services, which is where the Enterprise Funds are charged the PW Support Service Charge for employees that share their time amongst several different departments.

The Public Works Operations Fund also houses the Engineering Department, which receives money from the Enterprise Funds for operational expenses. This is no different than the current Public Works Operation Fund in previous fiscal years.

Facility Major Maintenance Fund

The Facility Major Maintenance Fund is a new created fund, but also a continuation of the previous year's Facility Equipment Maintenance Fund. This previous fund was split into two new funds: Equipment Fund and Facility Major Maintenance. Each fiscal year, a department may elect to set aside money for future facility maintenance, whether that be City Hall, Library, Public Works, etc. The department is charged whatever expense they choose and those funds are transferred into this fund.

From the previous fiscal year, you will see that the Fund Balance Available is \$250k, which is this fund's share of the previous Equipment Facility Maintenance Fund along with a combination of additional funds from the previous Community Enhancement Fund that includes Library Building Maintenance and general City Hall Maintenance.

Projects for the FY 2017-18 include many City Hall updates with outside maintenance, Council room, Server Room, Utility Billing, and Mail room. No current projects for Police, Library, or Public Works is proposed in the 2017-18 fiscal year.

I would like to close by expressing my appreciation to the Budget Committee, the City Council, all of the Department Managers and staff for their leadership in managing and guiding the use of St. Helen's budget resources. By looking five years into the future when examining budgets, we have been able to make decisions today that have allowed us to avoid financial difficulties in later years. Also, the City Council's leadership in promoting measures to leverage financial opportunities from other agencies has helped the City to support a sustainable future for all of our departments and the important functions they provide.

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

Matt Brown, Finance Director

Council Goals

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

Council Goals

GOAL 1 - Provide Effective Governance and Fiscal Management

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

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

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

GOAL 2 - Improve Service, Communication and Relationships

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

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

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

Council Goals

GOAL 3 - Foster a Safe and Healthy Community

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

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

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

GOAL 4 - Facilitate Economic Development

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

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

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

Council Goals

GOAL 5 - Provide Sound Stewardship of Community Assets

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

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

- ◆ Complete capital projects in a timely and cost effective manner
 - Radio read water meter replacement
 - I&I reduction program
 - Gable Road Design and Construction
 - Drinking Water Reservoir Rehabilitation

- ◆ Secure Infrastructure funding resources
 - Evaluate urban renewal infrastructure funding
 - Ensure capital facilities plans are up to date
 - Secure grants, loans and funding
 - Develop public/private partnerships and collaborations
 - Pursue street/highway safety project funding

- ◆ Maintain compliance with local, state, and federal regulations
 - Update 2006 Personnel Policies and Procedures

- ◆ Complete community visioning and planning projects
 - Update 2006 Economic Opportunities Analysis
 - Continue waterfront redevelopment site planning and development
 - Complete DLCD TGM grant - Gable Rd/Old Portland/1st Street/Plymouth Street Refinement Planning
 - EPA-CWA Community Wide Assessment Grant
 - Wastewater Lagoon repurposing analysis
 - Explore Sykes Road Land Fill Property acquisition
 - Complete Branding and Wayfinding Plan

Personnel Requirements Summary

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

For FY 2017/18, there are increases in FTE within the Court & Finance Department. In this specific situation, FTE that was budgeted in FY 2016/17 at 0.8 FTE shown in the Finance Department was made full-time during the middle of the year. This position shares time between Finance and the Court Department.

The remaining increase of 0.25 FTE in Public Works Operations is an increase that shows on paper but was not used in FTE calculations in the past. This 0.25 FTE reflects part-time temporary employees that assist Public Works for limited Summer Hours to assist PW and the Parks Department.

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SUMMARY OF FUND REVENUES

FUND	Local Taxes	Intergovernmental Revenue	Charges for Services	Fines	Licenses, Permits, Fees	Miscellaneous	Transfers & Reimbursements	Beginning Fund Balance	Total Revenues
Total General Fund	1,725,000	615,500	3,209,000	225,000	370,000	106,500	-	1,969,718	8,220,718
Special Revenue Funds									
Visitor & Tourism	140,000	-	-	-	-	146,000	-	212,363	498,363
Community Development	-	1,500,000	-	-	-	500,000	660,000	446,861	3,106,861
Community Enhancement	-	141,485	3,250	-	-	17,600	-	42,721	205,056
Streets	-	1,285,000	-	-	-	17,000	-	825,275	2,127,275
Streets SDC	-	-	40,000	-	-	-	-	1,079,591	1,119,591
Total Special Revenue Funds	140,000	2,926,485	43,250	-	-	680,600	660,000	2,606,811	7,057,146
Enterprise Funds									
Water	-	-	3,430,000	-	-	35,000	-	2,817,070	6,282,070
Water SDC	-	-	60,000	-	-	-	-	253,099	313,099
Sewer	-	-	4,194,000	-	-	13,000	-	4,320,237	8,527,237
Sewer SDC	-	-	125,000	-	-	-	-	804,102	929,102
Storm	-	-	865,000	-	-	6,000	-	959,070	1,830,070
Storm SDC	-	-	25,000	-	-	-	-	1,987,930	2,012,930
Parks SDC	-	15,000	30,000	-	-	-	-	101,799	146,799
Total Enterprise Funds	-	15,000	8,729,000	-	-	54,000	-	11,243,307	20,041,307
Internal Service Funds									
IT Services Fund	-	-	230,000	-	-	-	-	11,000	241,000
Equipment Fund	-	-	638,478	-	-	-	-	788,135	1,426,613
PW Operations	-	2,925,000	-	-	-	-	-	154,416	3,079,416
Facility Major Maintenance	-	50,000	-	-	-	-	-	250,530	300,530
Total Internal Service Funds	-	2,975,000	868,478	-	-	-	-	1,204,081	5,047,559
TOTAL - ALL FUNDS	1,865,000	6,531,985	12,849,728	225,000	370,000	841,100	660,000	17,023,917	40,366,730

SUMMARY OF FUND EXPENDITURES

FUND	PERSONEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL APPROP.	UNAPPROP. END BAL	TOTAL EXPENDITURES
General Fund									
Administration	290,000	55,294	-	-	-	-	345,294	-	345,294
City Recorder	225,220	63,645	-	-	-	-	288,865	-	288,865
City Council	51,000	50,027	-	-	-	-	101,027	-	101,027
Court	198,100	173,527	-	-	-	-	371,627	-	371,627
Police	2,385,500	391,320	-	-	-	-	2,776,820	-	2,776,820
Library	466,500	193,573	-	-	-	-	660,073	-	660,073
Finance	592,000	164,281	-	-	-	-	756,281	-	756,281
Parks	212,200	149,500	-	-	-	-	361,700	-	361,700
Planning	204,200	67,700	-	-	-	-	271,900	-	271,900
Building	262,000	31,730	-	-	-	-	293,730	-	293,730
Non-Department	-	205,000	-	-	60,000	750,000	1,015,000	978,401	1,993,401
Total General Fund	4,886,720	1,545,597	-	-	60,000	750,000	7,242,317	978,401	8,220,718
Special Revenue Funds									
Visitor & Tourism	-	275,527	-	-	-	10,000	285,527	212,836	498,363
Community Development	-	1,914,000	600,000	274,749	-	250,000	3,038,749	68,112	3,106,861
Community Enhancement	-	199,575	-	-	-	5,481	205,056	-	205,056
Streets	400,000	390,292	545,000	60,000	-	100,000	1,495,292	631,983	2,127,275
Streets SDC	-	-	1,119,591	-	-	-	1,119,591	-	1,119,591
Total Special Revenue Funds	400,000	2,779,394	2,264,591	334,749	-	365,481	6,144,215	912,931	7,057,146
Enterprise Funds									
Water	890,600	994,817	305,000	562,123	300,000	100,000	3,152,540	3,129,530	6,282,070
Water SDC	-	-	313,099	-	-	-	313,099	-	313,099
Sewer	1,028,000	1,747,713	490,000	729,000	300,000	100,000	4,394,713	4,132,524	8,527,237
Sewer SDC	-	-	929,102	-	-	-	929,102	-	929,102
Storm	375,000	438,062	788,850	-	-	100,000	1,701,912	128,158	1,830,070
Storm SDC	-	-	2,012,930	-	-	-	2,012,930	-	2,012,930
Parks SDC	-	-	146,799	-	-	-	146,799	-	146,799
Total Enterprise Funds	2,293,600	3,180,592	4,985,780	1,291,123	600,000	300,000	12,651,095	7,390,212	20,041,307
Internal Service Funds									
IT Services Fund	-	160,000	-	-	-	21,000	181,000	60,000	241,000
Equipment Fund	221,000	112,000	402,000	-	-	250,000	985,000	441,613	1,426,613
PW Operations	2,779,200	298,000	-	-	-	2,216	3,079,416	-	3,079,416
Facility Major Maintenance	-	50,000	60,000	-	-	190,530	300,530	-	300,530
Total Internal Service Funds	3,000,200	620,000	462,000	-	-	463,746	4,545,946	501,613	5,047,559
TOTAL - ALL FUNDS	10,580,520	8,125,583	7,712,371	1,625,872	660,000	1,879,227	30,583,573	9,783,157	40,366,730

GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	2014-15 Actual	2015-16 Actual	2016-17 Budget	17/18 Proposed	17/18 Approved
Local Taxes	1,592,949	1,608,041	1,695,890	1,725,000	1,725,000
Intergovernmental Revenue	368,286	283,763	462,200	577,500	577,500
Grants	25,009	15,400	29,500	38,000	38,000
Charges for Services	2,722,978	2,784,260	3,070,150	3,209,000	3,209,000
Licenses, Permits, Fees	343,915	371,113	372,800	370,000	370,000
Fines	208,870	230,683	218,300	225,000	225,000
Miscellaneous Revenue	104,455	153,438	113,880	106,500	106,500
Transfers	50,400	56,350	22,070	-	-
Fund Balance Available	1,566,882	1,896,560	1,800,108	1,969,718	1,969,718
TOTAL RESOURCES	6,983,744	7,399,609	7,784,898	8,220,718	8,220,718

TITLE	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2018-19 Approved
LOCAL TAXES					
Property Tax Revenue	1,514,493	1,562,767	1,615,240	1,675,000	1,675,000
Previously Levied Tax	78,237	45,125	80,340	50,000	50,000
Property Tax Interest	219	149	310	-	-
TOTAL LOCAL TAXES	1,592,949	1,608,041	1,695,890	1,725,000	1,725,000
INTERGOVERNMENTAL REVENUE					
Cigarette Tax	17,275	13,057	16,600	15,500	15,500
Alcohol Bev. Tax	186,668	156,784	198,300	202,000	202,000
Revenue Sharing	119,343	48,683	130,000	135,000	135,000
Cannabis Tax	-	-	1,000	140,000	140,000
Scappoose Building Permits	-	-	40,000	-	-
Intergovern-Revenue	45,000	64,940	66,300	65,000	65,000
Columbia City Permits	-	300	10,000	20,000	20,000
TOTAL INTERGOVERNMENTAL REVENUE	368,286	283,763	462,200	577,500	577,500
GRANTS					
Grant - General	16,500	15,400	16,500	15,000	15,000
Grant - Police	-	-	-	5,000	5,000
Grant - Parks	8,509	-	13,000	5,000	5,000
Grant - Planning	-	-	-	13,000	13,000
TOTAL GRANTS	25,009	15,400	29,500	38,000	38,000
CHARGES FOR SERVICES					
Dockside Services	-	6,210	8,000	6,000	6,000
Rents	3,000	3,000	3,000	3,000	3,000
In Lieu of Franchise Fees	712,074	713,509	751,710	850,000	850,000
General Fund Support Services	-	-	-	1,550,000	1,550,000
Indirect Cost Allocation - Admin	1,203,690	1,318,164	1,441,050	-	-
Indirect Cost Allocation - GF	59,785	77,343	84,390	-	-
Franchise Tax	738,008	661,015	774,000	800,000	800,000
Natural Gas Royalties	6,422	5,019	8,000	-	-
TOTAL CHARGES FOR SERVICES	2,722,978	2,784,260	3,070,150	3,209,000	3,209,000

GENERAL FUND RESOURCES SUMMARY

LICENSES, PERMITS, FEES

Business License	84,962	94,604	90,600	93,000	93,000
Building Permits	100,133	93,421	106,000	109,000	109,000
Building Admin Fee	5,185	18,007	15,000	15,000	15,000
Plumbing Permits	32,186	30,675	26,800	30,000	30,000
Mechanical Permits	12,244	17,274	14,300	16,000	16,000
Plan Check Fee	64,716	75,387	76,900	65,000	65,000
Non-resident library card fees	11,486	6,600	8,200	8,000	8,000
Dog License	3,453	-	-	-	-
FOG	-	-	2,000	-	-
Camping Fees	3,483	3,753	3,800	3,000	3,000
Excise Tax	-	-	-	-	-
Planning Fees	16,494	21,789	20,000	22,000	22,000
Police Training Fee	9,574	9,603	9,200	9,000	9,000
TOTAL LICENSES, PERMITS, FEES	343,915	371,113	372,800	370,000	370,000

FINES

Fines- Library	17,894	16,711	18,300	20,000	20,000
Library Fines - Collections	-	-	-	-	-
Fines	190,975	213,973	200,000	205,000	205,000
TOTAL FINES	208,870	230,683	218,300	225,000	225,000

MISCELLANEOUS REVENUE

Interest Earnings	12,608	75,259	12,000	45,000	45,000
Misc Revenue Park	18,471	13,730	15,300	15,000	15,000
Police Misc Rev	5,100	2,676	7,200	5,000	5,000
Misc Revenue	5,335	7,623	5,100	5,000	5,000
Insurance Proceeds	22,915	13,442	15,300	15,000	15,000
CLG Revenue	-	-	-	12,500	12,500
Contributions - CENT	-	-	-	-	-
Donation- Parks	2,394	956	1,600	1,000	1,000
IT Equipment Reserve	26,624	31,090	28,280	-	-
Self Insurance	-	-	20,000	-	-
Court reimbursements	8,389	8,662	9,100	8,000	8,000
Reimb - Police	2,619	-	-	-	-
Donations - Police	-	-	-	-	-
TOTAL MISCELLANEOUS REVENUE	104,455	153,438	113,880	106,500	106,500

TRANSFERS

Transfers - GF	19,000	56,350	22,070	-	-
Transfers - Admin	31,400	-	-	-	-
TOTAL TRANSFERS	50,400	56,350	22,070	-	-

FUND BALANCE AVAILABLE

Fund Balance Available - GF	1,469,528	1,742,954	1,645,886	1,969,718	1,969,718
Fund Balance Available - Admin	97,354	153,606	154,222	-	-
TOTAL FUND BALANCE AVAILABLE	1,566,882	1,896,560	1,800,108	1,969,718	1,969,718

TOTAL RESOURCES	6,983,744	7,399,609	7,784,898	8,220,718	8,220,718
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Administrative Services Department

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Publication of Quarterly Gazette	Yes	Yes	Yes	Yes	Yes	Yes
Press Releases	49	43	27	32	40	38
Website, Twitter, Facebook Contacts	380	570	426	507	611	608
Business Licenses Issued	883	940	946	1012	1055	1057



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved
PERSONNEL SERVICES						
701-051001	Regular Wages	111,581	169,140	226,540	200,000	200,000
701-051004	Overtime	-	(674)	520	-	-
701-051005	Health Dental Benefits	16,790	26,004	53,160	30,000	30,000
701-051006	VEBA	1,080	1,560	2,040	2,000	2,000
701-051007	Retirement	23,053	35,901	47,820	39,000	39,000
701-051008	FICA	8,400	12,936	17,420	14,500	14,500
701-051009	Workers Comp	194	318	1,940	500	500
701-051011	Longevity Pay	-	360	720	3,000	3,000
701-051012	Certification & Incentive	370	420	1,800	500	500
701-051014	Disability Life Ins	211	400	610	500	500
701-xxxxxx	Direct Labor	2,127	(29,243)	(92,400)	-	-
TOTAL PERSONNEL SERVICES		163,806	217,122	260,170	290,000	290,000
MATERIALS & SERVICES						
701-052002	Personnel Uniforms Equipment	-	-	700	1,000	1,000
701-052004	Office Supplies	263	485	500	500	500
701-052005	Small Equipment	-	2,656	2,000	2,000	2,000
701-052011	Public Information	492	-	-	-	-
701-052016	Insurance - General	3,788	4,000	4,530	4,500	4,500
701-052017	Insurance - Self	-	-	580	-	-
701-052018	Professional Development	5,890	8,939	8,770	9,000	9,000
701-052019	Professional Services	16,790	30,834	28,800	20,000	20,000
701-052024	Miscellaneous	150	287	500	1,000	1,000
701-052026	Equipment Fund Charges	-	-	-	294	294
701-052027	IT Fund Charges	2,958	5,265	4,910	7,000	7,000
701-052040	Communications	45	795	8,200	10,000	10,000
TOTAL MATERIALS & SERVICES		30,376	53,261	59,490	55,294	55,294
TOTAL EXPENDITURES		194,182	270,383	319,660	345,294	345,294

City Recorder Department

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Public Records Requests Processed	163	166	165	173	173	170
Council Minutes Transcribed	62	53	53	51	54	52
Contracts Processed	58	34	61	55	46	55



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved
PERSONNEL SERVICES						
702-051001	Regular Wages	223,186	127,548	130,130	135,000	135,000
702-051004	Overtime	1,738	-	-	-	-
702-051005	Health Dental Benefits	57,054	36,960	39,720	39,000	39,000
702-051006	VEBA	1,920	960	960	960	960
702-051007	Retirement	52,716	35,100	36,050	37,000	37,000
702-051008	FICA	17,289	9,680	10,070	11,000	11,000
702-051009	Workers Comp	527	248	320	300	300
702-051011	Longevity Pay	1,320	600	1,500	600	600
702-051012	Certification & Incentive	669	809	600	960	960
702-051014	Disability Life Ins	845	400	420	400	400
702-xxxxxx	Direct Labor	(137,089)	16,220	8,250	-	-
TOTAL PERSONNEL SERVICES		220,174	228,525	228,020	225,220	225,220
MATERIALS & SERVICES						
702-052001	Operating Supplies	-	-	-	1,000	1,000
702-052004	Office Supplies	568	394	510	500	500
702-052005	Small Equipment	-	3,403	4,000	4,000	4,000
702-052011	Public Information	7,614	8,039	6,500	6,500	6,500
702-052012	Materials	-	-	810	-	-
702-052013	Memberships	-	-	-	350	350
702-052016	Insurance - General	7,260	8,050	8,520	8,650	8,650
702-052017	Insurance - Self	-	-	580	-	-
702-052018	Professional Development	7,604	8,029	7,450	7,000	7,000
702-052019	Professional Services	11,429	11,981	14,620	15,000	15,000
702-052024	Miscellaneous	1,117	1,375	2,150	1,000	1,000
702-052026	Equipment Fund Charges	-	-	-	560	560
702-052027	IT Fund Charges	7,959	8,448	12,180	15,085	15,085
702-052028	Projects & Programs	2,506	3,515	3,500	4,000	4,000
TOTAL MATERIALS & SERVICES		46,058	53,234	60,820	63,645	63,645
TOTAL EXPENDITURES		266,232	281,759	288,840	288,865	288,865

