



City of St. Helens, Oregon

# Approved Budget

2018-19



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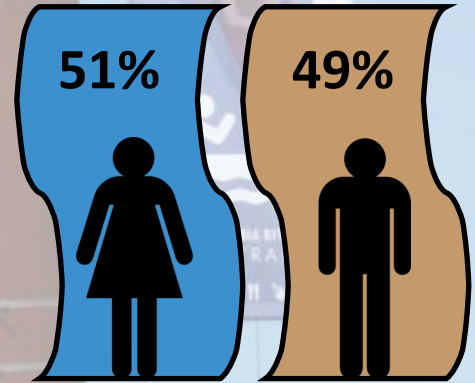
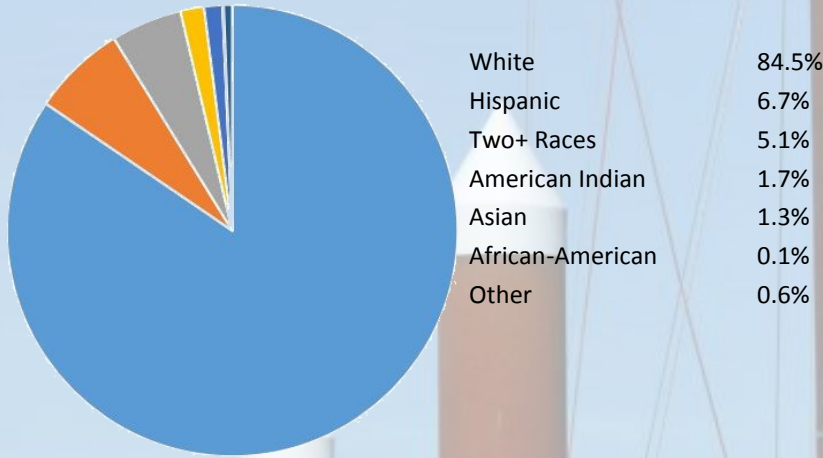
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### St. Helens Demographics

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



2018 Certified Population 13,240

### Economic Indicators



Active Business Licenses	1,032
Unemployment Rate	5.00%
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"

	<b>86.8%</b> High School Diploma or higher		<b>\$50,254</b> Median Family Income
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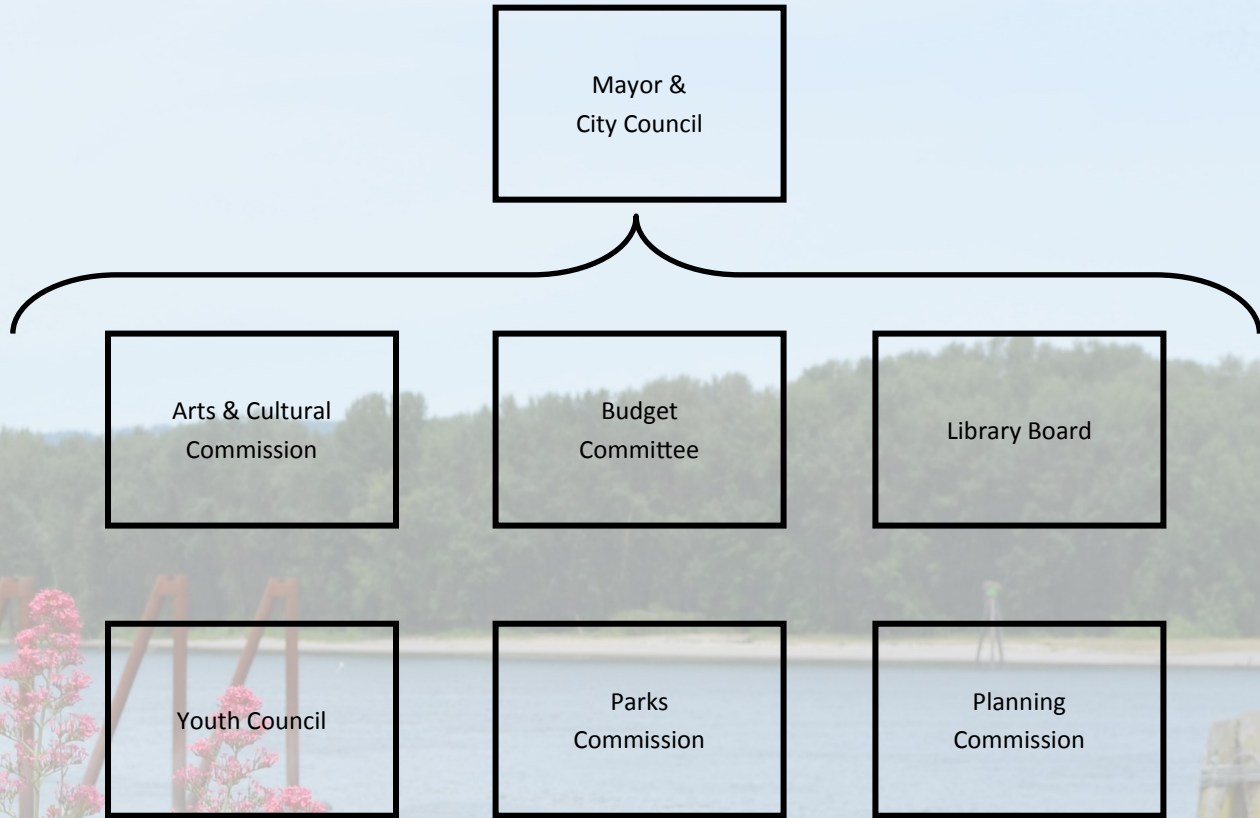


St. Helens City Map





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**

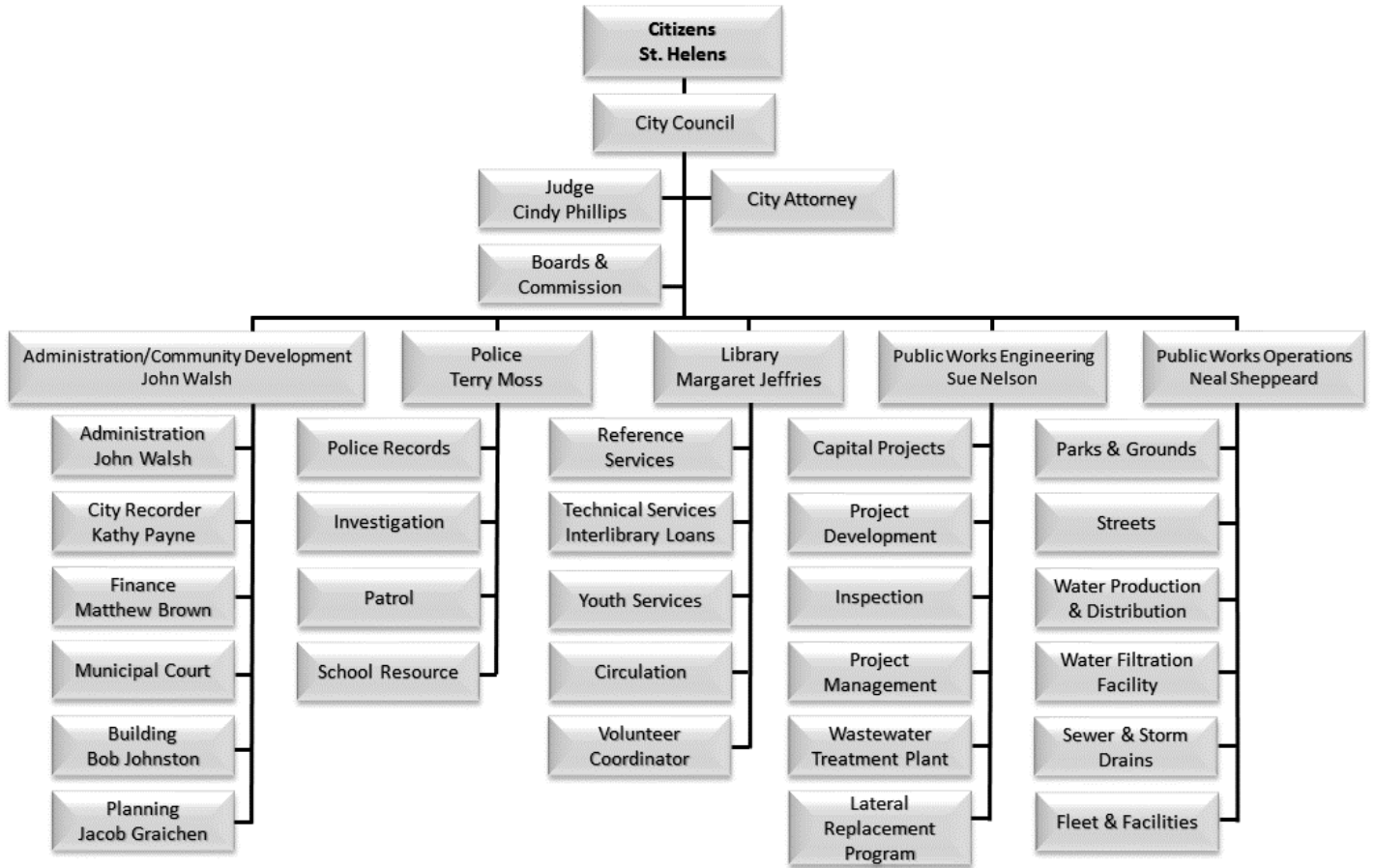
<b><u>Budget Committee</u></b>		<b><u>Term Expires</u></b>
Mayor	Rick Scholl	12/31/2018
Councilor President	Douglas Morten	12/31/2018
Councilor	Keith Locke	12/31/2020
Councilor	Susan Conn	12/31/2018
Councilor	Ginny Carlson	12/31/2020
Citizen	Rachael Barry	12/31/2020
Citizen	Brian Vaerewyck	12/31/2020
Citizen	Leah Tillotson	12/31/2020
Citizen	Bill Eagle	12/31/2018
Citizen	Garrett Lines	12/31/2019

**Administration Staff**

City Administrator	John Walsh
Finance Director	Matthew Brown
City Recorder	Kathy Payne
Chief of Police	Terry Moss
Public Works Engineering Director	Sue Nelson
Public Works Operations Director	Neal Sheppeard
City Planner	Jacob Graichen
Library Director	Margaret Jeffries