City Council Department

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Set City Goals and Objectives	Yes	Yes	Yes	No	Yes	Yes
Conduct Annual Performance Reviews	5	5	5	5	3	5
Average Length of Council Work Sessions	NA	NA	NA	1:39 hrs	2:00 hrs	2:30 hrs
Number of Public Forums and Hearings	15	11	11	8	9	9



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved
PERSONNEL SERVICES						
703-051001	Regular Wages	30,000	46,980	47,540	47,200	47,200
703-051008	FICA	2,295	3,594	3,650	3,700	3,700
703-051009	Workers Comp	40	55	60	100	100
TOTAL PERSONNEL SERVICES		32,335	50,629	51,250	51,000	51,000
MATERIALS & SERVICES						
703-052004	Office Supplies	142	-	150	250	250
703-052011	Public Information	299	291	300	250	250
703-052018	Professional Development	14,942	15,240	16,980	18,000	18,000
703-052024	Miscellaneous	1,939	1,216	2,550	500	500
703-052026	Equipment Fund Charges	-	-	-	27	27
703-052027	IT Fund Charges	4,140	4,512	3,160	16,000	16,000
703-052041	Council Discrecenary	5,989	5,455	10,000	15,000	15,000
TOTAL MATERIALS & SERVICES		27,450	26,713	33,140	50,027	50,027
TOTAL EXPENDITURES		59,785	77,343	84,390	101,027	101,027



Court Department

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Non-Traffic Violations	NA	557	518			
Traffic Violations	375	332	602			



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES							
704-051001	Regular Wages	84,549	91,404	97,020	106,000	106,000	106,000
704-051004	Overtime	-	6,365	-	-	-	-
704-051005	Health Dental Benefits	35,721	42,815	47,790	55,000	55,000	55,000
704-051006	VEBA	1,520	1,560	1,560	2,500	2,500	2,500
704-051007	Retirement	17,542	20,509	20,440	23,000	23,000	23,000
704-051008	FICA	6,477	7,581	7,450	8,500	8,500	8,500
704-051009	Workers Comp	215	237	240	300	300	300
704-051011	Longevity Pay	360	360	360	600	600	600
704-051012	Certification & Incentive	198	627	1,200	1,500	1,500	1,500
704-051013	Unemployment	-	4,209	-	-	-	-
704-051014	Disability Life Ins	405	400	420	700	700	700
704-xxxxxx	Direct Labor	-	16,723	32,990	-	-	-
TOTAL PERSONNEL SERVICES		146,987	192,790	209,470	198,100	198,100	198,100
MATERIALS & SERVICES							
704-052004	Office Supplies	887	1,215	1,000	1,000	1,000	1,000
704-052012	Materials	94	205	390	-	-	-
704-052017	Insurance - Self	-	-	580	-	-	-
704-052018	Professional Development	2,522	2,602	4,250	4,000	4,000	4,000
704-052019	Professional Services	128,940	127,833	136,240	145,000	145,000	145,000
704-052024	Miscellaneous	96	739	200	500	500	500
704-052026	Equipment Fund Charges	-	-	-	27	27	27
704-052027	IT Fund Charges	8,794	16,110	15,930	23,000	23,000	23,000
704-052999	Indirect Cost Allocation	28,272	30,734	34,020	-	-	-
704-052042	Jury Witness Expense	1,152	310	1,250	-	-	-
TOTAL MATERIALS & SERVICES		170,756	179,747	193,860	173,527	173,527	173,527
TOTAL EXPENDITURES		317,743	372,537	403,330	371,627	371,627	371,627

Police Department

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

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

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

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

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Number of Sworn Officers	16	16	16	16	16	16
City Population	12,890	12,920	12,990	13,095	13,158	13,158
Sworn Officers Per Thousand	1.24	1.24	1.23	1.22	1.21	1.21
Annual Dispatch Activity	15,166	15,051	17,262	16,643	15,534	16,000
Annual Activity per Officer	947	940	1078	1040	970	1,000
Annual Case Numbers	1,746	1,574	1,823	1,574	1,501	1,600
Annual Case Numbers per Officer	109	98	114	98	93	100
Traffic Stops	1,914	1,807	2,431	1,809	2,048	2,200
Traffic Citations	338	424	555	578	584	600
Percent of Citations to Stops	18%	23%	23%	32%	28%	25%
Ordinance Violations	112	41	14	18		
Number of Code Enforcement Officers	1	0	0	0.3	1	1



Police Department

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES						
705-051001 Regular Wages	1,054,590	1,033,900	1,122,750	1,190,000	1,190,000	1,190,000
705-051004 Overtime	111,548	120,321	75,010	100,000	100,000	100,000
705-051005 Health Dental Benefits	295,040	312,763	369,450	405,000	405,000	405,000
705-051006 VEBA	15,743	39,650	17,880	19,000	19,000	19,000
705-051007 Retirement	300,265	316,608	348,270	310,000	310,000	310,000
705-051008 FICA	98,281	96,631	101,350	110,000	110,000	110,000
705-051009 Workers Comp	30,083	28,819	31,450	35,000	35,000	35,000
705-051010 Holiday Pay	14,473	21,166	24,230	30,000	30,000	30,000
705-051011 Longevity Pay	630	660	2,460	2,500	2,500	2,500
705-051012 Certification & Incentive	105,626	95,347	109,250	180,000	180,000	180,000
705-051014 Disability Life Ins	3,339	3,237	3,570	4,000	4,000	4,000
705-xxxxxx Direct Labor	(124,518)	(96,379)	(137,500)	-	-	-
TOTAL PERSONNEL SERVICES	1,905,100	1,972,724	2,068,170	2,385,500	2,385,500	2,385,500
MATERIALS & SERVICES						
005-052001 Operating Supplies	7,518	11,561	36,950	40,000	40,000	40,000
005-052002 Personnel Uniforms Equipment	16,063	18,180	17,780	18,000	18,000	18,000
005-052003 Utilities	7,207	7,521	8,200	8,000	8,000	8,000
005-052004 Office Supplies	4,618	3,887	5,180	5,000	5,000	5,000
005-052005 Small Equipment	30,830	23,784		1,000	1,000	1,000
005-052006 Computer Maintenance	32,234	24,289	26,570	8,000	8,000	8,000
005-052009 Postage	268	318	500	500	500	500
005-052010 Telephone	23,939	23,907	25,070	25,000	25,000	25,000
005-052011 Public Information	963	732	1,000	1,000	1,000	1,000
005-052016 Insurance - General	37,233	40,490	43,730	45,000	45,000	45,000
005-052017 Insurance - Self	-	-	4,930	-	-	-
005-052018 Professional Development	10,888	13,825	24,580	20,000	20,000	20,000
005-052019 Professional Services	46,094	28,673	35,000	35,000	35,000	35,000
005-052022 Fuel/Oil	25,196	20,495	28,420	30,000	30,000	30,000
005-052023 Facility Maintenance	10,409	16,810	18,000	20,000	20,000	20,000
005-052024 Miscellaneous	22,362	19,914		1,000	1,000	1,000
005-052026 Equipment Fund Charges	9,568	14,604	15,000	53,000	53,000	53,000
005-052027 IT Fund Charges	-	-		54,500	54,500	54,500
005-052028 Projects & Programs	-	-	1,000	13,320	13,320	13,320
005-052029 Indirect Cost Allocation	124,549	140,158	156,900	-	-	-
005-052053 CERT	798	-	1,000	2,000	2,000	2,000
005-052054 K9 Expense	152	-	1,500	5,000	5,000	5,000
005-052055 Ammunition	7,504	5,853	8,000	6,000	6,000	6,000
TOTAL MATERIALS & SERVICES	418,393	415,001	459,310	391,320	391,320	391,320
TOTAL EXPENDITURES	2,323,492	2,387,725	2,527,480	2,776,820	2,776,820	2,776,820

Library Department

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Grant Dollars Awarded	3.4k	66.3k	57.7k	60.1k	1.8k	9.5k
Open Hours Per Week	47	47	42	42	42	47
Staffing	5.2	5.65	5.38	5.38	5.5	5.5
Total Library Users	61,895	56,933	59,311	51,556	56,926	45,661
Outreach/Program Attendance	5,740	5,788	5,928	8,729	4,694	4,811
Circulation (Checkouts/Renewals)	105,115	109,120	115,483	112,395	92,093	87,499
Downloads - eBooks, Music	4,028	4,382	6,833	7,912	11,215	13,123
Volunteer Hours	892	1,116	813	511	857	678
Children's Programs	167	159	192	242	182	100
Teen Programs	3	23	36	50	8325	15
Adult Programs	30	60	48	85	83	99
Summer Reading Program	Yes	Yes	Yes	Yes	Yes	Yes
Teen Advisory Board	No	No	Yes	Yes	Yes	Yes
Teen Babysitting Classes	No	Yes	Yes	Yes	Yes	Yes
Teen Game Nights	No	Yes	Yes	Yes	Yes	Yes
Public Computing and Wi-Fi	Yes	Yes	Yes	Yes	Yes	Yes
Resume Help/Job Search	Yes	Yes	Yes	Yes	Yes	Yes
Exam Proctoring	Yes	Yes	Yes	Yes	Yes	Yes
Host Writers' Build/Workshops	No	Yes	Yes	Yes	Yes	Yes
Oversee Building Upkeep	Yes	Yes	Yes	Yes	Yes	Yes
Maintain Library's Collection	Yes	Yes	Yes	Yes	Yes	Yes
Manage Meeting Rooms	Yes	Yes	Yes	Yes	Yes	Yes



		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
EXPENDITURES		Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES							
706-051001	Regular Wages	273,058	268,953	288,260	243,000	243,000	243,000
706-051002	Part Time Wages	-	-	-	56,000	56,000	56,000
706-051004	Overtime	95	195	-	-	-	-
706-051005	Health Dental Benefits	42,429	45,958	60,940	73,000	73,000	73,000
706-051006	VEBA	4,320	23,305	4,320	3,800	3,800	3,800
706-051007	Retirement	61,023	57,805	67,540	63,000	63,000	63,000
706-051008	FICA	20,792	20,486	22,200	24,000	24,000	24,000
706-051009	Workers Comp	657	613	660	600	600	600
706-051011	Longevity Pay	1,800	1,800	2,160	2,200	2,200	2,200
706-051012	Certification & Incentive	-	-	600	-	-	-
706-051014	Disability Life Ins	845	720	840	900	900	900
706-xxxxxx	Direct Labor	(31,165)	-	-	-	-	-
TOTAL PERSONNEL SERVICES		373,854	419,835	447,520	456,500	456,500	456,500
MATERIALS & SERVICES							
706-052001	Operating Supplies	816	2,955	-	-	-	-
706-052003	Utilities	13,868	14,765	15,280	15,500	15,500	15,500
706-052004	Office Supplies	5,014	6,018	5,340	5,500	5,500	5,500
706-052005	Small Equipment	-	-	1,020	1,000	1,000	1,000
706-052006	Computer Maintenance	22,375	27,230	28,340	20,000	20,000	20,000
706-052010	Telephone	3,321	3,274	3,640	3,500	3,500	3,500
706-052015	Intergovernmental Services	2,111	1,093	2,230	-	-	-
706-052016	Insurance - General	9,550	10,580	11,430	11,500	11,500	11,500
706-052017	Insurance - Self	-	-	1,590	-	-	-
706-052018	Professional Development	881	3,619	5,000	5,000	5,000	5,000
706-052019	Professional Services	-	-	-	3,000	3,000	3,000
706-052023	Facility Maintenance	31,423	32,704	33,740	35,000	35,000	35,000
706-052024	Miscellaneous	1,264	1,753	2,000	2,000	2,000	2,000
706-052026	Equipment Fund Charges	-	-	-	73	73	73
706-052027	IT Fund Charges	-	-	-	34,500	34,500	34,500
706-052028	Projects & Programs	5,780	5,995	5,600	7,000	7,000	7,000
706-052029	Indirect Cost Allocation	28,027	30,699	36,100	-	-	-
706-052031	Periodicals	2,385	3,096	2,540	2,900	2,900	2,900
706-052032	Digital Resources	2,602	3,703	6,900	7,200	7,200	7,200
706-052033	Printed Materials	26,437	25,934	26,800	29,320	29,320	29,320
706-052034	Visual Materials	4,735	5,750	4,530	6,030	6,030	6,030
706-052035	Audio Materials	3,661	3,239	3,880	4,550	4,550	4,550
TOTAL MATERIALS & SERVICES		164,250	182,407	195,960	193,573	193,573	193,573
TOTAL EXPENDITURES		538,104	602,242	643,480	660,073	660,073	660,073

Finance Department

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Unqualified Audit Report	Yes	Yes	Yes	Yes	Yes	Yes
GFOA Budget Certification	No	Yes	Yes	Yes	Yes	Yes
Avg # of days Qtrly Reports Issued	40	38	35	35	39	19
Physical Checks Printed	3,249	3,239	3,282	3,348	3,274	3,000



EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES						
707-051001 Regular Employee Wages	295,371	314,386	338,720	350,000	350,000	350,000
707-051004 Overtime	933	1,973	-	-	-	-
707-051005 Health Dental Benefits	84,885	81,301	117,190	125,000	125,000	125,000
707-051006 VEBA	3,838	4,328	5,280	5,000	5,000	5,000
707-051007 Retirement	65,156	73,871	81,900	78,000	78,000	78,000
707-051008 FICA	21,794	23,777	26,030	28,000	28,000	28,000
707-051009 Workers Comp	678	687	830	800	800	800
707-051010 Holiday Pay	-	-	-	-	-	-
707-051011 Longevity Pay	900	1,260	1,620	2,000	2,000	2,000
707-051012 Certification Incentive	1,500	2,632	1,800	2,000	2,000	2,000
707-051014 Disability Life Ins	1,042	1,067	1,260	1,200	1,200	1,200
707-051015 Direct Labor	20,413	7,084	(16,660)	-	-	-
TOTAL PERSONNEL SERVICES	496,509	512,366	557,970	592,000	592,000	592,000
MATERIALS & SERVICES						
707-052004 Office Supplies	5,406	2,170	2,500	2,000	2,000	2,000
707-052005 Small Equipment	1,905	4,903	5,500	3,000	3,000	3,000
707-052009 Postage	28,421	13,707	14,700	30,000	30,000	30,000
707-052011 Public Information	791	348	1,000	500	500	500
707-052017 Insurance - Self	-	-	1,680	-	-	-
707-052018 Professional Development	4,888	4,035	10,250	10,000	10,000	10,000
707-052019 Professional Services	78,535	100,126	104,100	80,000	80,000	80,000
707-052024 Miscellaneous	423	754	500	500	500	500
707-052026 Equipment Fund Charges	-	-	-	4,047	4,047	4,047
707-052027 IT Fund Charges	31,162	34,046	33,900	34,500	34,500	34,500
TOTAL MATERIALS & SERVICES	151,532	160,088	174,130	159,281	159,281	159,281
TOTAL EXPENDITURES	648,041	672,454	732,100	756,281	756,281	756,281

Parks Department

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

EXPENDITURES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES						
708-051001 Regular Employee Wages	-	-	-	107,000	107,000	107,000
708-051002 Part Time Wages	-	-	-	29,000	29,000	29,000
708-051004 Overtime	-	-	-	1,000	1,000	1,000
708-051005 Health Dental Benefits	-	-	-	33,000	33,000	33,000
708-051006 VEBA	-	-	-	1,200	1,200	1,200
708-051007 Retirement	-	-	-	28,000	28,000	28,000
708-051008 FICA	-	-	-	8,000	8,000	8,000
708-051009 Workers Comp	-	-	-	4,000	4,000	4,000
708-051012 Certification Incentive	-	-	-	500	500	500
708-051014 Disability Life Ins	-	-	-	500	500	500
708-051015 Direct Labor	101,485	135,207	178,520	-	-	-
TOTAL PERSONNEL SERVICES	101,485	135,207	178,520	212,200	212,200	212,200
MATERIALS & SERVICES						
708-052001 Operating Supplies	44,435	40,359	42,000	45,000	45,000	45,000
708-052003 Utilities	15,710	19,798	18,000	16,000	16,000	16,000
708-052004 Office Supplies	75	-	-	-	-	-
708-052006 Computer Maintenance	139	-	-	-	-	-
708-052010 Telephone	1,311	1,870	2,000	2,000	2,000	2,000
708-052018 Professional Development	1,103	1,240	2,000	2,000	2,000	2,000
708-052019 Professional Services	15,905	17,699	17,000	25,000	25,000	25,000
708-052022 Fuel/Oil	7,441	5,863	9,000	8,000	8,000	8,000
708-052026 Equipment Fund Charges	-	-	-	22,000	22,000	22,000
708-052027 IT Fund Charges	-	-	-	7,000	7,000	7,000
708-052028 Indirect Cost Allocation	21,452	25,350	30,650	-	-	-
708-052056 Dock Services	-	919	6,600	6,000	6,000	6,000
708-052057 Marine Board	9,283	16,778	16,500	16,500	16,500	16,500
TOTAL MATERIALS & SERVICES	116,854	129,876	143,750	149,500	149,500	149,500
TOTAL EXPENDITURES	218,339	265,084	322,270	361,700	361,700	361,700

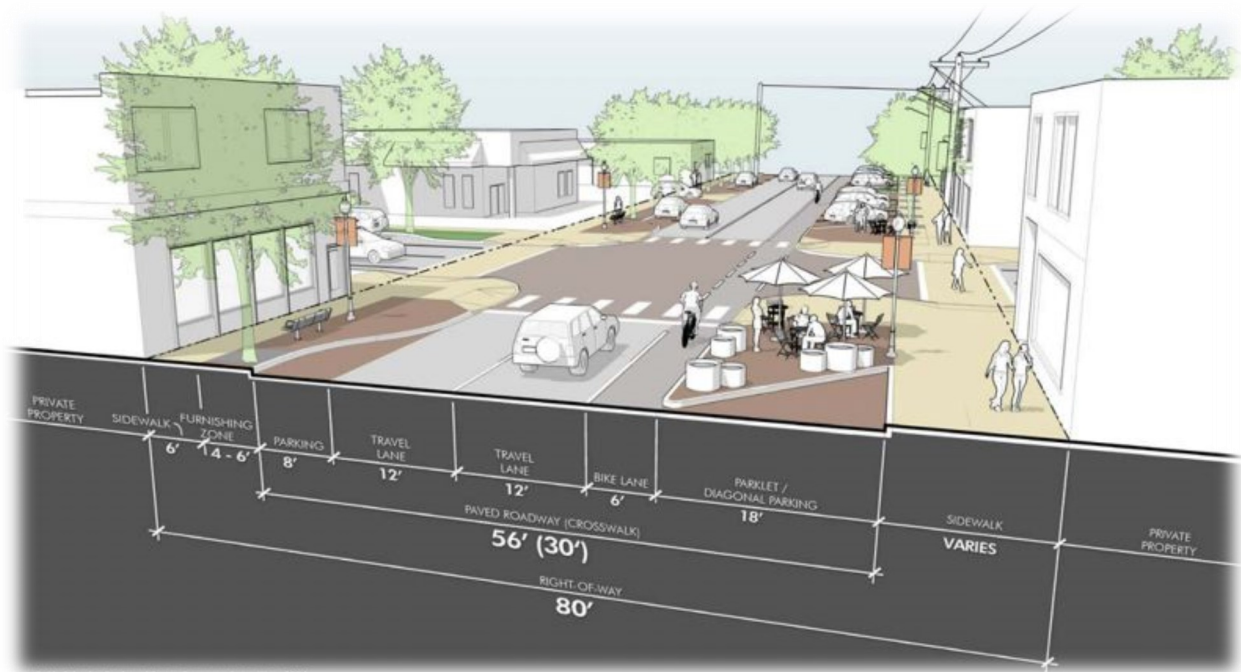
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Planning Department

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

PERFORMANCE MEASUREMENTS

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Land Use Permits	98	97	76	85	97	91
Annexations	2	0	2	0	1	1



EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES							
710-051001	Regular Employee Wages	109,641	121,206	127,470	135,000	135,000	135,000
710-051005	Health Dental Benefits	10,656	14,299	14,700	17,000	17,000	17,000
710-051006	VEBA	1,620	2,160	2,160	2,500	2,500	2,500
710-051007	Retirement	22,441	30,311	31,820	37,000	37,000	37,000
710-051008	FICA	8,355	9,288	9,780	11,500	11,500	11,500
710-051009	Workers Comp	252	252	310	300	300	300
710-051011	Longevity Pay	-	-	360	400	400	400
710-051012	Certification Incentive	-	720	600	-	-	-
710-051014	Disability Life Ins	334	400	420	500	500	500
710-051015	Direct Labor	(4,554)	(64,364)	(75,930)	-	-	-
TOTAL PERSONNEL SERVICES		148,744	114,272	111,690	204,200	204,200	204,200
MATERIALS & SERVICES							
710-052004	Office Supplies	67	-	500	500	500	500
710-052011	Public Information	2,259	4,936	4,320	4,500	4,500	4,500
710-052015	Intergovernmental Services	15,000	15,000	-	-	-	-
710-052017	Insurance - Self	-	-	580	-	-	-
710-052018	Professional Development	2,481	4,017	3,860	4,000	4,000	4,000
710-052019	Professional Services	58,411	3,737	4,000	4,000	4,000	4,000
710-052026	Equipment Fund Charges	-	-	-	5,700	5,700	5,700
710-052027	IT Fund Charges	4,606	5,811	6,670	11,500	11,500	11,500
710-052xxx	Indirect Cost Allocation	14,105	15,574	22,960			
710-052028	Projects & Programs	16,712	22,971	51,015	-	-	-
710-052029	Main Street	-	-	-	25,000	25,000	25,000
710-052030	CLG Expenses	-	-	-	12,500	12,500	12,500
TOTAL MATERIALS & SERVICES		113,641	72,046	93,905	67,700	67,700	67,700
TOTAL EXPENDITURES		262,385	186,318	205,595	271,900	271,900	271,900

Building Department

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

PERFORMANCE MEASURES

TASK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Code Enforcement	6	10	2	20		
Res. SF Dwellings Permits Issued	12	22	16	34		
Commercial Permits Issued	65	98	68	115		
Total Permits Issued	400	309	364	328		



EXPENDITURES		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Adopted	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES							
711-051001	Regular Employee Wages	-	96,654	157,560	165,000	165,000	165,000
711-051005	Health Dental Benefits	-	32,511	41,130	44,000	44,000	44,000
711-051006	VEBA	-	800	2,440	1,000	1,000	1,000
711-051007	Retirement	-	20,363	33,710	35,000	35,000	35,000
711-051008	FICA	-	7,346	12,280	13,000	13,000	13,000
711-051009	Workers Comp	-	764	1,590	2,000	2,000	2,000
711-051011	Longevity Pay	-	360	600	600	600	600
711-051012	Certification Incentive	-	320	960	600	600	600
711-051014	Disability Life Ins	-	347	420	800	800	800
711-051015	Direct Labor	52,786	(14,132)	(16,330)	-	-	-
TOTAL PERSONNEL SERVICES		52,786	145,333	234,360	262,000	262,000	262,000
MATERIALS & SERVICES							
711-052004	Office Supplies	1,229	3,447	3,000	1,000	1,000	1,000
711-052010	Telephone	-	481	1,000	1,200	1,200	1,200
711-052012	Materials	-	-	-	3,000	3,000	3,000
711-052017	Insurance - Self	-	-	720	-	-	-
711-052018	Professional Development	923	2,944	5,000	2,000	2,000	2,000
711-052019	Professional Services	62,899	27,119	15,500	7,000	7,000	7,000
711-052022	Fuel/Oil	-	-	2,000	-	-	-
711-052024	Miscellaneous	-	-	300	500	500	500
711-052026	Equipment Fund Charges	-	18	1,500	5,530	5,530	5,530
711-052027	IT Fund Charges	7,045	10,236	8,800	11,500	11,500	11,500
711-052999	Indirect Cost Allocation	17,573	16,841	25,890	-	-	-
TOTAL MATERIALS & SERVICES		89,669	61,086	63,710	31,730	31,730	31,730
TOTAL EXPENDITURES		142,454	206,419	298,070	293,730	293,730	293,730

Non-Departmental Department

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

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES						
715-051015 Direct Labor	18,447	20,316	93,490	-	-	-
MATERIALS & SERVICES						
715-052003 Utilities	17,473	17,388	17,760	18,000	18,000	18,000
715-052004 Office Supplies	10,836	11,229	13,060	10,000	10,000	10,000
715-052005 Small Equipment	36,303	24,068	15,240	25,000	25,000	25,000
715-052010 Telephone	15,861	17,755	16,950	17,000	17,000	17,000
715-052016 Insurance - General	8,810	9,760	10,330	25,000	25,000	25,000
715-052019 Professional Services	50,494	34,494	35,860	-	-	-
715-052023 Facility Maintenance	12,718	6,624	7,700	50,000	50,000	50,000
715-052024 Miscellaneous	269	129	500	-	-	-
715-052027 IT Fund Charges	3,909	1,631	1,780	-	-	-
715-052049 Litigation Settlement	-	-	89,459	60,000	60,000	60,000
TOTAL MATERIALS & SERVICES	156,673	123,078	208,639	205,000	205,000	205,000
CAPITAL OUTLAY						
715-053001 Capital Outlay	-	-	55,000	-	-	-
TRANSFERS						
715-054001 Transfers	267,740	140,980	72,600	60,000	60,000	60,000
CONTINGENCY						
715-058001 Contingency	-	-	971,043	750,000	750,000	750,000
UNAPPROPRIATED FUND BALANCE						
715-059001 Unapp Fund Balance	-	-	558,911	986,721	986,721	986,721
TOTAL EXPENDITURES	442,860	284,374	1,959,683	2,001,721	2,001,721	2,001,721

SPECIAL REVENUE FUNDS



Visitor & Tourism Fund

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



Visitor & Tourism Fund

RESOURCES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
INTERGOVERNMENTAL REVENUE							
000-032002	Motel Hotel Tax	110,671	129,900	126,000	140,000	140,000	140,000
MISC REVENUE							
000-037001	Interest	-	-	-	-	-	-
000-037020	Sponsorships	11,746	10,311	25,000	45,000	45,000	45,000
000-031021	Fireworks	-	450	4,500	-	-	-
000-037022	Halloween	-	-	-	40,000	40,000	40,000
000-037023	13 Nights	-	-	-	60,000	60,000	60,000
000-037015	Other Events	7,027	5,911	-	1,000	1,000	1,000
TOTAL MISC REVENUE		18,773	16,672	29,500	146,000	146,000	146,000
GRANTS							
000-033005	Grants	-	-	50,000	-	-	-
FUND BALANCE AVAILABLE							
000-039001	Fund Balance Available	230,498	164,832	199,241	212,363	212,363	212,363
TOTAL RESOURCES		359,942	311,404	404,741	498,363	498,363	498,363

EXPENDITURES		2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES							
000-052011	Public Information	62,726	10,087	14,000	15,000	15,000	15,000
000-052019	Professional Services	33,441	28,963	29,000	40,000	40,000	40,000
000-052025	GFSS Charge	-	-	-	14,000	14,000	14,000
000-052026	Equipment Fund Charges	-	-	-	1,527	1,527	1,527
000-052055	Public Art	-	5,000	5,000	5,000	5,000	5,000
000-052056	Branding and Way Finding	-	-	100,000	5,000	5,000	5,000
000-052057	Events - Fireworks	-	-	-	20,000	20,000	20,000
000-052058	Events - Halloween	-	-	-	110,000	110,000	110,000
000-052059	Events - General	79,943	57,550	88,000	5,000	5,000	5,000
000-052074	Events - 13 Nights	-	-	-	60,000	60,000	60,000
TOTAL MATERIALS & SERVICES		176,110	101,599	236,000	275,527	275,527	275,527
TRANSFERS							
000-054001	Transfers	19,000	-	30,000	-	-	-
CONTINGENCY							
000-058001	Contingency	-	-	19,500	10,000	10,000	10,000
UNAPPROPRIATED FUND BALANCE							
000-059001	Unapp Fund Balance	-	-	119,241	212,836	212,836	212,836
TOTAL EXPENDITURES		195,110	101,599	404,741	498,363	498,363	498,363

Community Development

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

RESOURCES		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Actual	Budget	Proposed	Approved	Adopted
MISC REVENUE							
000-037001	Interest	-	-	-	-	-	-
000-037026	Property Tax Reimbursement	-	-	-	150,000	150,000	150,000
000-037004	Miscellaneous - General	-	-	-	50,000	50,000	50,000
000-037011	Lease Payments - Property	-	-	450,000	300,000	300,000	300,000
000-037027	Lease Payments - Businesses	-	-	-	-	-	-
TOTAL MISC REVENUE		-	-	450,000	500,000	500,000	500,000
GRANTS							
000-033005	Grants	-	-	400,000	1,500,000	1,500,000	1,500,000
TRANSFERS							
000-038001	Transfers	-	-	549,850	660,000	660,000	660,000
FUND BALANCE AVAILABLE							
000-039001	Fund Balance Available	-	-	-	446,861	446,861	446,861
TOTAL RESOURCES		-	-	1,399,850	3,106,861	3,106,861	3,106,861
EXPENDITURES		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Actual	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES							
Dept 721	Economic Planning	-	-	600,000	1,560,000	1,560,000	1,560,000
Dept 722	Boise WP Property	-	-	184,800	248,500	248,500	248,500
Dept 723	Boise Veneer Property	-	-	30,200	55,500	55,500	55,500
Dept 724	Forestry	-	-	50,000	50,000	50,000	50,000
TOTAL MATERIALS & SERVICES		-	-	865,000	1,914,000	1,914,000	1,914,000
DEBT SERVICE							
Dept 722	Boise WP Property	-	-	235,000	150,000	150,000	150,000
Dept 723	Boise Veneer Property	-	-	39,800	124,749	124,749	124,749
TOTAL DEBT SERVICE		-	-	274,800	274,749	274,749	274,749
CAPITAL OUTLAY							
000-057001	Capital Outlay	-	-	-	600,000	600,000	600,000
CONTINGENCY							
000-058001	Contingency	-	-	237,290	250,000	250,000	250,000
UNAPPROPRIATED FUND BALANCE							
000-059001	Unapp Fund Balance	-	-	22,760	68,112	68,112	68,112
TOTAL EXPENDITURES		-	-	1,399,850	3,106,861	3,106,861	3,106,861

Community Development

DEPT 721—Economic Planning

The Economic Planning Department is responsible for the planning and feasibility studies of the Boise/Veneer property as well as general city economic planning activities. One main project in the 2017/18 year will be for a consultant to review and document an inventory list of all vacant land and buildings available within City Limits. This project will assist the City in helping developers and entrepreneurs review potential sites for incoming and new businesses in St. Helens in hopes of improving the local economy and bringing more job potential to the City. Along with this project, the City of St. Helens continues to work consultants on the feasibility and studies for the waterfront and lagoon projects. An EPA grant is shown in the Revenue section for this fund with the corresponding expenses shown in this department. This EPA Grant would help the City take the next steps in the Waterfront and Lagoon projects.

EXPENDITURES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Budget	Proposed	Approved	Adopted
DEPT 721 - ECONOMIC PLANNING						
MATERIALS & SERVICES						
721052019 Professional Services	-	-	-	60,000	60,000	60,000
721-052050 Area Wide Planning	-	-	400,000	-	-	-
721-052051 Urban Renewal	-	-	110,000	-	-	-
721-052052 Sediment Repository Review	-	-	90,000	-	-	-
721-052075 EPA Grant	-	-	-	1,500,000	1,500,000	1,500,000
TOTAL MATERIALS & SERVICES	-	-	600,000	1,560,000	1,560,000	1,560,000



Community Development

DEPT 722—Boise White Paper Property

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

EXPENDITURES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Budget	Proposed	Approved	Adopted
DEPT 722 - BOISE WP PROPERTY						
MATERIALS & SERVICES						
722-052019 Professional Services	-	-	10,000	20,000	20,000	20,000
722-052016 Insurance - General	-	-	-	11,000	11,000	11,000
722-052023 Facility Maintenance	-	-	19,800	60,000	60,000	60,000
722-052053 Property Taxes	-	-	150,000	150,000	150,000	150,000
722-052054 Offshore Lease	-	-	5,000	7,500	7,500	7,500
TOTAL MATERIALS & SERVICES	-	-	184,800	248,500	248,500	248,500
DEBT SERVICE						
722-055001 Principal	-	-	150,000	150,000	150,000	150,000
TOTAL - BOISE WP PROPERTY	-	-	334,800	398,500	398,500	398,500



Community Development

DEPT 723—Boise Veneer Property

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

EXPENDITURES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Budget	Proposed	Approved	Adopted
DEPT 723 - BOISE VENEER PROPERTY						
MATERIALS & SERVICES						
723-052016 Insurance - General	-	-	-	8,000	8,000	8,000
723-052023 Facility Maintenance	-	-	25,200	40,000	40,000	40,000
723-052054 Offshore Lease	-	-	5,000	7,500	7,500	7,500
TOTAL MATERIALS & SERVICES	-	-	30,200	55,500	55,500	55,500
DEBT SERVICE						
723-055001 Principal	-	-	85,000	84,949	84,949	84,949
723-055002 Interest	-	-	39,800	39,800	39,800	39,800
TOTAL DEBT SERVICE	-	-	124,800	124,749	124,749	124,749
TOTAL - BOISE VENEER PROPERTY	-	-	155,000	180,249	180,249	180,249

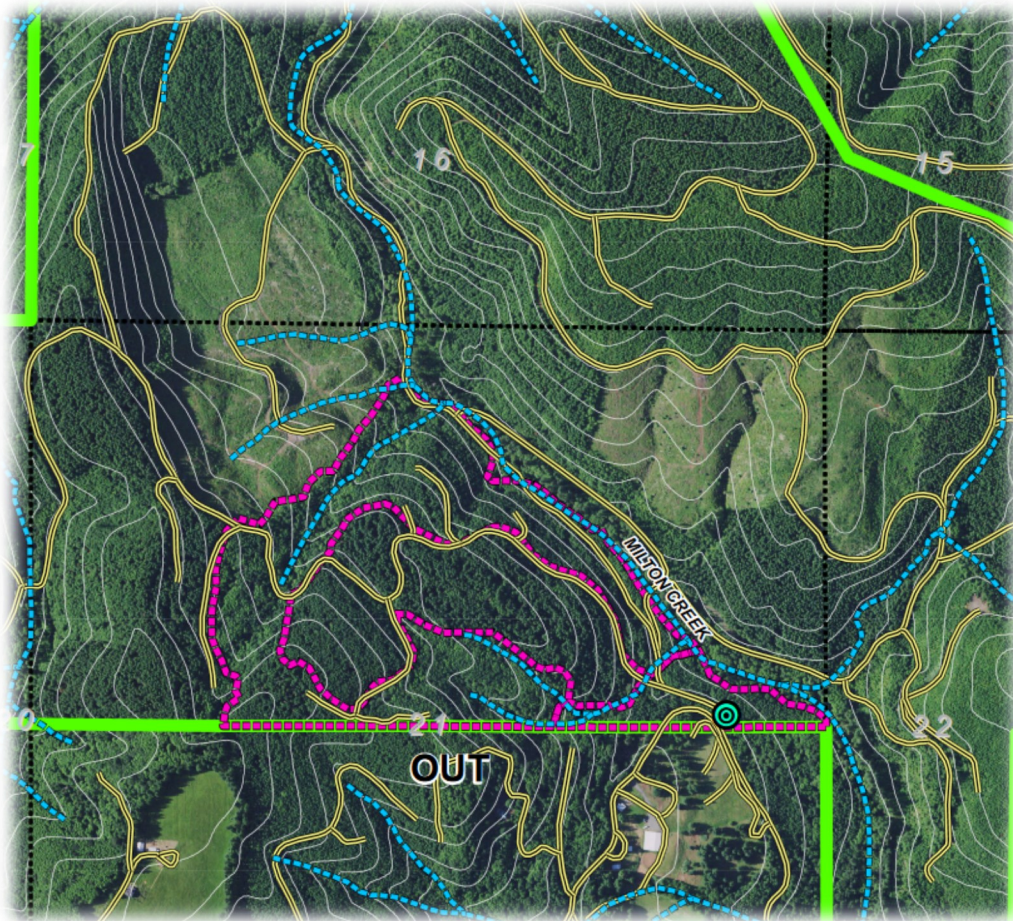


Community Development

DEPT 724—Forestry

The City of St. Helens about 2,000 Acres of Forestland northwest of the City. The Forestland is managed by a consulting company that works at increasing the potential harvesting of trees each year. The City’s timber has not been harvesting for several years due to an increased harvesting in previous years. The City’s goal is to build up the harvest to a manageable level until it reaches the point where it can be harvested on a more regular basis every year going forward. This has meant careful planning and planting of trees to achieve a more even age distribution in the forestland. The City has anticipated an initial first cut in 2018/19 if the land continues to grow as expected. The 2017/18 year will include continued maintenance and planting as the City looks at building a sustainable and manageable growth for the future years.