Organizational Chart



**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  
 100 . 701 . 052009

} Accounting Structure

Fund Number	Dept. Number	Rev / Exp. 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 2018-19

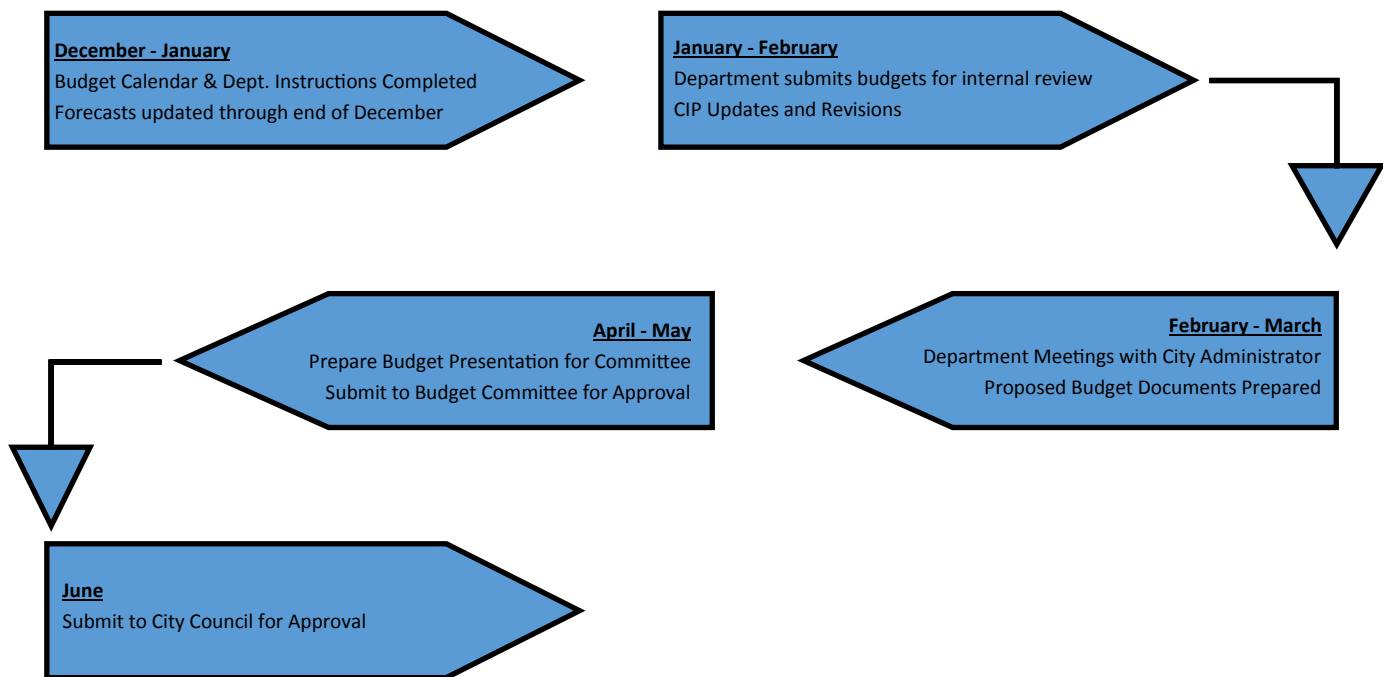
<u>DATE</u>	<u>DAY</u>	<u>DESCRIPTION</u>
03/15/18	Thurs	Informational Budget Committee Meeting
04/05/18	Thurs	Budget Committee Meeting
04/17/18	Tues	Budget Committee Meeting
05/03/18	Thurs	Budget Committee Meeting
06/06/18	Wed	City Council holds Public Budget Hearings: Adopting Budget; Making Appropriations; Levying Taxes
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:



**BUDGET MESSAGE**

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

It is my pleasure as Finance Director to present the 2018/2019 City of St. Helens Budget to the City of St. Helens Budget Committee and City Council for its review and consideration. This budget maintains the focus of maintaining fiscal responsibility while prudently proposing to add additional services in areas that are sustainable over the next several years. The budget goal is to target City resources towards meeting City Council goals and objectives along with other community aspirations.

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 remain the same as the previous year, which 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 those results often put more pressure on City services offered. The budgets for the last several years have been focused on being very conservative in the City’s spending and being very cognizant of adding additional personnel and services. While overall, at the time of this budget, the City is relatively healthy, increasing costs over the next five years, particularly cost increases in the City’s PERS retirement and healthcare expenses, will start to put pressure on the budgets in 2019/2020 along with 2021/2022 with PERS estimated rate increases along with yearly increases to health benefits.

**Overall Budget**

The City’s total budget is \$43 million, which includes cash balances and contingency amounts. Last year’s budget was \$36, which is a budgeted increase of an increase of \$7M. Some of this increase is due to one time funds from Grants and Outside Investment Revenue being brought back into the City for Capital Outlay Projects. The City’s total tax rate is \$1.9078 per \$1,000 of taxable assessed value.

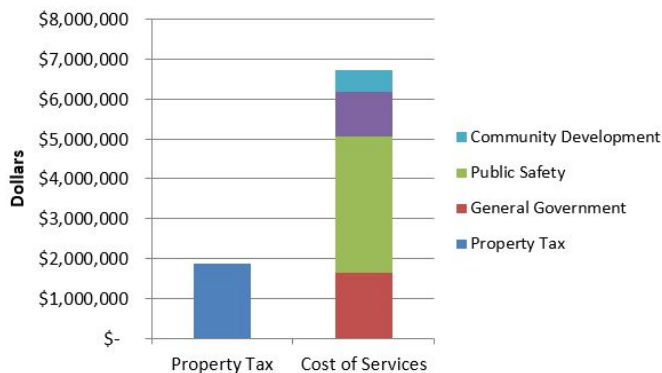
Next year (2019/2020), the City (along with many other Cities, School Districts, and other jurisdictions) will be facing increases in PERS Retirement Rates along with healthcare cost increases. This increase in retirement is expected to be large and unfortunately unknown at this time. This expected increase next year will likely take a hit on Materials & Services budgets, meaning many departments will likely need to cut expenditures or prolong capital outlay projects if necessary to help pay for the expected retirement increases.

**General Fund**

In the 2018/2019 budget, the City is showing a creation of a Recreation Department within the General Fund. This Department is kept separate from the Parks Department that will continue to be separately managed by Public Works. The Recreation Department is a partnership with the St. Helens School District and is a trial to see if a recreation program and be successful and sustainable in the City of St. Helens. There are several partner organizations within the community that the City and School District will be working with throughout the year to help build a foundation for a sustainable program in the future.

The General Fund will also contribute to City Hall minor improvements on the outside and inside with maintenance that has been deferred for many years. Main projects for 2018-2019 will include new window installments as well as a small remodel of the City Hall main front office to increase capacity for visitors and improve office efficiency.