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
DEPT 724 - FORESTRY						
MATERIALS & SERVICES						
724-052019 Professional Services	-	-	50,000	50,000	50,000	50,000
TOTAL - FORESTRY	-	-	50,000	50,000	50,000	50,000



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COMMUNITY ENHANCEMENT FUND

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



COMMUNITY ENHANCEMENT FUND

RESOURCES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CHARGES FOR SERVICES						
716-034024 PW Projects for Public Art	-	-	-	2,750	2,750	2,750
706-034023 Room Rental Fee	-	-	-	500	500	500
TOTAL CHARGES FOR SERVICES	-	-	-	3,250	3,250	3,250
INTERGOVERNMENTAL REVENUE						
000-033005 Grants - General	510,808	124,529	6,000	-	-	-
705-033005 Grants	-	-	126,805	126,000	126,000	126,000
706-033005 Grants	-	-	6,850	3,485	3,485	3,485
716-033005 Grants	-	-	-	12,000	12,000	12,000
TOTAL MISC REVENUE	510,808	124,529	139,655	141,485	141,485	141,485
MISC REVENUE						
000-037001 Interest	1,141	202	1,200	-	-	-
000-037007 Miscellaneous - General	1,025,558	383,579	380	-	-	-
000-037011 Donations - Police	-	-	16,500	14,000	14,000	14,000
000-037013 Donations - Gateway Funding	-	-	38,000	2,000	2,000	2,000
000-037017 Donations - Ukulele Club	-	-	-	350	350	350
000-037018 Donations - Cultural Coalition	-	-	-	1,250	1,250	1,250
000-037014 Donations - Community Enhance	-	22,567	36,629	-	-	-
TOTAL MISC REVENUE	1,026,699	406,348	92,709	17,600	17,600	17,600
TRANSFERS						
000-038001 Transfers	2,070,340	1,075,980	43,530	-	-	-
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	463,344	2,300,550	556,041	42,721	42,721	42,721
TOTAL RESOURCES	4,071,191	3,907,407	831,935	205,056	205,056	205,056

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES						
Dept 000 - General	591,399	3,378,837	42,992	-	-	-
Dept 705 - Police	113,814	16,402	188,664	172,997	172,997	172,997
Dept 706 - Library	15,195	10,346	23,950	6,078	6,078	6,078
Dept 716 - Public Arts	28,215	4,365	46,500	20,500	20,500	20,500
TOTAL MATERIALS & SERVICES	748,623	3,409,950	302,106	199,575	199,575	199,575
DEBT SERVICE						
000-053001 Debt Service	6,500	-	-	-	-	-
TRANSFERS						
000-054001 Transfers	2,421	82,850	157,560	-	-	-
CONTINGENCY						
000-058001 Contingency	-	-	80,510	5,481	5,481	5,481
FUND BALANCE AVAILABLE						
000-059001 Unapp Fund Balance	-	-	291,759	-	-	-
TOTAL EXPENDITURES	757,544	3,492,800	831,935	205,056	205,056	205,056

COMMUNITY ENHANCEMENT FUND**POLICE DEPARTMENT**

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES						
705-052028 Projects & Programs	113,814	16,402	188,864	40,497	40,497	40,497
705-052028 PD Reserve Officer Expenses	-	-	-	6,500	6,500	6,500
705-052028 CCT - Contract Personnel	-	-	-	100,000	100,000	100,000
705-052028 CCT - Travel Equip Other	-	-	-	26,000	26,000	26,000
TOTAL MATERIALS & SERVICES	113,814	16,402	188,864	172,997	172,997	172,997
TOTAL EXPENDITURES	113,814	16,402	188,864	172,997	172,997	172,997

LIBRARY DEPARTMENT

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Approved
MATERIALS & SERVICES						
706-052028 Projects & Programs	15,195	10,346	23,950	2,243	2,243	2,243
706-052028 Ready to Read	-	-	-	1,750	1,750	1,750
706-052028 Donation Expense	-	-	-	2,085	2,085	2,085
706-052028 CCC Library Expense	-	-	-	-	-	-
TOTAL MATERIALS & SERVICES	15,195	10,346	23,950	6,078	6,078	6,078
TOTAL EXPENDITURES	15,195	10,346	23,950	6,078	6,078	6,078

PUBLIC ARTS DEPARTMENT

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES						
716-052028 Projects & Programs	7,971		500	-	-	-
716-052069 Summer Arts in the Park	603	881	1,500	1,000	1,000	1,000
716-052070 Maintenance of Public Art	50		750	500	500	500
716-052071 Administration & Marketing	312	120	500	250	250	250
716-052072 Bike Rack Projects	201		1,500	-	-	-
716-052073 Free Art & Craft Workshops	425	204	1,250	250	250	250
716-052074 Gateway Project - Phase 1	18,653	2,660	3,000	3,000	3,000	3,000
716-052075 Gateway Project - Phase 2		500	46,500	15,500	15,500	15,500
TOTAL MATERIALS & SERVICES	28,215	4,365	55,500	20,500	20,500	20,500
CONTINGENCY						
716-058001 Contingency	-	1,000	3,000	5,481	5,481	5,481
TOTAL EXPENDITURES	28,215	5,365	58,500	25,981	25,981	25,981

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Street Fund

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

Specific Capital Projects on the docket for 2017/18:

STS.001 > Paving Unimproved Streets	\$120,000
STS.003 > Sidewalk Improvements	\$50,000
STS.004 > General Overlays	\$240,000
STS.007 > General Road Patching Projects	\$20,000
STS.008 > Crack Sealing	\$75,000
STM.006 > Street Sweep Cleaning	\$15,000
Street Striping Maintenance	\$25,000



You can find more information on current and future capital projects in the Capital Improvement Plan section of the budget document.

RESOURCES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
INTERGOVERNMENTAL						
000-033008 Motor Vehicle Tax	736,027	773,214	772,200	800,000	800,000	800,000
000-033009 State Grants	-	-	95,000	485,000	485,000	485,000
TOTAL INTERGOVERNMENTAL	736,027	773,214	867,200	1,285,000	1,285,000	1,285,000
MISCELLANEOUS						
000-037004 Miscellaneous	1,821	2,506	2,250	1,000	1,000	1,000
000-037001 Interest	9,841	6,965	12,000	7,000	7,000	7,000
000-037030 Rental House Revenue	-	-	-	9,000	9,000	9,000
TOTAL MISCELLANEOUS	11,662	9,471	14,250	17,000	17,000	17,000
TRANSFERS						
000-038001 Transfers	-	-	-	-	-	-
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	630,182	600,884	656,813	825,275	825,275	825,275
TOTAL RESOURCES	1,377,871	1,383,569	1,538,263	2,127,275	2,127,275	2,127,275

Street Fund

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES						
000-051016 PW Support Service Charge	-	-	-	400,000	400,000	400,000
000-051xxx Direct Labor Charge	311,689	318,098	325,100	-	-	-
TOTAL PERSONNEL SERVICES	311,689	318,098	325,100	400,000	400,000	400,000
MATERIALS & SERVICES						
000-052001 Operating Supplies	31,445	30,081	43,000	45,000	45,000	45,000
000-052003 Utilities	68,847	70,395	49,100	50,000	50,000	50,000
000-052004 Office Supplies	-	1,223	-	-	-	-
000-052019 Professional Services	7,517	3,732	13,000	25,000	25,000	25,000
000-052025 GFSS Fund Charges	-	-	-	150,250	150,250	150,250
000-052026 Equipment Fund Charges	62,500	69,500	69,500	95,042	95,042	95,042
000-052060 Lease	2,190	1,677	2,500	2,500	2,500	2,500
000-052061 Bicycle Safety	1,413	571	2,000	-	-	-
000-052063 PW Operation Fund Charges	-	-	-	22,500	22,500	22,500
000-xxxxxx Indirect Cost Allocation	122,908	111,619	137,920	-	-	-
TOTAL MATERIALS & SERVICES	296,820	288,799	317,020	390,292	390,292	390,292
DEBT SERVICE						
000-055001 Principle	-	-	15,400	42,500	42,500	42,500
000-055002 Interest	-	-	10,500	17,500	17,500	17,500
TOTAL DEBT SERVICE	-	-	25,900	60,000	60,000	60,000
CAPITALY OUTLAY						
000-053001 Capital Outlay	29,989	113,247	120,000	545,000	545,000	545,000
TRANSFERS						
000-054001 Transfers	137,500	5,500	54,970	-	-	-
CONTINGENCY						
000-058001 Contingency	-	-	100,000	100,000	100,000	100,000
UNAPPROPRIATED FUND BALANCE						
000-059001 Unapp Fund Balance	-	-	595,273	631,983	631,983	631,983
TOTAL EXPENDITURES	775,998	725,644	1,538,263	2,127,275	2,127,275	2,127,275

Street SDC Fund

The Street SDC Funds are for System Development Charges that are paid on development projects that happen throughout the City. These are most notably new homes, which pay a System Development Charge that is received by the City and used for increasing capacity needs based on the specific SDC (Streets, Water, Sewer, etc.) projects that are outlined by the City. SDC rates are reviewed usually every 7 years to take into consideration future development needs and known projects for the City.

Specific Street SDC Projects on the docket for 2017/18 are:

STS.001 > Paving unimproved Streets	\$30,000
Gable Road Payment to County	\$240,000
General Capital Outlay	\$Remaining Funds

The City of St. Helens budgets to use all SDC funds for any potential opportunities that become available where SDC funds can be used for potential projects that are not expected throughout the fiscal year.

RESOURCES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Adopted	Proposed	Approved	Adopted
CHARGES FOR SERVICES						
000-034008 SDC Charges	75,794	43,449	40,000	40,000	40,000	40,000
MISCELLANEOUS						
000-037004 Miscellaneous - General	36,223	258,738	1,080,000	-	-	-
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	1,267,150	1,321,848	1,395,886	1,079,591	1,079,591	1,079,591
TOTAL RESOURCES	1,379,167	1,624,036	2,515,886	1,119,591	1,119,591	1,119,591

EXPENDITURES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Adopted	Adopted	Proposed	Approved	Adopted
CAPITALY OUTLAY						
000-053001 Capital Outlay	34,354	247,873	1,356,300	1,119,591	1,119,591	1,119,591
TRANSFERS						
000-054001 Transfers	-	500,000	100,000	-	-	-
CONTINGENCY						
000-058001 Contingency	-	-	100,000	-	-	-
UNAPPROPRIATED FUND BALANCE						
000-059001 Unapp Fund Balance	-	-	959,586	-	-	-
TOTAL EXPENDITURES	34,354	747,873	2,515,886	1,119,591	1,119,591	1,119,591

ENTERPRISE FUNDS



Water Fund

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

The Water Fund is separated into two main departments; Water Operations and Water Filtration as you will see in the budget document. These departments are kept separate to help track expenses specifically for the water filtration facility.

For 2017/18 there are 5 main Capital Improvement Projects for the fiscal year. These projects are accounting for in the Capital Outlay section of the Water Fund Budget. More detailed information on these specific projects can be found in the Capital Improvement Plan section of the Budget.

WTR.003 - Water Meter Replacement	\$25,000
WTR.004 - Water Main Replacement	\$200,000
WTR.006 - Waterproof Reservoir Exterior	\$50,000
WTR.008 - Water Well Clean-up	\$30,000



Water Fund**WATER FUND SUMMARY**

		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
RESOURCES		Actual	Actual	Adopted	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
000-034007	Water Sales - Residential	3,002,235	3,154,643	3,168,500	3,350,000	3,350,000	3,350,000
000-034008	Water Sales - Com/Ind	-	-	-	-	-	-
000-034009	Late Reconnection Tamper Fees	-	22,294	-	75,000	75,000	75,000
000-034010	Water Connections	3,335	8,350	3,880	5,000	5,000	5,000
TOTAL CHARGES FOR SERVICES		3,005,570	3,185,287	3,172,380	3,430,000	3,430,000	3,430,000
MISCELLANEOUS							
000-037001	Interest	26,461	22,803	18,000	15,000	15,000	15,000
000-037004	Miscellaneous - General	30,369	12,629	30,300	20,000	20,000	20,000
TOTAL MISCELLANEOUS		56,830	35,432	48,300	35,000	35,000	35,000
FUND BALANCE AVAILABLE							
000-039001	Fund Balance Available	1,785,083	2,054,485	2,176,538	2,817,070	2,817,070	2,817,070
TOTAL RESOURCES		4,847,483	5,275,204	5,397,218	6,282,070	6,282,070	6,282,070
EXPENDITURES							
PERSONNEL SERVICES							
Dept 731	Dept 731 - Personnel Services	689,182	704,144	757,100	655,000	655,000	655,000
Dept 732	Dept 732 - Personnel Services	236,326	241,036	251,940	235,600	235,600	235,600
TOTAL PERSONNEL SERVICES		925,508	945,181	1,009,040	890,600	890,600	890,600
MATERIALS & SERVICES							
Dept 731	Dept 731 - M&S	1,003,227	1,025,688	1,135,413	825,317	825,317	825,317
Dept 732	Dept 732 - M&S	141,770	140,538	169,020	169,500	169,500	169,500
TOTAL MATERIALS & SERVICES		1,144,997	1,166,225	1,304,433	994,817	994,817	994,817
DEBT SERVICE							
000-055001	Principle	367,000	377,000	382,000	436,382	436,382	436,382
000-055002	Interest	134,502	125,760	116,900	125,741	125,741	125,741
TOTAL DEBT SERVICE		501,502	502,760	498,900	562,123	562,123	562,123
CAPITALY OUTLAY							
000-056001	Capital Outlay	-	-	-	305,000	305,000	305,000
TRANSFERS							
000-057001	Transfers	465,000	394,000	909,580	300,000	300,000	300,000
CONTINGENCY							
000-058001	Contingency	-	-	300,000	100,000	100,000	100,000
UNAPPROPRIATED FUND BALANCE							
000-059001	Unapp Fund Balance	-	239,092	1,375,265	3,129,530	3,129,530	3,129,530
TOTAL EXPENDITURES		3,037,007	3,247,258	5,397,218	6,282,070	6,282,070	6,282,070

Water Fund**Department 731 - Water Operations**

EXPENDITURES - WATER DISTRIBUTION	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES						
731-051016 PW Support Service Charge	-	-	-	655,000	655,000	655,000
731-051xxx Direct Labor Charge	689,182	704,144	757,100	-	-	-
TOTAL PERSONNEL SERVICES	689,182	704,144	757,100	655,000	655,000	655,000
MATERIALS & SERVICES						
731-052001 Operating Supplies	59,670	58,575	68,000	70,000	70,000	70,000
731-052003 Utilities	33,529	34,542	40,000	40,000	40,000	40,000
731-052010 Telephone	1,065	1,354	2,000	2,000	2,000	2,000
731-052016 Insurance - General	39,720	44,030	47,550	50,000	50,000	50,000
731-052019 Professional Services	21,114	11,379	43,000	40,000	40,000	40,000
731-052023 Facility Maintenance	75,000	-	-	-	-	-
731-052026 Equipment Fund Charges	-	83,400	83,400	205,117	205,117	205,117
731-052060 Lease	697	677	670	700	700	700
731-052063 PW Operation Fund Charges	-	-	-	52,500	52,500	52,500
731-052064 Lab Testing	9,190	5,749	10,000	12,000	12,000	12,000
731-052065 Uncollectable Accounts	11,283	-	12,720	10,000	10,000	10,000
731-052067 In Lieu of Franchise Fee	298,245	303,382	316,850	343,000	343,000	343,000
731-052068 Forestry Preservation	-	41,511	7,483	-	-	-
731-052xxx Indirect Cost Allocation	453,714	441,088	503,740	-	-	-
TOTAL MATERIALS & SERVICES	1,003,227	1,025,688	1,135,413	825,317	825,317	825,317
TOTAL EXPENDITURES	1,692,409	1,729,832	1,892,513	1,480,317	1,480,317	1,480,317

Water Fund**Department 732 - Water Filtration**

EXPENDITURES - WATER FILTRATION		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES							
732-051001	Regular Wages	120,528	123,732	126,230	132,000	132,000	132,000
732-051004	Overtime	19,991	17,875	20,790	22,000	22,000	22,000
732-051005	Health Dental Benefits	31,826	33,447	36,060	35,000	35,000	35,000
732-051006	VEBA	960	960	960	1,000	1,000	1,000
732-051007	Retirement	31,936	32,838	34,040	28,000	28,000	28,000
732-051008	FICA	11,737	11,875	12,410	11,000	11,000	11,000
732-051009	Workers Comp	3,344	3,537	3,660	4,500	4,500	4,500
732-051011	Longevity Pay	720	860	960	1,000	1,000	1,000
732-051012	Certification & Incentive	-	-	600	600	600	600
732-051014	Disability Life Ins	422	400	420	500	500	500
732-051015	Standby Pay	13,339	13,981	14,200	-	-	-
732-051xxx	Direct Labor Charge	1,523	1,530	1,610	-	-	-
TOTAL PERSONNEL SERVICES		236,326	241,036	251,940	235,600	235,600	235,600
MATERIALS & SERVICES							
732-052001	Operating Supplies	56,443	59,857	38,500	40,000	40,000	40,000
732-052003	Utilities	66,823	67,148	63,540	65,000	65,000	65,000
732-052004	Office Supplies	603	293	-	-	-	-
732-052010	Telephone	8,811	9,402	9,400	9,000	9,000	9,000
732-052017	Insurance - Self	-	-	580	-	-	-
732-052018	Professional Development	-	2,341	5,500	5,500	5,500	5,500
732-052019	Professional Services	1,388	-	-	-	-	-
732-052022	Fuel/Oil	-	333	1,000	1,000	1,000	1,000
732-052023	Facility Maintenance	5,298	-	5,000	3,000	3,000	3,000
732-052027	IT Fund Charges	2,119	-	2,500	-	-	-
732-052064	Lab Testing	285	1,165	6,000	6,000	6,000	6,000
732-052083	Chemicals	-	-	37,000	40,000	40,000	40,000
TOTAL MATERIALS & SERVICES		141,770	140,538	169,020	169,500	169,500	169,500
TOTAL EXPENDITURES		378,096	381,574	420,960	405,100	405,100	405,100

Water SDC Fund

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

For 2017/18 there is only one specific Water SDC Project that is projected:

WTR.002 - Purchase Land (high/low) for Water Reservoir

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



Water SDC Fund

RESOURCES	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CHARGES FOR SERVICES						
000-034008 SDC Charges	80,781	40,176	50,000	60,000	60,000	60,000
TRANSFERS						
000-038001 Transfers	450,000	325,000	500,000	-	-	-
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	1,684,024	1,643,229	1,681,529	253,099	253,099	253,099
TOTAL RESOURCES	2,214,805	2,008,405	2,231,529	313,099	313,099	313,099

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITALY OUTLAY						
000-053001 Capital Outlay	571,576	306,933	1,000,000	313,099	313,099	313,099
CONTINGENCY						
000-058001 Contingency	-	-	100,000	-	-	-
TOTAL EXPENDITURES	571,576	306,933	1,100,000	313,099	313,099	313,099

Sewer Fund

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

For 2017/18 there are 3 main Capital Improvement Projects for the fiscal year. These projects are accounting for in the Capital Outlay section of the Sewer Fund budget. More detailed information on these specific projects can be found in the Capital Improvement Plan section of the Budget.