**Property Tax and Citizen Services**

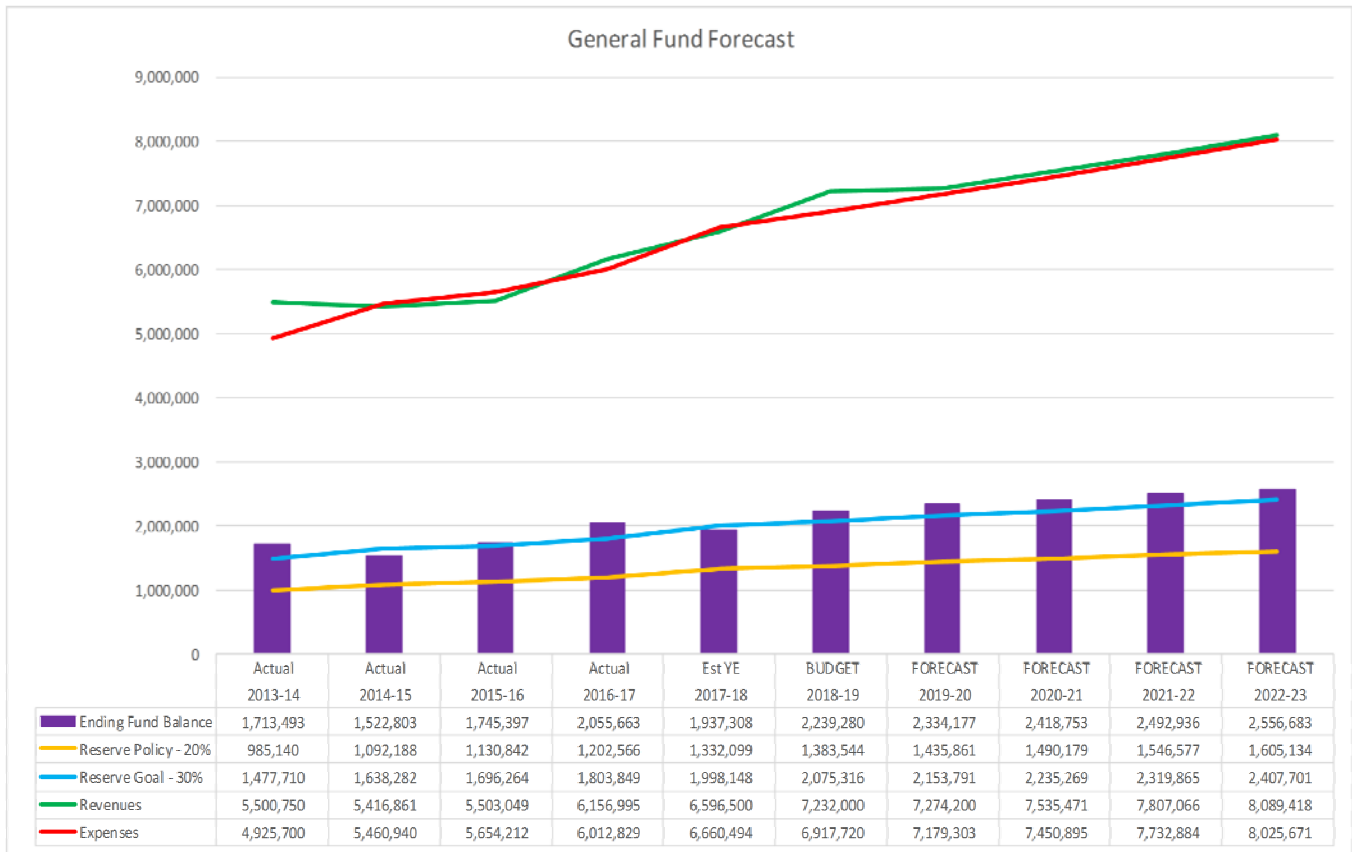


**Property Taxes**

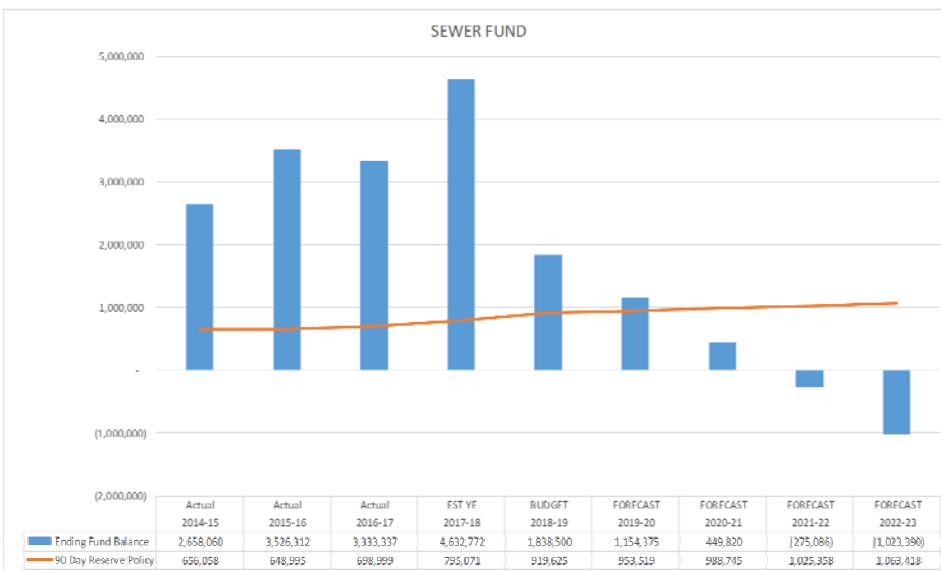
The bar graph on the left outline the General Fund expenses and how they relate to the property tax revenue that the City receives. It is easy to see that property taxes do not come close to covering expenses in the General Fund.

The difference is made up mainly from Charges for Services which are mainly made up of In Lieu of Franchise Fees (which are Franchise Fees paid by the Water/Sewer/Storm Funds to the General Fund) as well as General Fund Support Service Charges (which are fees charged to the Enterprise Funds for Administrative tasks the General Fund does, i.e. Utility Billing)

**General Fund 5-Year Forecast**



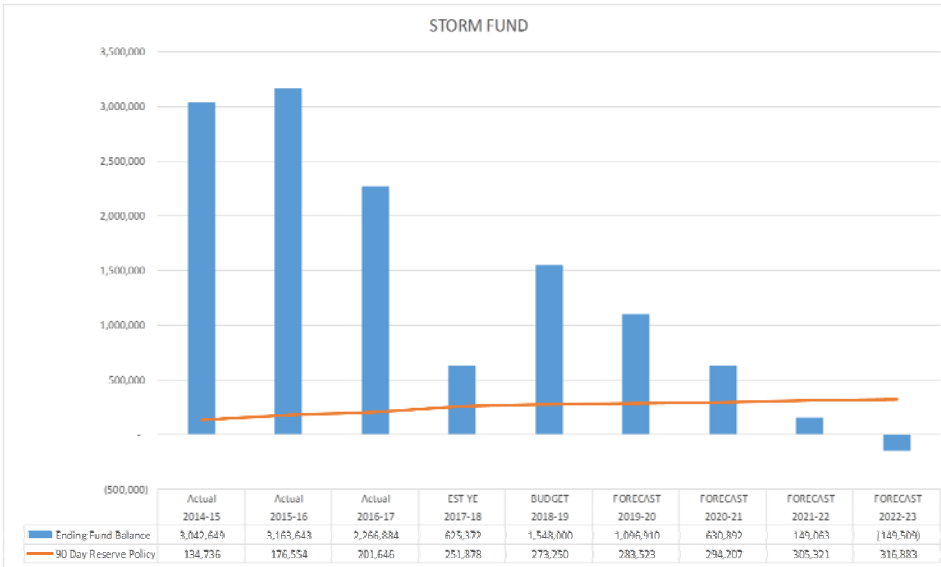
The City's General Fund appears healthy over the next 5 years. The City last year passed new Financial Polices (Found towards the end of the budget document) that outlined a Reserve Policy of a 20% Fund Balance, which is noted with the YELLOW line above. The PURPLE bars are the Ending Fund Balances. The BLUE line is the unofficial goal of the City Administrator and Finance Director to maintain reserves close to the 30% mark. Over the course of the next five years, the City is expecting to remain over the 30% reserve goal while maintain the current services offered in the 2018/2019 Budget.



**Sewer Fund**

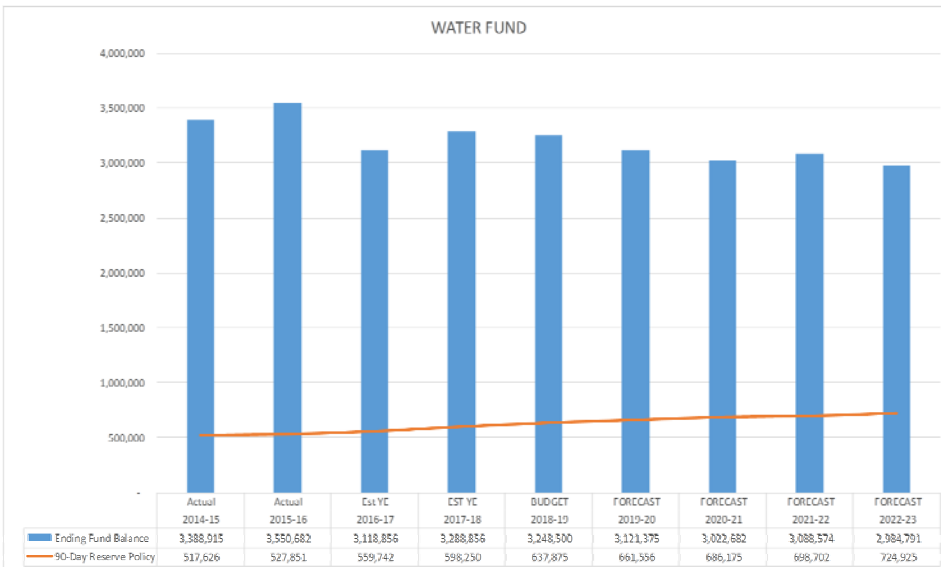
The Sewer Fund is not in very good shape looking into a five year forecast. This mainly is the result of Armstrong Industries leaving St. Helens which was an estimated loss of about \$516,000 per year along with a repayment of a \$1.7M loan from the Storm Fund budgeted in 2018-2019. Throughout the 2018-2019 year, staff and City Council will continue discussions on how to adapt our service and expenses to turn the ship around. Unfortunately, the loss of Boise several years ago along with the most recent loss of Armstrong means that our Lagoon that was build specifically for these big businesses, is left without a large tenant but still requires a large amount of expenses to operate effectively and efficiently.





**Storm Fund**

The Storm Fund shows a large increase in 2018-2019 due to a loan repayment from the Sewer Fund, which is why you see the loan “going out” in 2017-2018 and then being paid back in 2018-2019. Overall, similarly with the Sewer Fund, similar results are seen in the five year forecast and changes will need to be made to ensure that this fund remains above the 90-day reserve policy. City staff and Council will continue to work in 2018-2019 to find opportunities and options along with the Sewer Fund to mitigate and turn the five year forecast around.



**Water Fund**

The Water Fund is healthy in this year’s 5-year forecast. This forecast takes into consideration the loss of Armstrong Industries, which was a revenue source of about \$250,000 in yearly water revenue. The OR-ANGE line represents a new Financial Policy of a 90-day Reserve Policy for all Enterprise Funds, which include Water, Sewer, and Storm Funds.

I would like to close by expressing my appreciation to the Budget Committee, City Council, all of the Department Managers and staff for their assistance in this year’s budget process. By looking five years into the future when examining budgets, we have been able to make decisions today and will look at making decisions in this next fiscal year that allow the City to avoid financial difficulties in later years. 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.

Financially, 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 and protecting reserves along with carefully evaluating any additional new services is critical given the uncertainties that may be ahead.