SWR.002 - Sewer Main Replacement	\$200,000
SWR.003 - Lift Station #1 Wet-Well	\$40,000
SWR.004 - South Trunk Upgrades	\$250,000



Sewer Fund**SEWER FUND SUMMARY**

RESOURCES	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CHARGES FOR SERVICES						
000-034011 Sewer Service Charges	3,423,220	3,652,471	3,510,000	3,600,000	3,600,000	3,600,000
000-034012 Secondary Boise	338,623	436,203	459,000	460,000	460,000	460,000
000-034013 Sludge Disposal Charge	87,771	136,780	118,500	130,000	130,000	130,000
000-034014 Connection Charge	2,087	810	1,000	1,000	1,000	1,000
000-034015 Sewer LID Payments	-	-	-	1,000	1,000	1,000
000-034016 Sewer Lateral Payments	515	565	500	2,000	2,000	2,000
TOTAL CHARGES FOR SERVICES	3,852,216	4,226,829	4,089,000	4,194,000	4,194,000	4,194,000
MISCELLANEOUS						
000-037001 Interest	29,528	32,894	25,000	12,000	12,000	12,000
000-037004 Miscellaneous	391	1,038	1,000	1,000	1,000	1,000
TOTAL MISCELLANEOUS	29,919	33,932	26,000	13,000	13,000	13,000
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	2,926,376	1,813,347	2,911,278	4,320,237	4,320,237	4,320,237
TOTAL RESOURCES	6,808,511	6,074,108	7,026,278	8,527,237	8,527,237	8,527,237

Sewer Fund**SEWER FUND SUMMARY**

		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
EXPENDITURES		Actual	Adopted	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES							
Dept 735	PS Totals for Sewer Collection	696,355	683,488	669,890	575,000	575,000	575,000
Dept 736	PS Totals for Primary Treat	140,508	141,861	166,880	136,000	136,000	136,000
Dept 737	PS Totals for Secondary Treat	181,932	182,218	211,120	181,000	181,000	181,000
Dept 738	PS Totals for Pump Services	119,128	120,783	127,260	136,000	136,000	136,000
TOTAL PERSONNEL SERVICES		1,137,923	1,128,350	1,175,150	1,028,000	1,028,000	1,028,000
MATERIALS & SERVICES							
Dept 735	M&S Totals for Sewer Collection	844,379	795,771	847,450	1,237,213	1,237,213	1,237,213
Dept 736	M&S Totals for Primary Treat	185,718	197,396	224,790	179,500	179,500	179,500
Dept 737	M&S Totals for Secondary Treat	414,540	417,309	359,470	289,000	289,000	289,000
Dept 738	M&S Totals for Pump Services	41,673	57,155	83,830	42,000	42,000	42,000
TOTAL MATERIALS & SERVICES		1,486,310	1,467,632	1,515,540	1,747,713	1,747,713	1,747,713
DEBT SERVICE							
000-055001	Principle	330,650	350,276	442,200	537,000	537,000	537,000
000-055002	Interest	60,980	42,502	423,000	161,000	161,000	161,000
000-055003	Loan Fee	4,375	8,250	30,550	31,000	31,000	31,000
TOTAL DEBT SERVICE		396,005	401,028	895,750	729,000	729,000	729,000
CAPITALY OUTLAY							
000-056001	Capital Outlay	-	-	9,000	490,000	490,000	490,000
TRANSFERS							
000-057001	Transfers	265,000	395,500	647,740	300,000	300,000	300,000
CONTINGENCY							
000-058001	Contingency	-	-	410,000	100,000	100,000	100,000
UNAPPROPRIATED FUND BALANCE							
000-059001	Unapp Fund Balance	-	-	2,373,098	4,132,524	4,132,524	4,132,524
TOTAL EXPENDITURES		3,285,238	3,392,510	7,026,278	8,527,237	8,527,237	8,527,237

Sewer Fund

EXPENDITURES SEWER COLLECTION		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES							
735-051016	PW Support Services Charge	-	-	-	575,000	575,000	575,000
735-051xxx	Direct Labor Charge	696,355	683,488	669,890	-	-	-
TOTAL PERSONNEL SERVICES		696,355	683,488	669,890	575,000	575,000	575,000
MATERIALS & SERVICES							
735-052001	Operating Supplies	11,476	12,838	35,000	25,000	25,000	25,000
735-052003	Utilities	-	131	-	-	-	-
735-052019	Professional Services	37,124	15,629	45,000	25,000	25,000	25,000
735-052023	Facility Maintenance	37,500	-	-	-	-	-
735-052025	GFSS Fund Charges	-	-	-	545,250	545,250	545,250
735-052026	Equipment Fund Charges	-	41,700	41,700	160,063	160,063	160,063
735-052063	PW Operation Fund Charges	-	-	-	52,500	52,500	52,500
735-052065	Uncollectable Accounts	15,229	-	14,080	10,000	10,000	10,000
735-052067	In Lieu of Franchise Fee	331,448	329,473	351,000	419,400	419,400	419,400
735-052xxx	Indirect Labor Charge	411,602	396,000	360,670	-	-	-
TOTAL MATERIALS & SERVICES		844,379	795,771	847,450	1,237,213	1,237,213	1,237,213

EXPENDITURES PRIMARY TREATMENT		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES							
736-051016	PW Support Services Charge	-	-	-	136,000	136,000	136,000
736-051xxx	Direct Labor Charge	140,508	141,861	166,880	-	-	-
TOTAL PERSONNEL SERVICES		140,508	141,861	166,880	136,000	136,000	136,000
MATERIALS & SERVICES							
736-052001	Operating Supplies	44,938	49,622	20,000	30,000	30,000	30,000
736-052003	Utilities	35,074	36,448	42,200	43,000	43,000	43,000
736-052004	Office Supplies	148	-	-	-	-	-
736-052006	Computer Maintenance	-	395	2,000	-	-	-
736-052010	Telephone	2,556	2,662	3,110	4,000	4,000	4,000
736-052016	Insurance - General	27,170	30,110	32,520	33,000	33,000	33,000
736-052018	Professional Development	237	1,750	2,000	2,000	2,000	2,000
736-052019	Professional Services	3,500	-	6,000	5,000	5,000	5,000
736-052023	Facility Maintenance	1,997	3,036	2,500	2,500	2,500	2,500
736-052026	Equipment Fund Charges	25,000	27,800	27,800	-	-	-
736-052027	IT Fund Charges	1,669	-	-	-	-	-
736-052064	Lab Testing	10,286	11,577	15,000	25,000	25,000	25,000
736-052083	Chemicals	-	-	33,000	35,000	35,000	35,000
736-052xxx	Indirect Cost Allocation	33,143	33,996	38,660	-	-	-
TOTAL MATERIALS & SERVICES		185,718	197,396	224,790	179,500	179,500	179,500

Sewer Fund

		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
EXPENDITURES SECONDARY TREATMENT		Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES							
737-051001	Regular Wages	201,924	196,318	239,550	-	-	-
737-051004	Overtime	20,127	28,804	23,040	-	-	-
737-051005	Health Dental Benefits	55,921	53,146	58,800	-	-	-
737-051006	VEBA	2,640	2,920	2,640	-	-	-
737-051007	Retirement	57,364	56,610	64,830	-	-	-
737-051008	FICA	18,074	18,400	21,510	-	-	-
737-051009	Workers Comp	5,783	6,098	6,860	-	-	-
737-051011	Longevity Pay	1,200	1,215	1,260	-	-	-
737-051012	Certification & Incentive	420	35	1,200	-	-	-
737-051014	Disability Life Ins	634	565	630	-	-	-
737-051015	Standby Pay	14,796	16,365	17,240	-	-	-
737-051016	PW Support Services Charge	-	-	-	181,000	181,000	181,000
737-051xxx	Direct Labor Charge	(196,951)	(198,258)	(226,440)	-	-	-
TOTAL PERSONNEL SERVICES		181,932	182,218	211,120	181,000	181,000	181,000
MATERIALS & SERVICES							
737-052001	Operating Supplies	17,704	20,916	20,000	50,000	50,000	50,000
737-052003	Utilities	107,742	180,947	116,500	120,000	120,000	120,000
737-052006	Computer Maintenance	-	1,745	2,000	-	-	-
737-052010	Telephone	2,640	2,801	3,000	4,000	4,000	4,000
737-052016	Insurance - General	27,190	30,140	32,550	34,000	34,000	34,000
737-052017	Insurance - Self	-	-	870	-	-	-
737-052018	Professional Development	142	1,750	2,000	2,000	2,000	2,000
737-052019	Professional Services	101,221	84	-	-	-	-
737-052023	Facility Maintenance	40,002	3,363	2,500	4,000	4,000	4,000
737-052026	Equipment Fund Charges	-	41,700	41,700	-	-	-
737-052027	IT Fund Charges	2,460	-	-	-	-	-
737-052064	Lab Testing	28,246	28,635	30,000	40,000	40,000	40,000
737-052066	Permit Fees	29,332	32,631	35,000	35,000	35,000	35,000
737-052xxx	Indirect Labor Allocation	57,861	72,597	73,350	-	-	-
TOTAL MATERIALS & SERVICES		414,540	417,309	359,470	289,000	289,000	289,000

Sewer Fund

	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
EXPENDITURES PUMP SERVICES	Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES						
738-051016 PW Support Services Charge	-	-	-	136,000	136,000	136,000
738-051xxx Direct Labor Charge	119,128	120,783	127,260	-	-	-
TOTAL PERSONNEL SERVICES	119,128	120,783	127,260	136,000	136,000	136,000
MATERIALS & SERVICES						
738-052001 Operating Supplies	7,012	19,010	30,000	30,000	30,000	30,000
738-052003 Utilities	7,732	9,674	8,500	8,000	8,000	8,000
738-052010 Telephone	8,974	8,043	9,000	4,000	4,000	4,000
738-052xxx Indirect Cost Allocation	17,955	20,429	36,330	-	-	-
TOTAL MATERIALS & SERVICES	41,673	57,155	83,830	42,000	42,000	42,000

Sewer SDC Fund

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

For 2017/18 there are no specified SDC specific projects. The available funds will be budgeted to be spent as general capital outlay on top of the one specific project. The reason for making these funds available is for an unforeseen projects that need to happen throughout the next fiscal year. This removes the requirement of completing a public hearing for a transfer of fund appropriations with the City Council should there be any need for funds in the next fiscal year.



Sewer SDC Fund

RESOURCES	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CHARGES FOR SERVICES						
000-034008 SDC Charges	186,349	122,368	80,000	125,000	125,000	125,000
MISCELLANEOUS						
000-037001 Interest	-	-	-	-	-	-
000-037004 Miscellaneous - General	313,819	-	-	-	-	-
TOTAL MISCELLANEOUS	313,819	-	-	-	-	-
TRANSFERS						
000-038001 Transfers	250,000	235,000	270,000	-	-	-
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	1,467,050	1,672,050	1,799,039	804,102	804,102	804,102
TOTAL RESOURCES	2,217,218	2,029,418	2,149,039	929,102	929,102	929,102

EXPENDITURES	2014-15 Actual	2015-16 Adopted	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITALY OUTLAY						
000-053001 Capital Outlay	433,179	314,960	404,000	929,102	929,102	929,102
TRANSFERS						
000-054001 Transfers	-	500,000	-	-	-	-
TOTAL EXPENDITURES	433,179	814,960	404,000	929,102	929,102	929,102

Storm Fund

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

For 2017/18 there are five specific Storm Fund projects that are scheduled:

STM.001 - Columbia Blvd Swales	\$150,000
STM.002 - Storm Line Replacement	\$200,000
STM.004 - 10th Street Pump Station Decom.	\$400,000
STM.005 - Fence, Godfrey Park Storm	\$8,850 (\$6,150 from Storm SDC)
STM.006 - Street Sweeping Clean-up	\$30,000



Storm Fund

RESOURCES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CHARGES FOR SERVICES						
000-034017 Storm Service Charge	833,793	827,210	856,500	865,000	865,000	865,000
MISCELLANEOUS						
000-037001 Interest	-	-	-	5,000	5,000	5,000
000-037004 Miscellaneous	-	-	-	1,000	1,000	1,000
TOTAL MISCELLANEOUS	-	-	-	6,000	6,000	6,000
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	431,799	726,649	883,810	959,070	959,070	959,070
TOTAL RESOURCES	1,265,592	1,553,859	1,740,310	1,830,070	1,830,070	1,830,070
EXPENDITURES						
PERSONNEL SERVICES						
000-051016 PW Support Services Charge	-	-	-	375,000	375,000	375,000
000-051xxx Direct Labor	259,540	308,555	349,100	-	-	-
TOTAL PERSONNEL SERVICES	259,540	308,555	349,100	375,000	375,000	375,000
MATERIALS & SERVICES						
000-052001 Operating Supplies	24,701	6,072	25,000	25,000	25,000	25,000
000-052003 Utilities	764	1,026	700	800	800	800
000-052019 Professional Services	432	-	32,000	35,000	35,000	35,000
000-052023 Facility Maintenance	12,500	-	-	-	-	-
000-052025 GFSS Fund Charges	-	-	-	141,250	141,250	141,250
000-052026 Equipment Fund Charges	-	13,900	13,900	115,012	115,012	115,012
000-052063 PW Operations Fund Charges	-	-	-	29,500	29,500	29,500
000-052065 Uncollectable Accounts	7,006	13,900	4,190	5,000	5,000	5,000
000-052067 In Lieu of Franchise Fee	82,381	80,654	83,860	86,500	86,500	86,500
000-052xxx Indirect Cost Allocation	151,619	282,108	321,710	-	-	-
TOTAL MATERIALS & SERVICES	279,403	397,661	481,360	438,062	438,062	438,062
CAPITALY OUTLAY						
000-056001 Capital Outlay	-	-	-	788,850	788,850	788,850
TRANSFERS						
000-057001 Transfers	-	-	550,000	-	-	-
CONTINGENCY						
000-058001 Contingency	-	-	100,000	100,000	100,000	100,000
UNAPPROPRIATED FUND BALANCE						
000-059001 Unapp Fund Balance	-	-	-	128,158	128,158	128,158
TOTAL EXPENDITURES	538,943	706,216	1,480,460	1,830,070	1,830,070	1,830,070

Parks SDC Fund

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

RESOURCES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES						
000-034008 SDC Charges	45,784	21,792	25,000	30,000	30,000	30,000
GRANTS & INTERGOVERNMENTAL						
000-033007 Grants - Parks	-	-	57,700	15,000	15,000	15,000
MISCELLANEOUS						
000-037004 Miscellaneous - General	-	3,414	-	-	-	-
TOTAL MISCELLANEOUS	-	3,414	-	-	-	-
TRANSFERS						
000-038001 Transfers	7,421	66,500	17,000	-	-	-
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	33,301	71,890	138,025	101,799	101,799	101,799
TOTAL RESOURCES	86,506	163,596	237,725	146,799	146,799	146,799

EXPENDITURES	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Budget	Proposed	Approved	Adopted
CAPITALY OUTLAY						
000-053001 Capital Outlay	2,422	59,889	120,000	146,799	146,799	146,799
CONTINGENCY						
000-058001 Contingency	-	-	50,000	-	-	-
TOTAL EXPENDITURES	2,422	59,889	170,000	146,799	146,799	146,799

INTERNAL SERVICE FUNDS



Information Technology Fund

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

RESOURCES	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CHARGES FOR SERVICES						
000-034009 IT Fund Charges	-	-	-	230,000	230,000	230,000
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	-	-	-	11,000	11,000	11,000
TOTAL RESOURCES	-	-	-	241,000	241,000	241,000

EXPENDITURES	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES						
000-052001 Operating Supplies	-	-	-	15,000	15,000	15,000
000-052005 Small Equipment	-	-	-	50,000	50,000	50,000
000-052006 Computer Maintenance	-	-	-	20,000	20,000	20,000
000-052019 Professional Services	-	-	-	75,000	75,000	75,000
TOTAL MATERIALS & SERVICES	-	-	-	160,000	160,000	160,000
CONTINGENCY						
000-058001 Contingency	-	-	-	21,000	21,000	21,000
UNAPPROPRIATED FUND BALANCE						
000-059001 Unapp Fund Balance	-	-	-	60,000	60,000	60,000
TOTAL EXPENDITURES	-	-	-	241,000	241,000	241,000

Equipment Fund

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

For 2017/18 the following departments are scheduled purchases:

City Hall -

None

Police -

1 Police Fleet vehicle	\$32,000
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Public Works -

Mower	\$20,000
Excavator	\$255,000
Dump Truck	\$85,000
Mower Deck	\$10,000



Equipment Fund

RESOURCES		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Actual	Budget	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
000-034008	Equipment Fund Charges	716,000	284,204	278,000	638,478	638,478	638,478
MISCELLANEOUS							
000-037004	Miscellaneous - General	-	-	10,500	-	-	-
TRANSFERS							
000-038001	Transfers	-	220,000	630,000	-	-	-
FUND BALANCE AVAILABLE							
000-039001	Fund Balance Available	228,666	344,840	496,686	788,135	788,135	788,135
TOTAL RESOURCES		944,666	849,044	1,404,686	1,426,613	1,426,613	1,426,613