**Matt Brown, Finance Director**

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### 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

#### 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.

**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



**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>	<u>2018/19</u>
Administration							
Administration	1.00	1.00	1.00	2.00	2.00	2.00	3.00
City Recorder	4.20	4.00	4.00	2.00	2.00	2.00	2.00
Court	2.00	2.00	2.00	2.00	2.00	2.15	2.00
Finance	5.00	5.00	5.00	5.30	5.80	5.85	6.00
Building	1.00	1.00	1.00	2.00	2.50	2.50	2.00
Planning	1.00	1.00	1.00	2.00	2.00	2.00	2.00
Recreation	0	0	0	0	0	0	0.50
City Council	5.00	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	6.00
Police	18.00	17.00	17.00	17.08	17.00	18.00	19.50
Public Works							
Engineering	5.80	4.00	3.25	3.25	3.25	3.25	3.25
Operations	19.00	19.50	19.50	20.00	20.00	20.25	20.25
WFF	2.00	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	2.00
WWTP	4.00	3.00	3.00	3.00	3.40	3.40	4.15
<b>Total FTE</b>	<b>75.20</b>	<b>71.96</b>	<b>71.04</b>	<b>72.93</b>	<b>74.45</b>	<b>75.90</b>	<b>79.65</b>

**2018-2019 Personnel Increases:**

- 1.00 FTE - Administrative Assistant in Admin Office (added mid-year 17/18)
- 1.00 FTE - Police School Resource Officer
- 0.50 FTE - Police Support Specialist
- 0.75 FTE - WWTP Pretreatment Specialist
- 0.50 FTE - Library Assistant

## SUMMARY OF FUND REVENUES

FUND	TAXES	INTERGOVERN- MENTAL CHARGES	CHARGES FOR SERVICES	FINES	LICENSES, PERMITS, FEES	MISCELLANEOUS	TRANSFERS, REIMBURSEMENTS	BEGINNING FUND BALANCE	TOTAL REVENUES
<b>Total General Fund</b>	<b>1,870,000</b>	<b>621,000</b>	<b>3,590,500</b>	<b>265,000</b>	<b>503,500</b>	<b>142,000</b>	<b>265,000</b>	<b>1,925,000</b>	<b>9,182,000</b>
<b>Special Revenue Funds</b>									
Visitor & Tourism	200,000	-	-	-	-	225,000	-	220,000	645,000
Community Development	-	1,800,000	15,000	-	-	930,000	-	300,000	3,045,000
Community Enhancement	-	142,000	3,000	-	-	4,000	-	51,199	200,199
Streets	-	1,160,000	-	-	-	17,000	-	880,000	2,057,000
Streets SDC	-	-	35,000	-	-	-	-	1,040,000	1,075,000
<b>Total Special Revenue Funds</b>	<b>200,000</b>	<b>3,102,000</b>	<b>53,000</b>	<b>-</b>	<b>-</b>	<b>1,176,000</b>	<b>-</b>	<b>2,491,199</b>	<b>7,022,199</b>
<b>Enterprise Funds</b>									
Water	-	-	3,280,000	-	-	20,000	175,000	3,280,000	6,755,000
Water SDC	-	-	60,000	-	-	-	-	630,000	690,000
Sewer	-	-	3,926,000	-	-	13,000	175,000	4,500,000	8,614,000
Sewer SDC	-	-	65,000	-	-	-	-	1,265,000	1,330,000
Storm	-	-	900,000	-	-	6,000	2,100,000	600,000	3,606,000
Storm SDC	-	-	20,000	-	-	-	-	195,000	215,000
Parks SDC	-	-	20,000	-	-	-	-	225,000	245,000
<b>Total Enterprise Funds</b>	<b>-</b>	<b>-</b>	<b>8,271,000</b>	<b>-</b>	<b>-</b>	<b>39,000</b>	<b>2,450,000</b>	<b>10,695,000</b>	<b>21,455,000</b>
<b>Internal Service Funds</b>									
Equipment Fund	-	-	663,000	-	-	-	32,599	440,000	1,135,599
IT Services Fund	-	-	350,000	-	-	-	-	65,000	415,000
PW Operations Fund	-	-	3,299,000	-	45,000	-	-	40,000	3,384,000
Facility Maintenance Fund	-	-	65,000	-	-	555,000	-	180,000	800,000
<b>Total Internal Service Funds</b>	<b>-</b>	<b>-</b>	<b>4,377,000</b>	<b>-</b>	<b>45,000</b>	<b>555,000</b>	<b>32,599</b>	<b>725,000</b>	<b>5,734,599</b>
<b>TOTAL - ALL FUNDS</b>	<b>2,070,000</b>	<b>3,723,000</b>	<b>16,291,500</b>	<b>265,000</b>	<b>548,500</b>	<b>1,912,000</b>	<b>2,747,599</b>	<b>15,836,199</b>	<b>43,393,798</b>



## SUMMARY OF FUND EXPENDITURES

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL APPROP.	UNAPPROP. BALANCE	TOTAL EXPENDITURES
<b>Total General Fund</b>	<b>5,406,600</b>	<b>1,526,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>7,932,700</b>	<b>1,249,300</b>	<b>9,182,000</b>
<b>Special Revenue Funds</b>									
Visitor & Tourism	-	334,000	-	-	240,000	71,000	645,000	-	645,000
Community Development	-	2,225,000	-	282,500	350,000	187,500	3,045,000	-	3,045,000
Community Enhancement	-	167,600	-	-	32,599	-	200,199	-	200,199
Streets	404,000	475,500	190,000	60,000	-	500,000	1,629,500	427,500	2,057,000
Streets SDC	-	375,000	695,000	-	5,000	-	1,075,000	-	1,075,000
<b>Total Special Revenue Funds</b>	<b>404,000</b>	<b>3,577,100</b>	<b>885,000</b>	<b>342,500</b>	<b>627,599</b>	<b>758,500</b>	<b>6,594,699</b>	<b>427,500</b>	<b>7,022,199</b>
<b>Enterprise Funds</b>									
Water	909,000	1,642,500	455,000	500,000	-	500,000	4,006,500	2,748,500	6,755,000
Water SDC	-	200,000	485,000	-	5,000	-	690,000	-	690,000
Sewer	1,261,000	2,417,500	300,000	697,000	2,100,000	500,000	7,275,500	1,338,500	8,614,000
Sewer SDC	-	500,000	820,000	-	10,000	-	1,330,000	-	1,330,000
Storm	415,000	678,000	965,000	-	-	500,000	2,558,000	1,048,000	3,606,000
Storm SDC	-	100,000	112,500	-	2,500	-	215,000	-	215,000
Parks SDC	-	130,000	112,500	-	2,500	-	245,000	-	245,000
<b>Total Enterprise Funds</b>	<b>2,585,000</b>	<b>5,668,000</b>	<b>3,250,000</b>	<b>1,197,000</b>	<b>2,120,000</b>	<b>1,500,000</b>	<b>16,320,000</b>	<b>5,135,000</b>	<b>21,455,000</b>
<b>Internal Service Funds</b>									
Equipment Fund	272,500	100,000	240,000	-	-	523,099	1,135,599	-	1,135,599
IT Services Fund	-	283,000	17,000	-	-	115,000	415,000	-	415,000
PW Operations Fund	2,961,000	402,000	-	-	-	21,000	3,384,000	-	3,384,000
Facility Maintenance Fund	-	110,000	120,000	-	-	570,000	800,000	-	800,000
<b>Total Internal Service Funds</b>	<b>3,233,500</b>	<b>895,000</b>	<b>377,000</b>	<b>-</b>	<b>-</b>	<b>1,229,099</b>	<b>5,734,599</b>	<b>-</b>	<b>5,734,599</b>
<b>TOTAL - ALL FUNDS</b>	<b>11,629,100</b>	<b>11,666,200</b>	<b>4,512,000</b>	<b>1,539,500</b>	<b>2,747,599</b>	<b>4,487,599</b>	<b>36,581,998</b>	<b>6,811,800</b>	<b>43,393,798</b>

**GENERAL FUND RESOURCES SUMMARY**

<b>Resource Allocation Summary</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>	<b>2018-19 Approved</b>	<b>2018-19 Adopted</b>
Local Taxes	1,608,041	1,678,831	1,725,000	1,870,000	1,870,000	
Intergovernmental	283,763	427,006	577,500	581,000	581,000	
Grants	15,400	29,200	5,000	40,000	40,000	
Charges for Services	2,784,260	3,165,179	3,223,000	3,590,500	3,590,500	
Licenses, Permits, Fees	371,113	366,078	501,000	503,500	503,500	
Fines	230,683	295,611	270,000	265,000	265,000	
Miscellaneous Revenue	153,438	173,021	155,000	142,000	142,000	
Transfers	56,350	22,070	-	265,000	265,000	
Fund Balance Available	1,896,560	1,911,497	2,001,302	1,925,000	1,925,000	
<b>TOTAL RESOURCES</b>	<b>7,399,609</b>	<b>8,068,492</b>	<b>8,457,802</b>	<b>9,182,000</b>	<b>9,182,000</b>	

<b>TITLE</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>	<b>2018-19 Approved</b>	<b>2018-19 Adopted</b>
<b>LOCAL TAXES</b>						
Property Tax Revenue	1,562,767	1,651,658	1,675,000	1,845,000	1,845,000	
Previously Levied Tax	45,274	27,173	50,000	25,000	25,000	
<b>TOTAL LOCAL TAXES</b>	<b>1,608,041</b>	<b>1,678,831</b>	<b>1,725,000</b>	<b>1,870,000</b>	<b>1,870,000</b>	
<b>INTERGOVERNMENTAL</b>						
Cigarette Tax	13,057	16,657	15,500	17,000	17,000	
Alcohol Bev. Tax	156,784	182,201	202,000	244,000	244,000	
Revenue Sharing	48,683	157,787	135,000	142,000	142,000	
Cannabis Tax	-	29,622	140,000	33,000	33,000	
Intergovernmental	64,940	29,505	65,000	130,000	130,000	
Columbia City Permits	300	11,234	20,000	15,000	15,000	
<b>TOTAL INTERGOVERNMENTAL</b>	<b>283,763</b>	<b>427,006</b>	<b>577,500</b>	<b>581,000</b>	<b>581,000</b>	
<b>GRANTS</b>						
Grant - General	15,400	16,200	-	5,000	5,000	
Grant - Police	-	-	5,000	5,000	5,000	
Grant - Parks	-	13,000	-	30,000	30,000	
<b>TOTAL GRANTS</b>	<b>15,400</b>	<b>29,200</b>	<b>5,000</b>	<b>40,000</b>	<b>40,000</b>	
<b>CHARGES FOR SERVICES</b>						
Dockside Services	6,210	6,450	20,000	20,000	20,000	
Rents	3,000	2,750	3,000	3,000	3,000	
Parks & Rec User Fee	-	-	-	65,000	65,000	
In Lieu of Franchise Fees	713,509	843,334	850,000	925,000	925,000	
GF Support Services	1,395,507	1,525,440	1,550,000	1,757,500	1,757,500	
Franchise Tax	666,034	787,205	800,000	820,000	820,000	
<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,784,260</b>	<b>3,165,179</b>	<b>3,223,000</b>	<b>3,590,500</b>	<b>3,590,500</b>	