EXPENDITURES		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
000-051001	Regular Wages	108,936	111,648	113,900	125,000	125,000	125,000
000-051004	Overtime	-	-	560	500	500	500
000-051005	Health Dental Benefits	39,866	42,261	44,140	45,000	45,000	45,000
000-051006	VEBA	2,160	2,160	2,160	2,500	2,500	2,500
000-051007	Retirement	28,027	31,073	31,840	32,000	32,000	32,000
000-051008	FICA	8,409	8,613	8,900	9,500	9,500	9,500
000-051009	Workers Comp	2,581	2,921	3,080	3,500	3,500	3,500
000-051011	Longevity Pay	1,800	1,800	1,800	2,000	2,000	2,000
000-051012	Certification & Incentive	-	-	-	500	500	500
000-051014	Disability Life Ins	422	400	420	500	500	500
000-051015	Direct Labor Charge	1,523	1,530	1,610	-	-	-
TOTAL PERSONNEL SERVICES		193,724	202,406	208,410	221,000	221,000	221,000
MATERIALS & SERVICES							
000-052001	Operating Supplies	43,680	49,755	46,000	45,000	45,000	45,000
000-052010	Telephone	1,781	-	-	-	-	-
000-052016	Insurance - General	3,270	3,620	3,910	55,000	55,000	55,000
000-052017	Insurance - Self	-	-	580	-	-	-
000-052023	Facility Maintenance	9,789	7,841	14,000	12,000	12,000	12,000
000-052027	IT Fund Charges	356	571	1,000	-	-	-
000-xxxxxx	Indirect Cost Allocation	14,967	16,187	18,080	-	-	-
TOTAL MATERIALS & SERVICES		73,843	77,974	83,570	112,000	112,000	112,000
CAPITALY OUTLAY							
000-053001	Capital Outlay	312,969	177,745	159,611	402,000	402,000	402,000
CONTINGENCY							
000-058001	Contingency	-	-	10,000	250,000	250,000	250,000
UNAPPROPRIATED FUND BALANCE							
000-059001	Unapp Fund Balance	-	-	9,162	441,613	441,613	441,613
TOTAL EXPENDITURES		580,536	458,125	470,753	1,426,613	1,426,613	1,426,613

Public Works Operations Fund

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

PERFORMANCE MEASUREMENTS

TASK	FY 2014	FY 2015	FY 2016	Estimated FY 2017
Number of Projects put out to Competitive Bid	8	13	16	15
Dollars of Grant Funding Received for Projects	467,607	43,300	7,750	
Miles of Gravel Roads Paved	0	1.27	0	0.40
Right-of-Way / Construction Permits Issued	30	14	40	35
Capital Improvement Projects Completed	6	9	15	15
Linear Feet of Sanitary Lines Repaired	8,368	150	0	1,000
Linear Feet of water Mains Replaced	300	1,022	520	1,000
Feet of New Storm Pipes Constructed	1,132	238	1,727	1,000
Private Developments Plans Reviewed & Approved	3	5	7	9
Provided Materials and Services for Community Events	18	17	17	17
Sanitary Manholes Replaced / Repaired			48	10
Number of Aging Water Meters Replaced	510	971	1,072	550
Miles of Sewer Mains Maintained	59.1	59.2	59.2	59.3
Miles of Water Lines Maintained	81.7	81.8	81.8	81.9
Miles of Storm Lines Maintained	43	43.1	43.4	43.5
Miles of Streets Maintained	105	105	105	105
Maintain City-Owned Building/Facilities	10	10	10	10
Maintain City Vehicle and Equipment Fleet	111	111	111	111
Acres of Improved Parks Maintained	140	140	140	140
Millions of Gallons of Drinking Water Filtered	489	531	547	555
Millions of Gallons of Wastewater Treated	1,489	1,757	2,000	1,900

Public Works Operations Fund Summary

	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
RESOURCES	Actual	Actual	Adopted	Proposed	Approved	Adopted
CHARGES FOR SERVICES						
000-034010 PW Support Services Charge	234,272	237,873	271,530	2,925,000	2,925,000	2,925,000
Lice, Perm, Fees						
000-035017 Engineering Fees	7,806	203	500	-	-	-
Miscellaneous						
000-037004 Miscellaneous - General	-	455	-	-	-	-
TRANSFERS						
000-038001 Transfers	-	40,000	-	-	-	-
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	1,524	-	-	154,416	154,416	154,416
TOTAL RESOURCES	243,602	278,531	272,030	3,079,416	3,079,416	3,079,416
	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
EXPENDITURES	Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES						
733 - Engineer Total Personnel Services	26,450	27,543	19,650	380,200	380,200	380,200
734 - Ops Total Personnel Services	1,047	3,029	-	2,399,000	2,399,000	
TOTAL PERSONNEL SERVICES	27,497	30,572	19,650	2,779,200	2,779,200	2,779,200
MATERIALS & SERVICES						
733 - Engineer Total Materials & Services	17,996	25,052	25,350	36,500	36,500	36,500
734 - Ops Total Materials & Services	193,428	185,158	227,030	261,500	261,500	261,500
TOTAL MATERIALS & SERVICES	211,424	210,210	252,380	292,750	292,750	292,750
CAPITALY OUTLAY						
000-053001 Capital Outlay	4,681	-	-	-	-	-
CONTINGENCY						
000-058001 Contingency	-	-	-	2,216	2,216	2,216
TOTAL EXPENDITURES	243,602	240,782	272,030	3,079,416	3,079,416	3,079,416

Public Works Operations Fund

Department 733 - Engineering

EXPENDITURES	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES						
733-051001 Regular Wages	226,631	236,213	244,190	240,000	240,000	240,000
733-051004 Overtime	-	1,054	2,000	2,000	2,000	2,000
733-051005 Health Dental Benefits	38,344	39,498	41,080	57,000	57,000	57,000
733-051006 VEBA	2,040	2,390	2,640	2,500	2,500	2,500
733-051007 Retirement	50,962	56,687	59,030	56,500	56,500	56,500
733-051008 FICA	17,267	18,063	19,000	16,000	16,000	16,000
733-051009 Workers Comp	2,102	2,254	2,920	2,600	2,600	2,600
733-051011 Longevity Pay	875	900	2,160	2,200	2,200	2,200
733-051012 Certification & Incentive	680	911	600	500	500	500
733-051014 Disability Life Ins	634	600	630	900	900	900
733-051xxx Direct Labor Charge	(313,085)	(331,027)	(354,600)	-	-	-
TOTAL PERSONNEL SERVICES	26,450	27,543	19,650	380,200	380,200	380,200
MATERIALS & SERVICES						
733-052004 Office Supplies	758	406	750	6,000	6,000	6,000
733-052006 Computer Maintenance	-	6,569	3,500	4,000	4,000	4,000
733-052010 Telephone	1,005	1,459	1,160	1,200	1,200	1,200
733-052017 Insurance - Self	-	-	940	-	-	-
733-052018 Professional Development	4,064	2,475	4,000	4,500	4,500	4,500
733-052019 Professional Services	-	-	2,000	2,000	2,000	2,000
733-052026 Equipment Fund Charges	-	-	-	8,800	8,800	8,800
733-052027 IT Fund Charges	12,169	14,144	13,000	10,000	10,000	10,000
TOTAL MATERIALS & SERVICES	17,996	25,052	25,350	31,250	31,250	31,250

Public Works Operations Fund

Department 734 - Operations

EXPENDITURES	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Approved
PERSONNEL SERVICES						
734-051001 Regular Wages	944,017	984,093	999,580	1,301,000	1,301,000	1,301,000
734-051002 Part Time Wages	42,528	36,007	52,260	29,000	29,000	29,000
734-051003 Temp Wages	-	-	-	-	-	-
734-051004 Overtime	11,072	11,396	14,100	60,000	60,000	60,000
734-051005 Health Dental Benefits	272,926	289,496	339,700	541,000	541,000	541,000
734-051006 VEBA	14,230	49,105	15,240	18,000	18,000	18,000
734-051007 Retirement	220,248	238,734	244,700	305,000	305,000	305,000
734-051008 FICA	77,479	80,069	83,440	90,000	90,000	90,000
734-051009 Workers Comp	26,296	24,668	28,330	38,600	38,600	38,600
734-051011 Longevity Pay	10,290	9,460	8,640	9,000	9,000	9,000
734-051012 Certification & Incentive	2,504	2,600	5,400	3,000	3,000	3,000
734-051013 Unemployment	-	2,794	-	-	-	-
734-051014 Disability Life Ins	3,748	3,520	3,780	4,400	4,400	4,400
734-051015 Standby Pay	14,218	15,150	15,630	-	-	-
734-051xxx Direct Labor Charge	(1,638,509)	(1,744,062)	(1,810,800)	-	-	-
TOTAL PERSONNEL SERVICES	1,047	3,029	-	2,399,000	2,399,000	2,399,000
MATERIALS & SERVICES						
734-052001 Operating Supplies	5,626	6,900	11,000	12,500	12,500	12,500
734-052003 Utilities	8,152	7,543	7,500	7,500	7,500	7,500
734-052004 Office Supplies	5,408	4,844	-	-	-	-
734-052005 Small Equipment	-	-	1,500	1,500	1,500	1,500
734-052010 Telephone	7,290	7,420	7,000	7,000	7,000	7,000
734-052016 Insurance - General	81,974	90,960	98,240	102,000	102,000	102,000
734-052017 Insurance - Self	-	-	5,790	-	-	-
734-052018 Professional Development	5,994	6,529	12,000	12,000	12,000	12,000
734-052019 Professional Services	17,809	18,357	17,500	18,000	18,000	18,000
734-052022 Fuel/Oil	48,398	34,388	55,000	55,000	55,000	55,000
734-052023 Facility Maintenance	3,920	3,602	4,500	5,000	5,000	5,000
734-052027 IT Fund Charges	8,857	4,615	7,000	40,000	40,000	40,000
734-052028 Projects & Programs	-	-	-	1,000	1,000	1,000
TOTAL MATERIALS & SERVICES	193,428	185,158	227,030	261,500	261,500	261,500

Facilities Major Maintenance Fund

The Facilities Major Maintenance Fund is an internal service fund used for the maintenance of current City-owned buildings. Departments can elect to have funds charged to their departments' budget to be held in this fund for future maintenance needs as required. Similar to SDC Funds in Public Works Departments, this fund appropriates to have all funds available in case there are unforeseen expenses throughout the next fiscal year.

Projects and maintenance that is scheduled for next year include several City Hall upgrades including outside maintenance, carpet, blinds for public windows, mailroom/server room improvements, and utility billing department improvements.

RESOURCES	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CHARGES FOR SERVICES						
000-037020 Facility Maintenance	-	-	-	50,000	50,000	50,000
FUND BALANCE AVAILABLE						
000-039001 Fund Balance Available	-	-	-	250,530	250,530	250,530
TOTAL RESOURCES	-	-	-	300,530	300,530	300,530

EXPENDITURES	2014-15 Actual	2015-16 Adopted	2016-17 Adopted	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES						
000-052028 Projects & Programs	-	-	-	50,000	50,000	50,000
CAPITAL OUTLAY						
000-053001 Capital Outlay	-	-	-	60,000	60,000	60,000
CONTINGENCY						
000-058001 Contingency	-	-	-	190,530	190,530	190,530
TOTAL EXPENDITURES	-	-	-	300,530	300,530	300,530

City of St. Helens Capital Improvement Plan FY 2018 - FY 2022



ST. HELENS CAPITAL IMPROVEMENT PROJECTS**2017/18—2021/22**

Below is a summary sheet of Capital Improvement Projects that are scheduled for the next 5 years for the City of St. Helens. These projects are reviewed yearly and can change throughout the year depending on funding sources and development throughout the City. Each specific project is shown in more detail with information further in the Capital Improvement Plan section. If you have questions about a specific project you see listed, please reach out to the Public Works office for more information.

At the end of each department is a current list of future known projects through 2050. These projects are reviewed and updated every budget year with Department Managers and the Finance Director along with better estimates on development needs, goals, and expectations. These projects can change year to year depending on these variables. For more specific information, please contact the Public Works office for more information.

CIP #	PROJECT	2017-18	2018-19	2019-20	2020-21	2021-22	CIP TOTAL
<u>PARKS DEPARTMENT</u>							
PKS.001	Veterans Memorial Plaza	69,000	-	-	-	-	69,000
PKS.002	Picnic Table Replacement	5,000	5,000	5,000	5,000	5,000	25,000
PKS.003	Dock Repairs/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
PKS.004	Nob Hill Staircase & Kiosk	5,000	-	-	-	-	5,000
Parks Total =		89,000	25,000	25,000	25,000	25,000	149,000
<u>STREETS DEPARTMENT</u>							
STS.001	Paving Unimproved Streets	150,000	-	-	-	-	150,000
STS.002	S. 1st Street Improvements	-	-	-	300,000	-	300,000
STS.003	Sidewalk Improvements	50,000	10,000	10,000	10,000	10,000	90,000
STS.004	AC Overlays	240,000	-	200,000	-	200,000	640,000
STS.005	Replace Downtown Street Lights	-	-	30,000	-	-	30,000
STS.006	Replace Light at OPR & S. 18th	-	-	-	100,000	-	100,000
STS.007	Road Patching Projects	20,000	20,000	20,000	20,000	20,000	100,000
STS.008	Crack Seal Project	75,000	-	-	-	-	75,000
Streets Total =		535,000	30,000	260,000	430,000	230,000	1,485,000
<u>WATER DEPARTMENT</u>							
WTR.001	Water Reservoirs	-	-	-	-	2,000,000	2,000,000
WTR.002	Purchase Land (High/Low)	240,000	-	-	-	-	240,000
WTR.003	Water Meter Replacement	25,000	25,000	25,000	25,000	25,000	125,000
WTR.004	Water Main Replacements	200,000	200,000	200,000	200,000	200,000	1,000,000
WTR.005	Filtration Membrane Replacement	-	130,000	130,000	130,000	130,000	520,000
WTR.006	Waterproof Reservoir Exterior	50,000	50,000	-	-	-	100,000
WTR.007	Pittsburg Road/Milton Creek Bypass	-	250,000	-	-	-	250,000
WTR.008	Water Well Clean-up	30,000	-	-	-	-	30,000
Water Total =		545,000	655,000	355,000	355,000	2,355,000	4,265,000

ST. HELENS CAPITAL IMPROVEMENT PROJECTS**2017/18—2021/22**

<u>CIP #</u>	<u>PROJECT</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>CIP TOTAL</u>
<u>SEWER DEPARTMENT</u>							
SWR.001	Primary Dredge	-	100,000	-	-	-	100,000
SWR.002	Sewer Main Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
SWR.003	Lift Station #1 - Wet well	40,000	-	-	-	-	40,000
SWR.004	South Trunk Upgrades	250,000	-	-	-	-	250,000
Sewer Total =		490,000	300,000	200,000	200,000	200,000	1,390,000
<u>STORM DEPARTMENT</u>							
STM.001	Columbia Blvd Swales	150,000	-	200,000	-	-	350,000
STM.002	Storm line replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
STM.003	Middle Trunk upgrade	-	200,000	200,000	200,000	200,000	800,000
STM.004	10th St. Pump Station Decom.	400,000	-	-	-	-	400,000
STM.005	Fence, Godfrey Park Storm	15,000	-	-	-	-	15,000
STM.006	Street Sweeping Clean-up	30,000	-	-	-	-	30,000
Storm Total =		795,000	400,000	600,000	400,000	400,000	2,595,000
<u>EQUIPMENT FUND</u>							
EQP.001	Equipment Fund Purchases	402,000	250,000	242,000	280,000	242,000	1,416,000
Equipment Total =		402,000	250,000	242,000	280,000	242,000	1,416,000
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>CIP TOTAL</u>
TOTAL 5-Year CIP		2,856,000	1,650,000	1,672,000	1,680,000	3,442,000	11,300,000

PARKS DEPARTMENT PROJECTS

Project # and Title: PKS.002 Picnic Table Replacement						
Project Description: Picnic Table replacement around all parks						
Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Project Costs	69,000	-	-	-	-	69,000
TOTAL	69,000	-	-	-	-	69,000
FUNDING						
Grant	46,770	-	-	-	-	46,770
City In-Kind Donation	22,230	-	-	-	-	22,230
TOTAL	69,000	-	-	-	-	69,000



Project # and Title: PKS.002 Picnic Table Replacement						
Project Description: Picnic Table replacement around all parks						
Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	5,000	5,000	5,000	5,000	5,000	25,000
TOTAL	5,000	5,000	5,000	5,000	5,000	25,000
FUNDING						
Facility Major Maint.	5,000	5,000	5,000	5,000	5,000	25,000
TOTAL	5,000	5,000	5,000	5,000	5,000	25,000

PARKS DEPARTMENT PROJECTS

Project # and Title: PKS.003 Dock Repairs and Maintenance						
Project Description: Dock Repairs and Annual Maintenance						
Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000
FUNDING						
Facility Major Maint.	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000



Project # and Title: PKS.004 Nob Hill Staircase & Kiosk						
Project Description: Install staircase to connect nature trails to waterfront. Install Kiosk at Plymouth St.						
Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	5,000					5,000
TOTAL	5,000	-	-	-	-	5,000
FUNDING						
Grant	5,000					5,000
TOTAL	5,000	-	-	-	-	5,000