**GENERAL FUND RESOURCES SUMMARY**

<b>TITLE</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>	<b>2018-19 Approved</b>	<b>2018-19 Adopted</b>
<b>LICENSES, PERMITS, FEES</b>						
Business License	94,604	105,253	125,000	125,000	125,000	
Building Permits	93,421	86,539	109,000	115,000	115,000	
Building Admin Fee	18,007	20,239	15,000	20,000	20,000	
Plumbing Permits	30,675	30,732	30,000	25,000	25,000	
Mechanical Permits	17,274	13,830	16,000	20,000	20,000	
Plan Check Fee	75,387	57,206	165,000	150,000	150,000	
Non-resident library card	6,600	7,083	8,000	8,000	8,000	
Lien Searches	-	-	2,000	2,500	2,500	
Dog License	-	-	-	-	-	
Camping Fees	3,753	100	-	-	-	
Excise Tax	-	-	-	-	-	
Park Rental Fees	-	-	-	1,000	1,000	
Planning Fees	21,789	34,567	22,000	25,000	25,000	
Police Training Fee	9,603	10,529	9,000	12,000	12,000	
<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>371,113</b>	<b>366,078</b>	<b>501,000</b>	<b>503,500</b>	<b>503,500</b>	
<b>FINES</b>						
Fines- Library	16,711	17,057	20,000	15,000	15,000	
Fines	213,973	278,554	250,000	250,000	250,000	
<b>TOTAL FINES</b>	<b>230,683</b>	<b>295,611</b>	<b>270,000</b>	<b>265,000</b>	<b>265,000</b>	
<b>MISCELLANEOUS</b>						
Interest Earnings	75,259	66,500	80,000	80,000	80,000	
Youth Council Revenue	-	-	1,000	-	-	
Misc Revenue Park	13,730	21,708	15,000	11,000	11,000	
Police Misc Rev	2,676	11,769	10,000	10,000	10,000	
Misc Revenue	7,623	41,528	15,000	15,000	15,000	
Insurance Proceeds	13,442	23,018	20,000	20,000	20,000	
Donation- Parks	956	-	6,000	-	-	
IT Equipment Reserve	31,090	-	-	-	-	
Reimb - Courts	8,662	8,498	8,000	6,000	6,000	
Reimb - Police	-	-	-	-	-	
<b>TOTAL MISCELLANEOUS</b>	<b>153,438</b>	<b>173,021</b>	<b>155,000</b>	<b>142,000</b>	<b>142,000</b>	
<b>TRANSFERS</b>	<b>56,350</b>	<b>22,070</b>	<b>-</b>	<b>265,000</b>	<b>265,000</b>	
<b>FUND BALANCE AVAILABLE</b>	<b>1,896,560</b>	<b>1,911,497</b>	<b>2,001,302</b>	<b>1,925,000</b>	<b>1,925,000</b>	
<b>TOTAL RESOURCES</b>	<b>7,399,609</b>	<b>8,068,492</b>	<b>8,457,802</b>	<b>9,182,000</b>	<b>9,182,000</b>	



**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	FY 2013	FY 2014	FY 2015	FY 2016	2017	2018
Publication of Quarterly Gazette	4 of 4	4 of 4	4 of 4	4 of 4	4 of 4	4 of 4
Press Releases	43	27	32	40	38	33
Website, Twitter, Facebook Contacts	570	426	507	611	608	1,374
Business Licenses Issued	940	946	1,012	1,055	1,057	1,080



ADMINISTRATION DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-701-051001	Regular Wages	169,140	172,972	200,000	225,000	225,000	225,000
100-701-051002	Part Time Wages	-	-	-	-	-	-
100-701-051003	Temp Wages	-	-	-	-	-	-
100-701-051004	Overtime	(674)	471	1,000	-	-	-
100-701-051005	Health Dental Benefits	26,004	27,220	39,000	61,000	61,000	61,000
100-701-051006	VEBA	1,560	1,560	2,000	2,500	2,500	2,500
100-701-051007	Retirement	35,901	36,826	47,000	55,000	55,000	55,000
100-701-051008	FICA	12,936	13,270	15,000	18,000	18,000	18,000
100-701-051009	Workers Comp	318	345	500	500	500	500
100-701-051010	Holiday Pay	-	-	-	-	-	-
100-701-051011	Longevity Pay	360	360	1,000	1,000	1,000	1,000
100-701-051012	Certification & Incentive	420	420	500	1,000	1,000	1,000
100-701-051013	Unemployment	-	-	-	-	-	-
100-701-051014	Disability Life Ins	400	384	500	500	500	500
100-701-xxxxxx	Direct Labor	(29,243)	(92,400)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>217,122</b>	<b>161,428</b>	<b>306,500</b>	<b>364,500</b>	<b>364,500</b>	<b>364,500</b>
<b>MATERIALS &amp; SERVICES</b>							
100-701-052004	Office Supplies	485	543	500	650	650	650
100-701-052005	Small Equipment	2,656	1,150	1,500	1,500	1,500	1,500
100-701-052008	Printing	-	14	-	-	-	-
100-701-052010	Telephone	-	-	750	1,000	1,000	1,000
100-701-052016	Insurance - General	4,000	4,250	3,500	-	-	-
100-701-052018	Professional Development	8,939	9,027	5,000	9,000	9,000	9,000
100-701-052019	Professional Services	30,834	13,756	18,000	15,000	15,000	15,000
100-701-052024	Miscellaneous	287	127	500	500	500	500
100-701-052026	Equipment Fund Charges	-	-	294	850	850	850
100-701-052027	IT Fund Charges	5,265	6,562	7,000	8,000	8,000	8,000
100-701-052040	Communications	795	5,226	8,456	9,000	9,000	9,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>53,261</b>	<b>40,655</b>	<b>45,500</b>	<b>45,500</b>	<b>45,500</b>	<b>45,500</b>
<b>TOTAL EXPENDITURES</b>		<b>270,383</b>	<b>202,083</b>	<b>352,000</b>	<b>410,000</b>	<b>410,000</b>	<b>410,000</b>

**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.

<u>PERFORMANCE MEASUREMENTS</u>	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Public Records Requests Processed	166	165	173	173	170	192
Council Minutes Transcribed	53	53	51	54	52	59
Contracts Processed	34	61	55	46	55	50



CITY RECORDER DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-702-051001	Regular Wages	127,548	130,862	135,000	138,000	138,000	138,000
100-702-051005	Health Dental Benefits	36,960	38,888	40,000	43,000	43,000	43,000
100-702-051006	VEBA	960	960	1,000	1,000	1,000	1,000
100-702-051007	Retirement	35,100	36,254	43,000	45,000	45,000	45,000
100-702-051008	FICA	9,680	9,997	11,000	11,000	11,000	11,000
100-702-051009	Workers Comp	248	266	500	500	500	500
100-702-051011	Longevity Pay	600	1,500	1,000	1,500	1,500	1,500
100-702-051012	Certification & Incentive	809	840	1,000	500	500	500
100-702-051014	Disability Life Ins	400	384	500	500	500	500
100-702-xxxxxx	Direct Labor	16,220	8,250	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>228,525</b>	<b>228,200</b>	<b>233,000</b>	<b>241,000</b>	<b>241,000</b>	<b>241,000</b>
<b>MATERIALS &amp; SERVICES</b>							
100-702-052004	Office Supplies	394	261	500	500	500	500
100-702-052005	Small Equipment	3,403	-	2,000	1,400	1,400	1,400
100-702-052011	Public Information	8,039	5,198	5,000	6,000	6,000	6,000
100-702-052013	Memberships	-	-	350	500	500	500
100-702-052016	Insurance - General	8,050	8,550	7,000	-	-	-
100-702-052018	Professional Development	8,029	3,922	6,000	7,000	7,000	7,000
100-702-052019	Professional Services	11,981	11,162	12,000	20,000	20,000	20,000
100-702-052024	Miscellaneous	1,375	873	1,500	1,000	1,000	1,000
100-702-052026	Equipment Fund Charges	-	-	560	600	600	600
100-702-052027	IT Fund Charges	8,448	8,042	15,090	16,000	16,000	16,000
100-702-052028	Projects & Programs	3,515	2,588	2,000	3,000	3,000	3,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>53,234</b>	<b>40,596</b>	<b>52,000</b>	<b>56,000</b>	<b>56,000</b>	<b>56,000</b>
<b>TOTAL EXPENDITURES</b>		<b>281,759</b>	<b>268,796</b>	<b>285,000</b>	<b>297,000</b>	<b>297,000</b>	<b>297,000</b>



**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.

<b>PERFORMANCE MEASUREMENTS</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>
Set City Goals and Objectives	Yes	Yes	No	Yes	Yes	Yes
Conduct Annual Performance Reviews	5	5	5	3	5	5
Average Length of Council Work Sessions	x	x	99 Min	120 Min	150 Min	166 Min
Number of Public Forums and Hearings	11	11	8	9	9	17





CITY COUNCIL DEPARTMENT EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>PERSONNEL SERVICES</b>						
100-703-051001 Regular Wages	46,980	46,980	51,000	51,000	51,000	51,000
100-703-051008 FICA	3,594	3,594	3,700	4,000	4,000	4,000
100-703-051009 Workers Comp	55	65	100	100	100	100
<b>TOTAL PERSONNEL SERVICES</b>	<b>50,629</b>	<b>50,639</b>	<b>54,800</b>	<b>55,100</b>	<b>55,100</b>	<b>55,100</b>
<b>MATERIALS &amp; SERVICES</b>						
100-703-052004 Office Supplies	-	563	250	500	500	500
100-703-052011 Public Information	291	-	250	500	500	500
100-703-052018 Professional Development	15,240	16,392	18,000	18,000	18,000	18,000
100-703-052024 Miscellaneous	1,216	3,541	1,500	500	500	500
100-703-052026 Equipment Fund Charges	-	-	27	50	50	50
100-703-052027 IT Fund Charges	4,512	5,142	16,000	16,000	16,000	16,000
100-703-052041 Council Discrecenary	5,455	1,809	15,000	10,000	10,000	10,000
100-703-052045 Youth Council	-	-	673	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>26,713</b>	<b>27,446</b>	<b>51,700</b>	<b>45,550</b>	<b>45,550</b>	<b>45,550</b>
<b>TOTAL EXPENDITURES</b>	<b>77,343</b>	<b>78,085</b>	<b>106,500</b>	<b>100,650</b>	<b>100,650</b>	<b>100,650</b>