FUTURE PARKS PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
6th Street Park - Restrooms	\$ 40,000	2016-2021	Unknown
Campbell Park - Rehabilitate Tennis Courts	\$ 100,000	2016-2021	Unknown
Godfrey Park - Playground Installation	\$ 8,000	2016-2021	Unknown
McCormick Park - Flex Court Installation	\$ 35,000	2016-2021	Unknown
Trail - Riverfront Improvements	\$ 1,146,000	2016-2031	Unknown
Trail - 5th St Hiking Trail	\$ 200,000	2016-2031	Unknown
Trail - 4th St Gardens Trail	\$ 290,000	2016-2031	Unknown
Trail - Dalton Lake Trail	\$ 200,000	2016-2031	Unknown
Trail - West Columbia Blvd Extension	\$ 120,000	2016-2031	Unknown
Campbell Park - Covered Picnic Shelter	\$ 50,000	2021-2026	Unknown
Columbia View Park - Covered Picnic Shelter	\$ 75,000	2021-2026	Unknown
McCormick Park - Covered Picnic Shelters	\$ 150,000	2021-2026	Unknown
McCormick Park - War Memorial Expansion	\$ 28,000	2021-2026	Unknown
McCormick Park - Rehabilitate Baseball Fields	\$ 20,000	2021-2026	Unknown
Sand Island Marine Park - Feasibility Study	\$ 40,000	2021-2026	Unknown
Sand Island Marine Park - Designate Campsites	\$ 9,500	2021-2026	Unknown
Columbia View Park	\$ 350,000	2023-2028	Unknown
Promenade @	\$ 150,000	2023-2028	Unknown
New Gazebo & Storage @	\$ 200,000	2023-2028	Unknown
Tennis Courts @	\$ 50,000	2023-2028	Unknown
6th Street Park - Level Baseball Fields	\$ 24,000	2026-2031	Unknown
Campbell Park - Create Fenced pet area	\$ 11,000	2026-2031	Unknown
Civic Pride Park - Splash Garden	\$ 200,000	2026-2031	Unknown
Civic Pride Park - Restrooms	\$ 40,000	2026-2031	Unknown
Civic Pride Park - Playground Equipment	\$ 30,000	2026-2031	Unknown
Columbia View Park - Band Shell Installation	\$ 1,000,000	2026-2031	Unknown
Columbia Botanical Garden - Interpretive Signage	\$ 5,000	2026-2031	Unknown
Godfrey Park - Sprinkler System	\$ 5,000	2026-2031	Unknown
Godfrey Park - Restrooms	\$ 40,000	2026-2031	Unknown
Grey Cliffs Park - Fishing Pier	\$ 75,000	2026-2031	Unknown
Grey Cliffs Park - Covered Picnic Shelter	\$ 50,000	2026-2031	Unknown
Heinie Heumann Park - Covered Picnic Shelter	\$ 50,000	2026-2031	Unknown
Heinie Heumann Park - Playground Equipment	\$ 30,000	2026-2031	Unknown
Heinie Heumann Park - Sidwalk from Sr Ctr to Shelter	\$ 12,500	2026-2031	Unknown
McCormick Park - Repair & Update Skatepark	\$ 20,000	2026-2031	Unknown
Millard Road Property - Restrooms	\$ 50,000	2026-2031	Unknown
Millard Road Property - Playground Equipment	\$ 50,000	2026-2031	Unknown
Millard Road Property - Covered Picnic Shelter	\$ 50,000	2026-2031	Unknown
Millard Road Property - Flex court installation	\$ 40,000	2026-2031	Unknown
Master Plan Update (Every 10 Years)	\$ 50,000	2020	Parks SDC
Master Plan Update (Every 10 Years)	\$ 50,000	2030	Parks SDC
Master Plan Update (Every 10 Years)	\$ 50,000	2040	Parks SDC
Master Plan Update (Every 10 Years)	\$ 50,000	2050	Parks SDC

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.001	Unimproved Street Paving				
Project Description:	Paving currently unimproved streets					
Estimated Completion:	Summer 2018					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	150,000	-	-	-	-	150,000
TOTAL	150,000	-	-	-	-	150,000
FUNDING						
Street SDC	30,000	-	-	-	-	30,000
STP	120,000	-	-	-	-	120,000
TOTAL	150,000	-	-	-	-	150,000



Project # and Title:	STS.002	1st Street Reconstruction				
Project Description:	Reconstruction of 1st Street					
Estimated Completion:	Summer 2020					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	-	-	-	300,000	-	300,000
TOTAL	-	-	-	300,000	-	300,000
FUNDING						
Street Fund	-	-	-	300,000	-	300,000
TOTAL	-	-	-	300,000	-	300,000

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.003	Sidewalk & ADA Improvements				
Project Description:	ADA Ramps & Sidewalk Improvements around St. Helens					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	50,000	10,000	10,000	10,000	10,000	90,000
TOTAL	50,000	10,000	10,000	10,000	10,000	90,000
FUNDING						
Street Fund	50,000	10,000	10,000	10,000	10,000	90,000
TOTAL	50,000	10,000	10,000	10,000	10,000	90,000



Project # and Title:	STS.004	General Street Overlays				
Project Description:	General Street Overlays around St. Helens					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	240,000	-	200,000	-	200,000	640,000
TOTAL	240,000	-	200,000	-	200,000	640,000
FUNDING						
Street Fund	240,000	-	200,000	-	200,000	640,000
TOTAL	240,000	-	200,000	-	200,000	640,000

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.005	Replace Downtown Street Lights				
Project Description:	Replace Downtown Street Lights					
Estimated Completion:	Summer 2020					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	-	-	30,000	-	-	30,000
TOTAL	-	-	30,000	-	-	30,000
FUNDING						
Street Fund	-	-	30,000	-	-	30,000
TOTAL	-	-	30,000	-	-	30,000



Project # and Title:	STS.006	Replace Light at OPR & S. 18th				
Project Description:	Replace Light at OPR & S. 18th					
Estimated Completion:	Summer 2021					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	-	-	-	100,000	-	100,000
TOTAL	-	-	-	100,000	-	100,000
FUNDING						
Street Fund	-	-	-	100,000	-	100,000
TOTAL	-	-	-	100,000	-	100,000

STREET DEPARTMENT PROJECTS

Project # and Title:	STS.007	Road Patching Projects				
Project Description:	Misc road patching projects around City limits					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000
FUNDING						
STP	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000



Project # and Title:	STS.008	Crack Seal Project				
Project Description:	Crack seal projects					
Estimated Completion:	Summer 2018					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	75,000	-	-	-	-	75,000
TOTAL	75,000	-	-	-	-	75,000
FUNDING						
STP	75,000	-	-	-	-	75,000
TOTAL	75,000	-	-	-	-	75,000

FUTURE STREET PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Roadway - Ross Rd / Bachelor Flat Rd	\$12,000	2011-2016	Unknown
Roadway - US 30 / Millard Rd	\$20,000	2011-2016	Unknown
Roadway - 18th St / Old Portland Rd	\$100,000	2020-21	Unknown
Bicycle - Firlock Park Rd (Gable Rd to US 30)	\$891,000	2011-2016	Unknown
Bicycle - 12th St (Columbia Blvd to Old Portland Rd)	\$364,000	2011-2016	Unknown
Bicycle - Barr Ave (Pittsburg Rd to Sykes Rd)	\$5,500	2011-2016	Unknown
Bicycle - Sunset Blvd (Pittsburg Rd to Sykes Rd)	\$15,000	2011-2016	Unknown
Bicycle - Columbia Blvd (Sykes Rd to US 30)	\$30,000	2011-2016	Unknown
Bicycle - Sykes Rd (Summit View Dr to Columbia Blvd)	\$643,000	2011-2016	Unknown
Bicycle - Bachelor Flat Road (Ross Rd to Columbia Blvd)	\$461,000	2011-2016	Unknown
Bicycle - Columbia Blvd (Gable Rd to Sykes Rd)	\$304,000	2011-2016	Unknown
Bicycle - Vernonia Rd (Pittsburg Rd to US 30)	\$482,000	2011-2016	Unknown
Bicycle - McNulty Way (Millard Rd to Gable Rd)	\$337,000	2011-2016	Unknown
Bicycle - US 30 / St Helens St	\$5,000	2011-2016	Unknown
Bicycle - US 30 / Gable Rd	\$5,000	2011-2016	Unknown
Pedestrian - Firlock Park Rd (Gable Rd to US 30)	\$1,103,000	2011-2016	Unknown
Pedestrian - 12th St (Columbia Blvd to Old Portland Rd)	\$580,000	2011-2016	Unknown
Pedestrian - 16th St (West St to Middle School Driveway)	\$266,000	2011-2016	Unknown
Pedestrian - Sunset Blvd (Pittsburg Rd to Columbia Blvd)	\$668,000	2011-2016	Unknown
Pedestrian - Columbia Blvd (Sykes Rd to US 30)	\$1,353,000	2011-2016	Unknown
Pedestrian - Sykes Rd (Summit View Dr to Columbia Blvd)	\$805,000	2011-2016	Unknown
Pedestrian - Sykes rd (Columbia blvd to US 30)	\$190,000	2011-2016	Unknown
Pedestrian - Bachelor Flat Rd (Ross Rd to Columbia Blvd)	\$804,000	2011-2016	Unknown
Pedestrian - Columbia Blvd (Gable Rd to Sykes Rd)	\$400,000	2011-2016	Unknown
Pedestrian - Vernonia Rd (Pittsburg Rd to US 30)	\$1,319,000	2011-2016	Unknown
Pedestrian - McNulty Way (Millard Rd to Gable Rd)	\$749,000	2011-2016	Unknown
Pedestrian - Columbia Blvd / Sykes Rd	\$19,000	2011-2016	Unknown
Pedestrian - 18th St / Old Portland Rd	\$19,000	2011-2016	Unknown
Pedestrian - Columbia Blvd / St Helens Couplet	\$106,000	2011-2016	Unknown
Pedestrian - Columbia Blvd Couplet to 2nd St	\$200,000	2011-2016	Unknown
Pedestrian - Columbia Blvd / 1st St	\$10,000	2011-2016	Unknown
Pedestrian - St Helens St	\$106,000	2011-2016	Unknown
Pedestrian - US 30 Corridor	\$15,000	2011-2016	Unknown
Roadway - US 30 / Deer Island Rd	\$485,000	2017-2021	Unknown
Roadway - US 30 / Millard Rd Intersection	\$1,000,000	2017-2021	Unknown
Roadway - Columbia Blvd / Sykes Rd	\$368,000	2017-2021	Unknown
Roadway - Ross Rd / Bachelor Flat Rd	\$769,000	2017-2021	Unknown
Roadway - Old Portland Rd / Millard Rd	\$60,000	2017-2021	Unknown
Roadway - Millard Rd	\$2,892,000	2017-2021	Unknown
Roadway - Ross Rd	\$1,617,000	2017-2021	Unknown

FUTURE STREET PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Bicycle - 18th St (Columbia Blvd to Old Portland Rd)	\$242,000	2017-2021	Unknown
Bicycle - Matzen St (Columbia Blvd to Sykes Rd)	\$51,000	2017-2021	Unknown
Bicycle - Old Portland Rd (Gable Rd to St Helens St)	\$1,048,000	2017-2021	Unknown
Bicycle - Old Portland Rd (Millard Rd to Gable Rd)	\$872,000	2017-2021	Unknown
Bicycle - Old Portland Rd (City Limits to Millard Rd)	\$517,000	2017-2021	Unknown
Pedestrian - 18th St (Columbia Blvd to Old Portland Rd)	\$683,000	2017-2021	Unknown
Pedestrian - Matzen St (Columbia Blvd to Sykes Rd)	\$94,000	2017-2021	Unknown
Pedestrian - Old Portland Rd (Gable Rd to St Helens St)	\$2,199,000	2017-2021	Unknown
Roadway - US 30 / Gable Rd	\$485,000	2022-2031	Unknown
Roadway - US 30 / Pittsburg Rd	\$400,000	2022-2031	Unknown
Roadway - US 30 / Vernonia Rd	\$400,000	2022-2031	Unknown
Roadway - 12th St / Columbia Blvd	\$250,000	2022-2031	Unknown
Roadway - Old Portland Rd / Gable Rd	\$2,785,000	2022-2031	Unknown
Roadway - Achilles Road Extension	\$2,952,000	2022-2031	Unknown
Roadway - Industrial Way Extension	\$1,000,000	2022-2031	Development
Roadway - Plymouth to 1st St Extension	\$1,505,000	2022-2031	Unknown
Roadway - Firlock Park Extension	\$2,260,000	2022-2031	Unknown
Roadway - Milton Way Extension	\$1,767,000	2022-2031	Unknown
Roadway - US 30 / Millard Rd	\$15,000	2022-2031	Unknown
Bicycle - Pittsburg Rd (Barr Rd to Vernonia Rd)	\$562,000	2022-2031	Unknown
Bicycle - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	\$242,000	2022-2031	Unknown
Bicycle - Port Avenue (Milton Way to Old Portland Rd)	\$340,000	2022-2031	Unknown
Bicycle - Milton Way (Port Ave to Columbia Blvd)	\$709,000	2022-2031	Unknown
Pedestrian - Pittsburg Rd (Barr Rd to Vernonia Rd)	\$680,000	2022-2031	Unknown
Pedestrian - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	\$402,000	2022-2031	Unknown
Pedestrian - Port Ave (Milton Way to Old Portland Rd)	\$453,000	2022-2031	Unknown
Pedestrian - Milton Way (Port Ave to Columbia Blvd)	\$756,000	2022-2031	Unknown
Pedestrian - Oregon Street (West St to Rutherford Parkway)	\$841,000	2022-2031	Unknown
Pedestrian - Deer Island Rd (Us 30 to West St)	\$591,000	2022-2031	Unknown
Streets Master Plan (Every 10 Years)	\$150,000	2025	SDC
Streets Master Plan (Every 10 Years)	\$150,000	2035	SDC
Streets Master Plan (Every 10 Years)	\$150,000	2045	SDC
Options - Ped Improv. (Multiple Projects per TSP)	\$15,886,000	2023-2050	Unknown
Options - Ped Intersect. Improv. (Multiple Projects per TSP)	\$475,000	2023-2050	Unknown
Options - Bike Lane Improv. (Multiple Projects per TSP)	\$8,622,000	2023-2050	Unknown
Options - Bike Cross Improv. (Multiple Projects per TSP)	\$10,000	2023-2050	Unknown
Options - Street Improv. (Multiple Projects per TSP)	\$15,649,000	2023-2050	Unknown
Options - Intersect Improv. (Multiple Projects per TSP)	\$7,134,000	2023-2050	Unknown
Options - Rail Intersect Improv. (Multiple Projects per TSP)	\$6,835,000	2023-2050	Unknown

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.001	Water Reservoirs				
Project Description:	Building new Water Reservoirs					
Estimated Completion:	Money available when land is purchased to Build					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	-	-	-	-	2,000,000	2,000,000
TOTAL	-	-	-	-	2,000,000	2,000,000
FUNDING						
Water Fund	-	-	-	-	2,000,000	2,000,000
TOTAL	-	-	-	-	2,000,000	2,000,000



Project # and Title:	WTR.002	Purchase Land (High & Low)				
Project Description:	Land purchase for water reservoirs					
Estimated Completion:	Monday available when land becomes available					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	240,000	-	-	-	-	240,000
TOTAL	240,000	-	-	-	-	240,000
FUNDING						
Water SDC Fund	240,000	-	-	-	-	240,000
TOTAL	240,000	-	-	-	-	240,000

WATER DEPARTMENT PROJECTS

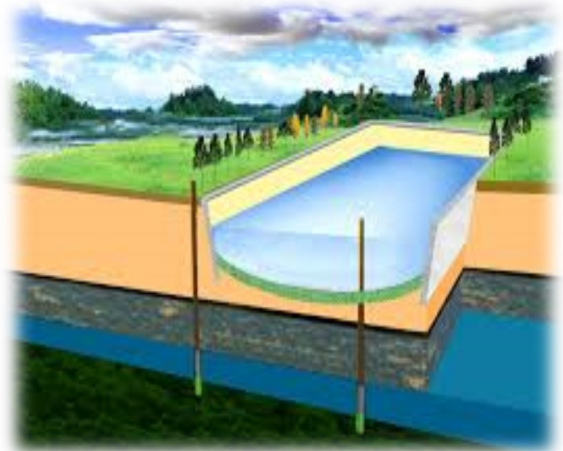
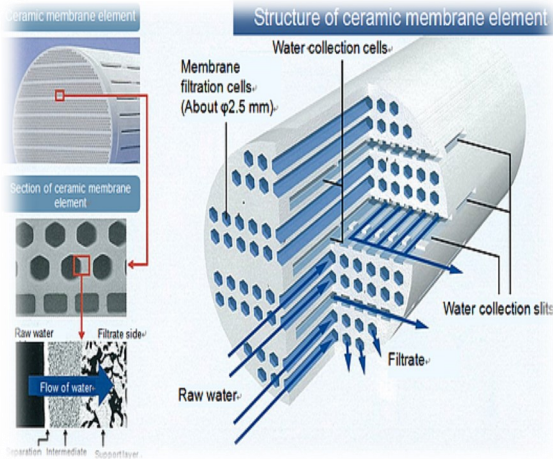
Project # and Title:	WTR.003	Water Meter Replacement				
Project Description:	Ongoing replacement of ERT Water Meters					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	25,000	25,000	25,000	25,000	25,000	125,000
TOTAL	25,000	25,000	25,000	25,000	25,000	125,000
FUNDING						
Water Fund	25,000	25,000	25,000	25,000	25,000	125,000
TOTAL	25,000	25,000	25,000	25,000	25,000	125,000



Project # and Title:	WTR.004	Water Main Replacements				
Project Description:	Ongoing Replacements of Water Main Lines					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000
FUNDING						
Water Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.005	Filtration Membrane Replacement				
Project Description:	Replacement of Filters at Water Treatment lant					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	-	130,000	130,000	130,000	130,000	520,000
TOTAL	-	130,000	130,000	130,000	130,000	520,000
FUNDING						
Water Fund	-	130,000	130,000	130,000	130,000	520,000
TOTAL	-	130,000	130,000	130,000	130,000	520,000



Project # and Title:	WTR.006	Waterproof Reservoir Exterior				
Project Description:	Waterproof Reservoir Exterior					
Estimated Completion:	Summer 2019					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	50,000	50,000	-	-	-	100,000
TOTAL	50,000	50,000	-	-	-	100,000
FUNDING						
Water Fund	50,000	50,000	-	-	-	100,000
TOTAL	50,000	50,000	-	-	-	100,000

WATER DEPARTMENT PROJECTS

Project # and Title:	WTR.007	Pittsburg Rd / Milton Creek Bypass				
Project Description:	Pittsburg Rd / Milton Creek Bypass improvements					
Estimated Completion:	Summer 2019					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	-	250,000	-	-	-	250,000
TOTAL	-	250,000	-	-	-	250,000
FUNDING						
Water Fund	-	250,000	-	-	-	250,000
TOTAL	-	250,000	-	-	-	250,000



Project # and Title:	WTR.008	Water Well Clean-up				
Project Description:	Water Well Clean-up					
Estimated Completion:	Summer 2018					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Contracting	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
Water Fund	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000