**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	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Non-Traffic Misdemeanors	x	x	x	x	362	340
Non-Traffic Violations	x	x	x	x	20	44
Traffic Misdemeanors	x	x	x	x	109	130
Traffic Violations	x	x	x	x	622	756
Municipal Code Misdemeanors	x	x	x	x	0	0
Ordinance Violations	x	x	x	x	5	16
Other (Parking & Misc.)	x	x	x	x	21	12



COURT DEPARTMENT EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>PERSONNEL SERVICES</b>						
100-704-051001 Regular Wages	91,404	97,256	106,000	103,000	103,000	103,000
100-704-051004 Overtime	6,365	2,148	10,000	-	-	-
100-704-051005 Health Dental Benefits	42,815	47,202	52,000	51,000	51,000	51,000
100-704-051006 VEBA	1,560	1,560	2,500	2,000	2,000	2,000
100-704-051007 Retirement	20,509	20,997	29,000	26,000	26,000	26,000
100-704-051008 FICA	7,581	7,641	9,000	8,000	8,000	8,000
100-704-051009 Workers Comp	237	258	500	500	500	500
100-704-051010 Holiday Pay	-	-	-	-	-	-
100-704-051011 Longevity Pay	360	630	500	1,000	1,000	1,000
100-704-051012 Certification & Incentive	627	808	1,500	500	500	500
100-704-051013 Unemployment	4,209	5,949	-	-	-	-
100-704-051014 Disability Life Ins	400	384	500	500	500	500
100-704-xxxxxx Direct Labor	16,723	32,990	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>192,790</b>	<b>217,823</b>	<b>211,500</b>	<b>192,500</b>	<b>192,500</b>	<b>192,500</b>
<b>MATERIALS &amp; SERVICES</b>						
100-704-052004 Office Supplies	1,215	1,516	1,000	1,000	1,000	1,000
100-704-052009 Postage	-	-	100	-	-	-
100-704-052010 Telephone	-	-	500	-	-	-
100-704-052012 Materials	205	76	-	-	-	-
100-704-052018 Professional Development	2,602	2,004	1,000	2,000	2,000	2,000
100-704-052019 Professional Services	127,833	128,900	145,000	145,000	145,000	145,000
100-704-052024 Miscellaneous	739	143	500	500	500	500
100-704-052026 Equipment Fund Charges	-	-	27	50	50	50
100-704-052027 IT Fund Charges	16,110	15,264	23,000	21,000	21,000	21,000
100-704-xxxxxx Indirect Cost Allocation	30,734	34,020	-	-	-	-
100-704-052042 Jury Witness Expense	310	(10)	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>179,747</b>	<b>181,913</b>	<b>171,127</b>	<b>169,550</b>	<b>169,550</b>	<b>169,550</b>
<b>TOTAL EXPENDITURES</b>	<b>372,537</b>	<b>399,736</b>	<b>382,627</b>	<b>362,050</b>	<b>362,050</b>	<b>362,050</b>



**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	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Number of Sworn Officers	16	16	16	16	16	17
City Population	12,920	12,990	13,095	13,158	13,158	13,240
Sworn Officers Per Thousand	1.24	1.23	1.22	1.21	1.21	1.28
Annual Dispatch Activity	15,051	17,262	16,643	15,534	16,000	17,000
Annual Activity per Officer	941	1,079	1,040	971	1,000	1,000
Annual Case Numbers	1,574	1,823	1,574	1,501	1,600	1,400
Annual Case Numbers per Officer	98	114	98	93	100	82
Traffic Stops	1,807	2,431	1,809	2,048	2,200	2,500
Traffic Citations	424	555	578	584	600	600
Percent of Citations to Stops	23%	23%	32%	29%	25%	27
Number of Code Enforcement Officers	0	0	0.3	1	1	1



POLICE DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-705-051001	Regular Wages	1,033,900	1,080,801	1,150,000	1,340,000	1,340,000	1,340,000
100-705-051002	Part Time Wages	-	-	-	23,000	23,000	23,000
100-705-051004	Overtime	120,321	103,654	110,000	70,000	70,000	70,000
100-705-051005	Health Dental Benefits	312,763	332,997	370,000	460,000	460,000	460,000
100-705-051006	VEBA	39,650	58,228	19,000	22,000	22,000	22,000
100-705-051007	Retirement	316,608	325,398	405,000	447,000	447,000	447,000
100-705-051008	FICA	96,631	100,088	110,000	117,000	117,000	117,000
100-705-051009	Workers Comp	28,819	33,184	40,000	40,000	40,000	40,000
100-705-051010	Holiday Pay	21,166	34,550	35,000	31,000	31,000	31,000
100-705-051011	Longevity Pay	660	2,010	2,500	3,000	3,000	3,000
100-705-051012	Certification & Incentive	95,347	100,309	100,000	134,000	134,000	134,000
100-705-051013	Unemployment	-	378	500	-	-	-
100-705-051014	Disability Life Ins	3,237	3,227	4,000	4,000	4,000	4,000
100-705-xxxxxx	Direct Labor	(96,379)	(137,500)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,972,724</b>	<b>2,037,325</b>	<b>2,346,000</b>	<b>2,691,000</b>	<b>2,691,000</b>	<b>2,691,000</b>
<b>MATERIALS &amp; SERVICES</b>							
100-705-052001	Operating Supplies	11,561	40,018	45,000	45,000	45,000	45,000
100-705-052002	Personnel Uniforms Equipment	18,180	18,247	20,000	20,000	20,000	20,000
100-705-052003	Utilities	7,521	7,537	8,500	8,500	8,500	8,500
100-705-052004	Office Supplies	3,887	2,762	3,000	3,000	3,000	3,000
100-705-052005	Small Equipment	23,784	14,275	10,000	10,000	10,000	10,000
100-705-052006	Computer Maintenance	24,289	28,097	15,000	15,000	15,000	15,000
100-705-052009	Postage	318	559	500	500	500	500
100-705-052010	Telephone	23,907	26,467	24,000	25,000	25,000	25,000
100-705-052011	Public Information	732	634	-	1,000	1,000	1,000
100-705-052013	Memberships	-	-	500	-	-	-
100-705-052016	Insurance - General	40,490	43,000	-	-	-	-
100-705-052018	Professional Development	13,825	19,202	12,000	15,000	15,000	15,000
100-705-052019	Professional Services	28,673	61,435	55,000	30,000	30,000	30,000
100-705-052021	Equipment Maintenance	-	22,840	-	-	-	-
100-705-052022	Fuel/Oil	20,495	20,438	30,000	30,000	30,000	30,000
100-705-052023	Facility Maintenance	16,810	25,370	14,000	15,000	15,000	15,000
100-705-052024	Miscellaneous	19,914	55	1,500	1,000	1,000	1,000
100-705-052026	Equipment Fund Charges	14,604	-	53,000	83,500	83,500	83,500
100-705-052027	IT Fund Charges	-	-	70,000	51,000	51,000	51,000
100-705-052028	Projects & Programs	-	-	5,000	5,000	5,000	5,000
100-705-052029	Indirect Cost Allocation	140,158	156,900	-	-	-	-
100-705-052043	CERT	-	1,578	-	2,000	2,000	2,000
100-705-052044	K9 Expense	-	5,496	2,000	3,000	3,000	3,000
100-705-052086	Firearms	5,853	3,835	-	5,000	5,000	5,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>415,001</b>	<b>498,746</b>	<b>369,000</b>	<b>368,500</b>	<b>368,500</b>	<b>368,500</b>
<b>TOTAL EXPENDITURES</b>		<b>2,387,725</b>	<b>2,536,071</b>	<b>2,715,000</b>	<b>3,059,500</b>	<b>3,059,500</b>	<b>3,059,500</b>

**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	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018





LIBRARY DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-706-051001	Regular Wages	268,953	285,619	243,000	253,000	253,000	253,000
100-706-051002	Part Time Wages	-	-	56,000	74,000	74,000	74,000
100-706-051004	Overtime	195	-	-	-	-	-
100-706-051005	Health Dental Benefits	45,958	69,587	73,000	77,000	77,000	77,000
100-706-051006	VEBA	23,305	3,640	3,800	4,000	4,000	4,000
100-706-051007	Retirement	57,805	54,464	71,000	77,000	77,000	77,000
100-706-051008	FICA	20,486	21,666	24,000	25,000	25,000	25,000
100-706-051009	Workers Comp	613	722	600	1,000	1,000	1,000
100-706-051011	Longevity Pay	1,800	1,260	2,200	2,000	2,000	2,000
100-706-051014	Disability Life Ins	720	765	900	1,000	1,000	1,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>419,835</b>	<b>437,723</b>	<b>474,500</b>	<b>514,000</b>	<b>514,000</b>	<b>514,000</b>
<b>MATERIALS &amp; SERVICES</b>							
100-706-052001	Operating Supplies	2,955	1,043	-	-	-	-
100-706-052003	Utilities	14,765	15,004	15,000	15,000	15,000	15,000
100-706-052004	Office Supplies	6,018	5,804	5,000	5,000	5,000	5,000
100-706-052005	Small Equipment	-	-	500	3,000	3,000	3,000
100-706-052006	Computer Maintenance	27,230	25,691	15,000	15,000	15,000	15,000
100-706-052010	Telephone	3,274	4,327	-	-	-	-
100-706-052015	Intergovernmental Services	1,093	-	-	-	-	-
100-706-052016	Insurance - General	10,580	11,230	-	-	-	-
100-706-052018	Professional Development	3,619	6,309	4,000	4,000	4,000	4,000
100-706-052019	Professional Services	-	1,391	2,500	3,000	3,000	3,000
100-706-052023	Facility Maintenance	32,704	30,475	29,000	30,000	30,000	30,000
100-706-052024	Miscellaneous	1,753	1,289	500	500	500	500
100-706-052026	Equipment Fund Charges	-	-	73	100	100	100
100-706-052027	IT Fund Charges	-	-	34,500	31,000	31,000	31,000
100-706-052028	Projects & Programs	5,995	5,375	5,000	6,900	6,900	6,900
100-706-052029	Indirect Cost Allocation	30,699	36,100	-	-	-	-
100-706-052031	Periodicals	3,096	3,228	2,900	3,000	3,000	3,000
100-706-052032	Digital Resources	3,703	6,804	7,200	8,000	8,000	8,000
100-706-052033	Printed Materials	25,934	25,801	29,320	29,000	29,000	29,000
100-706-052034	Visual Materials	5,750	5,662	6,030	5,000	5,000	5,000
100-706-052035	Audio Materials	3,239	4,136	4,550	5,000	5,000	5,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>182,407</b>	<b>189,669</b>	<b>161,073</b>	<b>163,500</b>	<b>163,500</b>	<b>163,500</b>
<b>TOTAL EXPENDITURES</b>		<b>602,242</b>	<b>627,392</b>	<b>635,573</b>	<b>677,500</b>	<b>677,500</b>	<b>677,500</b>