FUTURE WATER PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Water Reservoir - Land Purchase	\$ 4,000,000	2023-2050	Water Fund
Water Reservoir - Construction	\$ 4,000,000	2023-2050	Water Fund
Pipeline Improvements (4"-6") (\$200k/Yr)	\$ 6,564,000	2012-2030	Water Fund
18th St. Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
19th-21st Bottleneck Replacement (8")	\$ 51,000	2023-2050	Water Fund
6th-Plymouth Main Replacement (8")	\$ 51,000	2023-2050	Water Fund
2nd-4th Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
Land Acquisition High Zone Storage	\$ 200,000	2025-2050	SDC & Water
0.25 MG High Reservoir 2	\$ 300,000	2025-2050	SDC & Water
Ranney Well Maintenance	\$ 150,000	2018	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2026	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2034	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2042	Water Fund
Ranney Well Maintenance (every 8 years)	\$ 150,000	2050	Water Fund
Water Master Plan Update	\$ 120,000	2021	SDC
Water Master Plan Update (every 10 years)	\$ 120,000	2031	SDC
Water Master Plan Update (every 10 years)	\$ 120,000	2041	SDC
WMCP Update	\$ 40,000	2031	Water Fund
Meter Calibration (Annually 5k)	\$ 135,000	2023-2050	Water Fund

SEWER DEPARTMENT PROJECTS

Project # and Title: SWR.001 Primary Dredge Lagoon						
Project Description: Dredging sludge in Primary Lagoon restoring capacity						
Estimated Completion: Summer 2019						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	-	100,000	-	-	-	100,000
TOTAL	-	100,000	-	-	-	100,000
FUNDING						
Sewer Fund	-	100,000	-	-	-	100,000
TOTAL	-	100,000	-	-	-	100,000



Project # and Title: SWR.002 Sewer Main Replacement						
Project Description: Ongoing Yearly Maintenance of Sewer Main Lines						
Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000
FUNDING						
Sewer Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000

SEWER DEPARTMENT PROJECTS

Project # and Title: SWR.003 Lift Station #1—Wetwell						
Project Description: Cleaning and lining wetwell						
Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	40,000	-	-	-	-	40,000
TOTAL	40,000	-	-	-	-	40,000
FUNDING						
Sewer Fund	40,000	-	-	-	-	40,000
TOTAL	40,000	-	-	-	-	40,000



Project # and Title: SWR.004 South Trunk Upgrades						
Project Description: South Trunk Upgrades						
Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	250,000	-	-	-	-	250,000
TOTAL	250,000	-	-	-	-	250,000
FUNDING						
Sewer Fund	250,000	-	-	-	-	250,000
TOTAL	250,000	-	-	-	-	250,000

FUTURE SEWER PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Pump Station #4 to Port Ave Pipeline	\$ 325,000	Development	SDC & Sewer
Port Avenue Pipeline	\$ 740,000	Development	SDC & Sewer
Pump Station #11 Relocation & Improvement	\$ 1,155,000	Development	SDC & Sewer
Pump Station #4 Improvements	\$ 470,000	Development	SDC & Sewer
Master Plan (every 15 years)	\$ 75,000	2025	SDC
Master Plan (every 15 years)	\$ 75,000	2040	SDC

STORM DEPARTMENT PROJECTS

Project # and Title: STM.001 Columbia Blvd Improvements						
Project Description: Swales in 2018 : Drain upgrade in 2020						
Estimated Completion: Summer 2020						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	150,000	-	1,000,000	-	-	1,150,000
TOTAL	150,000	-	1,000,000	-	-	1,150,000
FUNDING						
Storm Fund	150,000	-	-	-	-	150,000
Storm SDC	-	-	1,000,000	-	-	1,000,000
TOTAL	150,000	-	1,000,000	-	-	1,150,000



Project # and Title: STM.002 Storm Drain Maintenance						
Project Description: Ongoing Yearly Maintenance of Storm Lines						
Estimated Completion: Ongoing						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000
FUNDING						
Storm Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
TOTAL	200,000	200,000	200,000	200,000	200,000	1,000,000

STORM DEPARTMENT PROJECTS

Project # and Title: STM.003 Middle Trunk Upgrade						
Project Description: Middle Trunk Upgrade						
Estimated Completion: Summer 2022						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	-	200,000	200,000	200,000	200,000	800,000
TOTAL	-	200,000	200,000	200,000	200,000	800,000
FUNDING						
Storm Fund	-	200,000	200,000	200,000	200,000	800,000
TOTAL	-	200,000	200,000	200,000	200,000	800,000



Project # and Title: STM.004 10th Street Pump Station Re-Route						
Project Description: 10th Street Pump Station Re-Route						
Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000
FUNDING						
Storm Fund	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000

STORM DEPARTMENT PROJECTS

Project # and Title: STM.005 Godfrey Park Storm Fence						
Project Description: Continuation of previous year project, finishing Godfrey Park Storm Improvements						
Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Construction	15,000	-	-	-	-	15,000
TOTAL	15,000	-	-	-	-	15,000
FUNDING						
Storm SDC	6,150	-	-	-	-	6,150
Storm Fund	8,850	-	-	-	-	8,850
TOTAL	15,000	-	-	-	-	15,000



Project # and Title: STM.006 Street Sweeping Clean-up						
Project Description: Clean-up of Street Sweeping Debris						
Estimated Completion: Summer 2018						
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Contracting	30,000	-	-	-	-	30,000
TOTAL	30,000	-	-	-	-	30,000
FUNDING						
Street Fund	15,000	-	-	-	-	15,000
Storm Fund	15,000	-	-	-	-	15,000
TOTAL	30,000	-	-	-	-	30,000

FUTURE STORM PROJECTS (2023-2050)

Name	Estimate Cost	Forecast Year	Funding Source
Middle Trunk Basin	\$ 2,790,000	2023-2030	Unknown
Greenway Basin	\$ 1,288,000	2023-2040	Unknown
Local Improvement Fund	\$ 1,000,000	2023-2040	Unknown
ESA Monitoring	\$ 25,000	2023-2030	Unknown
NPDES Permitting	\$ 200,000	2023-2030	Unknown
Storm water Master Plan (Every 15 Years)	\$ 30,000	2025	SDC Eligible
North Trunk Basin	\$ 2,570,000	2030-2040	Unknown
Milton Creek Basin	\$ 4,489,000	2030-2050	Unknown
Storm water Master Plan (Every 15 Years)	\$ 30,000	2040	SDC Eligible
McNulty Creek Basin	\$ 4,199,000	2040-2050	Unknown
Fischer Basin	\$ 3,089,000	2040-2050	Unknown

EQUIPMENT FUND PURCHASES

Project # and Title:	EQP.001	City Equipment Fund Purchases				
Project Description:	Fleet and Equipment Purchases					
Estimated Completion:	Ongoing					
Project Costs	2017-18 Budget	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast	2021-22 Forecast	Project Total
EXPENSES						
Purchase	402,000	250,000	242,000	280,000	242,000	1,416,000
TOTAL	402,000	250,000	242,000	280,000	242,000	1,416,000
FUNDING						
Equipment Fund	402,000	250,000	242,000	280,000	242,000	1,416,000
TOTAL	402,000	250,000	242,000	280,000	242,000	1,416,000



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

City Hall

No scheduled purchases

Police

1 Police Fleet Vehicle—Estimated Purchase price \$32,000

Public Works

Mower —Estimated purchase price \$20,000

Excavator—Estimated purchase price \$255,000

Dump Truck—Estimated purchase price \$85,000

Mower Deck—Estimated purchase price \$10,000

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Schedule of Debt Service Requirements

Debt Service Summaries by Fund -

Water Fund

Capital One

Original Amount: \$6,142,000 Start Date: Sept 2016 End Date: Dec 2029
Principal Balance as of 6/30/18: \$5,251,158

Sewer Fund

Clean Water Revolving Loan (R06801)

Original Amount: \$2,000,000 Start Date: March 2012 End Date: Sept 2031
Principal Balance as of 6/30/18: \$1,350,000
Required Loan Reserve: \$50,000

Capital One

Original Amount: \$1,912,000 Start Date: Sept 2016 End Date: Dec 2025
Principal Balance as of 6/30/18: \$1,633,000

Clean Water Revolving Loan (R80162)

Original Amount: \$522,377 Start Date: Sept 2014 End Date: Mar 2019
Principal Balance as of 6/30/18: \$118,627
Required Loan Reserve: \$55,574

Clean Water Revolving Loan (R80163)

Original Amount: \$4,558,019 Start Date: Mar 2017 End Date: Sept 2036
Principal Balance as of 6/30/18: \$4,380,008
Required Loan Reserve: \$158,461

Community Development Fund

Columbia State Bank

Original Amount: \$1,000,000 Start Date: Dec 2015 End Date: June 2025
Principal Balance as of 6/30/18: \$743,433

Interfund Loan

Original Amount: \$350,000 Start Date: Dec 2014 End Date: Dec 2019
Principal Balance as of 6/30/18: \$350,000

Street Fund

US Bank

Original Amount: \$747,861 Start Date: Jul 2017 End Date: Jul 2031
Principal Balance as of 6/30/18: \$682,090

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

Original Amount: \$125,254.54 Start Date: Mar 2018 End Date: URA Purchase
Principal Balance as of 6/30/18: \$116,254.54 (assuming \$750 monthly rent payment)

Schedule of Debt Service Requirements

Water Fund - Capital One

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

Schedule of Debt Service Requirements

Sewer Fund - Clean Water Revolving Loan (R06801)

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

Schedule of Debt Service Requirements

Sewer Fund - Capital One

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

Schedule of Debt Service Requirements

Sewer Fund - Clean Water Revolving Loan (R80162)

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

Schedule of Debt Service Requirements

Sewer Fund - Clean Water Revolving Loan (R80163)

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

Schedule of Debt Service Requirements

Community Development Fund - Columbia State Bank

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

Schedule of Debt Service Requirements

Street Fund - US Bank

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

Salary and Classification Plan

CITY OF ST. HELENS													
Compensation Plans													
FY 2017-2018 (effective 7-1-17)													
POSITION		MONTHLY SALARY RANGE						HOURLY RATE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Season Part-Time Public Works	Unrep	-	-	-	-	-	-	9.80					
Season Part-Time Public Works	Unrep	-	-	-	-	-	-	10.30					
Season Part-Time Public Works	Unrep	-	-	-	-	-	-	10.80					
Library Assistant	AFSCME	2,202	2,312	2,428	2,549	2,676	-	12.70	13.34	14.01	14.71	15.44	-
Secretary / Clerical	AFSCME	2,656	2,788	2,927	3,074	3,227	-	15.32	16.09	16.89	17.73	18.62	-
Police Records Specialist	SHPA	3,044	3,222	3,402	3,593	3,805	4,016	17.56	18.59	19.63	20.73	21.95	23.17
Library Tech I	AFSCME	3,063	3,216	3,377	3,544	3,721	-	17.67	18.55	19.48	20.45	21.47	-
Parks Utility I	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Receptionist / Utility Billing Specialist	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Utility Billing Specialist	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Office Assistant	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Utility Worker I	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Library Tech II	AFSCME	3,230	3,391	3,560	3,740	3,924	-	18.63	19.56	20.54	21.58	22.64	-
Code Enforcement Officer	SHPA	3,262	3,495	3,730	3,963	4,194	4,430	18.82	20.16	21.52	22.86	24.20	25.56
Utility Billing Court Specialist	AFSCME	3,296	3,461	3,635	3,817	4,008	-	19.01	19.97	20.97	22.02	23.12	-
Police Support Specialist	SHPA	3,303	3,467	3,641	3,823	4,014	4,216	19.05	20.00	21.01	22.06	23.16	24.32
Building / Admin Secretary	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Planning Secretary	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Municipal Court Legal Assistant	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Municipal Court Clerk	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Public Works Office Assistant	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
WWTP Operator I	AFSCME	3,407	3,578	3,760	4,011	4,143	-	19.66	20.64	21.69	23.14	23.90	-
Assistant Planner	AFSCME	3,677	3,861	4,054	4,257	4,470	-	21.21	22.28	23.39	24.56	25.79	-
Accounting Assistant	Unrep	3,692	3,874	4,068	4,272	4,483	-	21.30	22.35	23.47	24.65	25.86	-
Deputy City Recorder	Unrep	3,692	3,874	4,068	4,272	4,483	-	21.30	22.35	23.47	24.65	25.86	-
Parks Utility II	AFSCME	3,792	3,981	4,183	4,391	4,610	-	21.88	22.97	24.13	25.33	26.59	-
Utility Worker II	AFSCME	3,792	3,981	4,183	4,391	4,610	-	21.88	22.97	24.13	25.33	26.59	-
Librarian I	AFSCME	3,982	4,306	4,436	4,570	4,706	-	22.97	24.84	25.59	26.36	27.15	-
Communications Officer	AFSCME	3,874	4,065	4,267	4,481	4,706	-	22.35	23.45	24.62	25.85	27.15	-
Parks Specialist	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Collections System Operator	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Mechanic II	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Utility Craftsman	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Utility Plumber	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
WWTP Operator II	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Water Systems Operator	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Water System Filtration Operator	AFSCME	4,004	4,202	4,412	4,633	4,864	-	23.10	24.24	25.45	26.73	28.06	-
Patrolmen	SHPA	4,043	4,336	4,586	4,909	5,267	5,439	23.32	25.02	26.46	28.32	30.39	31.38
Engineering Tech I	AFSCME	4,281	4,490	4,715	4,950	5,197	-	24.70	25.90	27.20	28.56	29.98	-
Associate Planner	AFSCME	4,281	4,490	4,715	4,950	5,197	-	24.70	25.90	27.20	28.56	29.98	-
Accounting Technician	Unrep	4,319	4,532	4,758	4,996	5,244	-	24.92	26.14	27.45	28.82	30.26	-
Water Treatment Operator	AFSCME	4,402	4,638	4,876	5,111	5,347	-	25.39	26.76	28.13	29.48	30.85	-
WWTP Operator III	AFSCME	4,513	4,741	4,977	5,228	5,487	-	26.04	27.35	28.71	30.16	31.65	-
Detective	SHPA	-	-	-	-	-	5,712	-	-	-	-	-	32.95
Engineering Tech II	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
PW Construction Inspector	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
WWTP Operator / Pretreatment Coordinator	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
Building Inspector	AFSCME	4,761	4,999	5,247	5,512	5,788	-	27.47	28.84	30.27	31.80	33.39	-
Field Supervisor / Safety Coordinator	Unrep	4,961	5,210	5,469	5,744	6,031	-	28.62	30.06	31.55	33.14	34.79	-
Water Filtration Facility Supervisor	Unrep	4,961	5,210	5,469	5,744	6,031	-	28.62	30.06	31.55	33.14	34.79	-
WWTP Operator IV	Unrep	4,961	5,210	5,469	5,744	6,031	-	28.62	30.06	31.55	33.14	34.79	-
Engineering Tech - Project Manager	AFSCME	5,247	5,512	5,788	6,080	6,384	-	30.27	31.80	33.39	35.07	36.83	-
City Recorder	Unrep	5,463	5,735	6,020	6,315	6,630	-	31.52	33.09	34.73	36.43	38.25	-
City Planner	Unrep	5,463	5,735	6,020	6,315	6,630	-	31.52	33.09	34.73	36.43	38.25	-
Sergeant	Unrep	-	-	-	-	6,850	-	-	-	-	-	39.52	-
WWTP Superintendent	Unrep	5,804	6,099	6,406	6,724	7,064	-	33.48	35.19	36.96	38.79	40.76	-
Building Official	Unrep	6,379	6,698	7,034	7,386	7,755	-	36.80	38.64	40.58	42.61	44.74	-
Library Director	Unrep	6,388	6,708	7,009	7,377	7,763	-	36.85	38.70	40.44	42.56	44.79	-
Public Works Engineering Director	Unrep	6,445	6,767	7,105	7,460	7,833	-	37.18	39.04	40.99	43.04	45.19	-
Public Works Operations Director	Unrep	6,445	6,767	7,105	7,460	7,833	-	37.18	39.04	40.99	43.04	45.19	-
Lieutenant	Unrep	6,581	6,909	7,254	7,616	7,998	-	37.97	39.86	41.85	43.94	46.14	-
Finance Director	Unrep	7,110	7,465	7,837	8,231	8,640	-	41.02	43.07	45.22	47.49	49.85	-
Chief of Police	Unrep	7,324	7,688	8,074	8,478	8,902	-	42.25	44.35	46.58	48.91	51.36	-
Public Works Director	Unrep	7,506	7,877	8,273	8,686	9,118	-	43.30	45.45	47.73	50.11	52.60	-
City Administrator	Unrep	8,256	8,553	9,099	9,552	10,031	-	47.63	49.35	52.50	55.11	57.87	-

Inter-Fund Transfer Summary

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>DESCRIPTION</u>
001-715-054001	\$60,000.00	202-000-038001	<i>For Available Land Study & Report</i>
603-000-057001	\$300,000	202-000-038001	<i>For potential Economic Development</i>
601-000-057001	\$300,000	202-000-038001	<i>For potential Economic Development</i>



Financial 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 polices 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.
 - 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).

Financial Policies

- 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.

Financial 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.

Financial Policies

- 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.
 - 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.

Financial Policies

- 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.
- VIII. **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.

GLOSSARY

Accrual Basis

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

Actual

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

Adopted Budget

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

Appropriations

Legal authorization granted by the City Council to spend public funds

Approved Budget

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

Assessed Value

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

Assets

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

Audit

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

Balanced Budget

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

Balanced Sheet

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

Beginning Working Capital

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

Bond

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

GLOSSARY

Budget

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

Budget Calendar

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

Budget Committee

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

Budget Document

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

Budget Message

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

Budget Officer

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

Budget Resolution

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

Budgetary Basis

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

Capital Improvement Project

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

Capital Outlay

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

Capital Projects

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

CDBG

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

GLOSSARY

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 is 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. An 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 which 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 the expense is actually paid. The term applies to all funds.

Fees

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

GLOSSARY

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 process 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. A regular full-time employee is 1.0 FTE

Fund

A fiscal and accounting entity with balancing revenues and appropriations

Fund Balance

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

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

General Fund Support Services

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

GIS

Geographic Information Services

GLOSSARY

Grants

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

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

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

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 payment discounts. Budgets are developed on the basis of the projected amount of property taxes received.

L.I.D. (Local Improvement District)

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

Local Budget Law

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

Materials and Services

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

Miscellaneous (Revenue)

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

Mission

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

GLOSSARY

Municipal Memberships

Cost of memberships on a city-wide basis, which as League of Oregon Cities

Net Assets

The equity associated with General governmental 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 measurable 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 governmental 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-today services

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute 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 balances 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

Personnel 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

GLOSSARY

Property Tax

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

Proposed Budget

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

Public Works Support Services

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

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 needed by the City to meet requirements

GLOSSARY

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 met 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 an expenditure in the originating fund and a revenue in the receiving fund

Unappropriated Fund Balance

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

User Fees

The fees charged for services to the party or parties who directly benefit. 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

Abbreviation for Water Filtration Facility or Water Treatment Plan

WWTP

Abbreviation for Waste Water Treatment Plan

THE END