**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	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Unqualified Audit Report	Yes	Yes	Yes	Yes	Yes	Yes
GFOA Budget Certification	Yes	Yes	No	Yes	Yes	Yes
Avg # of days Qtrly Reports Issued	38	35	35	19	18	19
Physical Checks Printed	3,239	3,282	3,348	3,274	3,203	3,022



FINANCE DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-707-051001	Regular Employee Wages	314,386	355,398	345,000	370,000	370,000	370,000
100-707-051004	Overtime	1,973	854	500	-	-	-
100-707-051005	Health Dental Benefits	81,301	127,634	125,000	138,000	138,000	138,000
100-707-051006	VEBA	4,328	23,107	5,000	5,000	5,000	5,000
100-707-051007	Retirement	73,871	65,346	88,000	94,000	94,000	94,000
100-707-051008	FICA	23,777	27,015	28,000	29,000	29,000	29,000
100-707-051009	Workers Comp	687	783	800	1,000	1,000	1,000
100-707-051011	Longevity Pay	1,260	1,620	2,000	2,000	2,000	2,000
100-707-051012	Certification Incentive	2,632	1,789	2,000	2,000	2,000	2,000
100-707-051013	Unemployment	-	7,936	-	-	-	-
100-707-051014	Disability Life Ins	1,067	1,165	1,200	1,000	1,000	1,000
100-707-xxxxxx	Direct Labor	7,084	(16,660)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>512,366</b>	<b>595,987</b>	<b>597,500</b>	<b>642,000</b>	<b>642,000</b>	<b>642,000</b>
<b>MATERIALS &amp; SERVICES</b>							
100-707-052004	Office Supplies	2,170	5,152	4,000	2,000	2,000	2,000
100-707-052005	Small Equipment	4,903	5,048	1,000	1,000	1,000	1,000
100-707-052008	Printing	-	-	3,000	500	500	500
100-707-052009	Postage	13,707	18,689	1,000	5,000	5,000	5,000
100-707-052011	Public Information	348	1,723	-	500	500	500
100-707-052018	Professional Development	4,035	8,675	7,000	7,000	7,000	7,000
100-707-052019	Professional Services	100,126	121,085	120,000	120,000	120,000	120,000
100-707-052020	Bank Service Fees	-	-	30,000	30,000	30,000	30,000
100-707-052024	Miscellaneous	754	573	500	500	500	500
100-707-052026	Equipment Fund Charges	-	-	3,781	3,000	3,000	3,000
100-707-052027	IT Fund Charges	34,046	35,700	34,500	31,000	31,000	31,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>160,088</b>	<b>196,645</b>	<b>204,781</b>	<b>200,500</b>	<b>200,500</b>	<b>200,500</b>
<b>TOTAL EXPENDITURES</b>		<b>672,454</b>	<b>792,632</b>	<b>802,281</b>	<b>842,500</b>	<b>842,500</b>	<b>842,500</b>



**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.

<b>PARKS DEPARTMENT</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>						
100-708-051001 Regular Employee Wages	-	-	102,000	101,000	101,000	101,000
100-708-051002 Part Time Wages	-	-	35,000	18,000	18,000	18,000
100-708-051004 Overtime	-	-	3,500	1,000	1,000	1,000
100-708-051005 Health Dental Benefits	-	-	31,000	39,000	39,000	39,000
100-708-051006 VEBA	-	-	1,200	2,000	2,000	2,000
100-708-051007 Retirement	-	-	32,000	29,000	29,000	29,000
100-708-051008 FICA	-	-	8,000	7,000	7,000	7,000
100-708-051009 Workers Comp	-	-	7,000	1,000	1,000	1,000
100-708-051011 Longevity Pay	-	-	1,500	1,000	1,000	1,000
100-708-051012 Certification Incentive	-	-	500	1,000	1,000	1,000
100-708-051014 Disability Life Ins	-	-	500	1,000	1,000	1,000
100-708-051015 Direct Labor	135,207	178,520	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>135,207</b>	<b>178,520</b>	<b>222,200</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-708-052001 Operating Supplies	40,359	38,329	33,000	45,000	45,000	45,000
100-708-052003 Utilities	19,798	19,438	18,500	18,000	18,000	18,000
100-708-052010 Telephone	1,870	1,212	-	-	-	-
100-708-052018 Professional Development	1,240	1,812	1,500	2,000	2,000	2,000
100-708-052019 Professional Services	17,699	27,597	18,000	25,000	25,000	25,000
100-708-052022 Fuel/Oil	5,863	6,232	7,500	8,000	8,000	8,000
100-708-052026 Equipment Fund Charges	-	-	22,000	26,000	26,000	26,000
100-708-052027 IT Fund Charges	-	-	7,000	8,000	8,000	8,000
100-708-052028 Indirect Cost Allocation	25,350	30,650	-	-	-	-
100-708-052056 Dock Services	919	143	5,000	5,000	5,000	5,000
100-708-052057 Marine Board	16,778	20,010	16,500	16,500	16,500	16,500
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>129,876</b>	<b>145,424</b>	<b>129,000</b>	<b>183,500</b>	<b>183,500</b>	<b>183,500</b>
<b>TOTAL EXPENDITURES</b>	<b>265,084</b>	<b>323,944</b>	<b>351,200</b>	<b>354,500</b>	<b>354,500</b>	<b>354,500</b>

**Recreation Department**

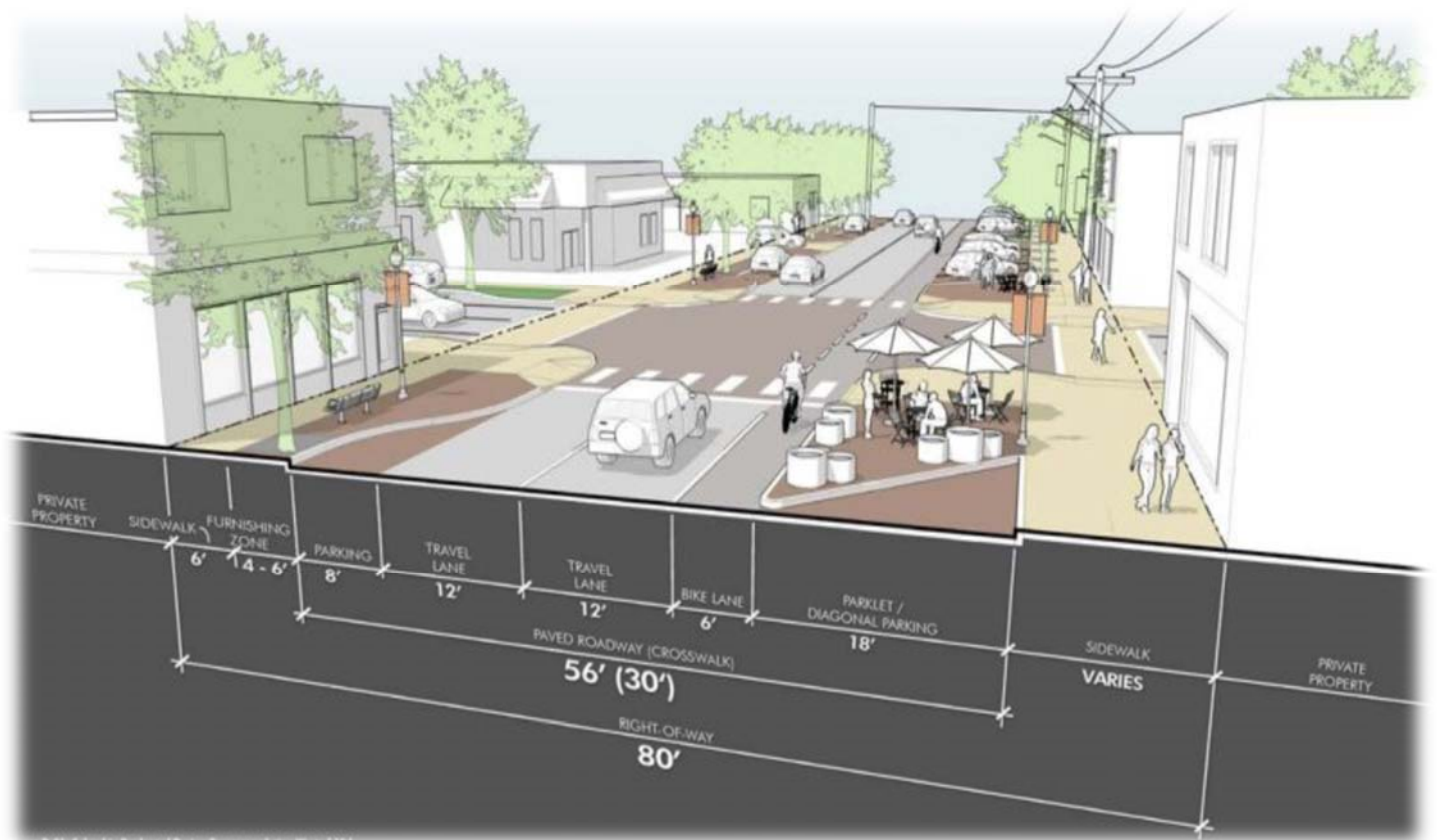
The Recreation Department is a new department created for FY 2018 that encompasses a purpose of creating a sustainable recreation department within the City of St. Helens and alongside a partnership with the St. Helens School District will provide activities throughout the year while coordinating and working with outside programs in the community to build a successful Recreation program.

RECREATION DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-708-051002	Part Time Wages	-	-	-	45,000	45,000	45,000
100-708-051008	FICA	-	-	-	4,000	4,000	4,000
100-708-051009	Workers Comp	-	-	-	500	500	500
100-708-051014	Disability Life Ins	-	-	-	1,000	1,000	1,000
<b>TOTAL PERSONNEL SERVICES</b>		-	-	-	<b>50,500</b>	<b>50,500</b>	<b>50,500</b>
<b>MATERIALS &amp; SERVICES</b>							
100-708-052001	Operating Supplies	-	-	-	1,000	1,000	1,000
100-708-052002	Personnel Uniforms Equipment	-	-	-	500	500	500
100-708-052004	Office Supplies	-	-	-	500	500	500
100-708-052005	Small Equipment	-	-	-	-	-	-
100-708-052008	Printing	-	-	-	2,500	2,500	2,500
100-708-052009	Postage	-	-	-	2,000	2,000	2,000
100-708-052018	Professional Development	-	-	-	500	500	500
100-708-052024	Miscellaneous	-	-	-	500	500	500
100-708-052029	Projects & Programs	-	-	-	7,000	7,000	7,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		-	-	-	<b>14,500</b>	<b>14,500</b>	<b>14,500</b>
<b>TOTAL EXPENDITURES</b>		-	-	-	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>

**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	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Land Use Permits	97	76	85	97	91	120
Annexations	0	2	0	1	1	3



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PLANNING DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-710-051001	Regular Employee Wages	121,206	128,303	135,000	146,000	146,000	146,000
100-710-051005	Health Dental Benefits	14,299	14,911	16,000	17,000	17,000	17,000
100-710-051006	VEBA	2,160	2,160	2,500	2,500	2,500	2,500
100-710-051007	Retirement	30,311	32,009	39,000	42,000	42,000	42,000
100-710-051008	FICA	9,288	9,802	11,000	12,000	12,000	12,000
100-710-051009	Workers Comp	252	274	350	500	500	500
100-710-051011	Longevity Pay	-	360	600	1,000	1,000	1,000
100-710-051012	Certification Incentive	720	-	-	-	-	-
100-710-051014	Disability Life Ins	400	384	550	500	500	500
100-710-051015	Direct Labor	(64,364)	(75,930)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>114,272</b>	<b>112,273</b>	<b>205,000</b>	<b>221,500</b>	<b>221,500</b>	<b>221,500</b>
<b>MATERIALS &amp; SERVICES</b>							
100-710-052004	Office Supplies	-	515	-	500	500	500
100-710-052006	Computer Maintenance	-	-	1,000	3,000	3,000	3,000
100-710-052011	Public Information	4,936	5,149	5,000	2,500	2,500	2,500
100-710-052013	Memberships	-	-	-	1,000	1,000	1,000
100-710-052015	Intergovernmental Services	15,000	-	-	-	-	-
100-710-052018	Professional Development	4,017	2,771	4,000	3,500	3,500	3,500
100-710-052019	Professional Services	3,737	2,962	3,000	4,000	4,000	4,000
100-710-052024	Miscellaneous	-	-	500	-	-	-
100-710-052026	Equipment Fund Charges	-	-	5,700	6,000	6,000	6,000
100-710-052027	IT Fund Charges	5,811	6,095	12,733	11,000	11,000	11,000
100-710-052xxx	Indirect Cost Allocation	15,574	22,960	-	-	-	-
100-710-052028	Projects & Programs	22,971	50,615	-	-	-	-
100-710-052029	CCET	-	-	15,000	15,000	15,000	15,000
100-710-052030	CLG Expenses	-	-	-	13,000	13,000	13,000
100-710-052087	Commission Stipend	-	-	-	2,500	2,500	2,500
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>72,046</b>	<b>91,066</b>	<b>46,933</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>
<b>TOTAL EXPENDITURES</b>		<b>186,318</b>	<b>203,339</b>	<b>251,933</b>	<b>283,500</b>	<b>283,500</b>	<b>283,500</b>



**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.

<b>PERFORMANCE MEASUREMENTS</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>
Code Enforcement	10	2	20	x	x	x
Res. SF Dwellings Permits Issued	22	16	34	22	13	8
Commercial Permits Issued	98	68	115	142	128	166
Total Permits Issued	309	364	328	406	410	381



BUILDING DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-711-051001	Regular Employee Wages	96,654	131,962	145,000	141,000	141,000	141,000
100-711-051004	Overtime	-	789	1,000	-	-	-
100-711-051005	Health Dental Benefits	32,511	40,230	32,000	43,000	43,000	43,000
100-711-051006	VEBA	800	960	1,000	1,000	1,000	1,000
100-711-051007	Retirement	20,363	26,744	33,000	34,000	34,000	34,000
100-711-051008	FICA	7,346	10,115	14,000	11,000	11,000	11,000
100-711-051009	Workers Comp	764	1,274	3,800	1,500	1,500	1,500
100-711-051011	Longevity Pay	360	600	600	1,000	1,000	1,000
100-711-051012	Certification Incentive	320	480	600	500	500	500
100-711-051014	Disability Life Ins	347	384	800	500	500	500
100-711-051015	Direct Labor	(14,132)	(16,330)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>145,333</b>	<b>197,207</b>	<b>231,800</b>	<b>233,500</b>	<b>233,500</b>	<b>233,500</b>
<b>MATERIALS &amp; SERVICES</b>							
100-711-052004	Office Supplies	3,447	1,235	2,500	1,500	1,500	1,500
100-711-052010	Telephone	481	1,041	1,500	1,500	1,500	1,500
100-711-052013	Memberships	-	-	-	500	500	500
100-711-052015	Intergovernmental Services	-	-	-	2,000	2,000	2,000
100-711-052018	Professional Development	2,944	3,209	2,000	2,000	2,000	2,000
100-711-052019	Professional Services	27,119	5,300	6,000	6,000	6,000	6,000
100-711-052024	Miscellaneous	-	55	-	-	-	-
100-711-052026	Equipment Fund Charges	18	-	5,530	6,000	6,000	6,000
100-711-052027	IT Fund Charges	10,236	10,738	11,500	16,000	16,000	16,000
100-711-xxxxxx	Indirect Cost Allocation	16,841	25,890	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>61,086</b>	<b>47,467</b>	<b>29,030</b>	<b>35,500</b>	<b>35,500</b>	<b>35,500</b>
<b>TOTAL EXPENDITURES</b>		<b>206,419</b>	<b>244,675</b>	<b>260,830</b>	<b>269,000</b>	<b>269,000</b>	<b>269,000</b>

**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.

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>	<b>2018-19 Approved</b>	<b>2018-19 Adopted</b>
<b>PERSONNEL SERVICES</b>						
100-715-051015 Direct Labor	20,316	93,490	-	-	-	-
<b>MATERIALS &amp; SERVICES</b>						
100-715-052003 Utilities	17,388	18,953	19,000	19,000	19,000	19,000
100-715-052004 Office Supplies	11,229	11,515	10,000	10,000	10,000	10,000
100-715-052005 Small Equipment	24,068	13,351	5,000	5,000	5,000	5,000
100-715-052009 Postage	-	-	6,000	5,000	5,000	5,000
100-715-052010 Telephone	17,755	15,915	-	-	-	-
100-715-052016 Insurance - General	9,760	10,595	65,000	75,000	75,000	75,000
100-715-052019 Professional Services	34,494	36,994	18,000	-	-	-
100-715-052021 Equipment Maintenance	-	-	1,550	-	-	-
100-715-052023 Facility Maintenance	6,624	9,340	65,000	50,000	50,000	50,000
100-715-052024 Miscellaneous	129	50	-	-	-	-
100-715-052027 IT Fund Charges	1,631	1,876	-	-	-	-
100-715-052049 Litigation Settlement	-	1,200	5,000	30,000	30,000	30,000
100-715-052085 City Property Taxes	-	-	3,500	4,000	4,000	4,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>123,078</b>	<b>119,787</b>	<b>198,050</b>	<b>198,000</b>	<b>198,000</b>	<b>198,000</b>
<b>CAPITAL OUTLAY</b>						
100-715-053001 Capital Outlay	-	58,092	-	-	-	-
<b>TRANSFERS</b>						
100-715-054001 Transfers	140,980	122,800	320,000	-	-	-
<b>CONTINGENCY</b>						
100-715-058001 Contingency	-	-	-	1,000,000	1,000,000	1,000,000
<b>UNAPPROPRIATED FUND BALANCE</b>						
100-715-059001 Unapp Fund Balance	-	-	-	1,249,300	1,249,300	1,249,300
<b>TOTAL EXPENDITURES</b>	<b>284,374</b>	<b>394,169</b>	<b>518,050</b>	<b>2,447,300</b>	<b>2,447,300</b>	<b>2,447,300</b>

# 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		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>Taxes</b>							
201-000-032002	Motel Hotel Tax	129,900	139,181	150,000	200,000	200,000	200,000
<b>MISC REVENUE</b>							
201-000-037020	Sponsorships	10,311	35,810	10,000	35,000	35,000	35,000
201-000-031021	Fireworks	450	2,214	20,000	25,000	25,000	25,000
201-000-037022	Halloween	-	-	115,000	130,000	130,000	130,000
201-000-037023	13 Nights	-	-	40,000	20,000	20,000	20,000
201-000-037031	Store Revenue	-	-	-	5,000	5,000	5,000
201-000-037015	Other Events	5,911	100,513	1,000	10,000	10,000	10,000
<b>TOTAL MISC REVENUE</b>		<b>16,672</b>	<b>138,537</b>	<b>186,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
<b>GRANTS</b>							
201-000-033005	Grants	-	20,000	20,000	-	-	-
<b>TRANSFERS</b>							
201-000-037001	Transfers	-	-	240,000	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
201-000-039001	Fund Balance Available	164,832	209,803	98,641	220,000	220,000	220,000
<b>TOTAL RESOURCES</b>		<b>311,404</b>	<b>507,521</b>	<b>694,641</b>	<b>645,000</b>	<b>645,000</b>	<b>645,000</b>

EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>MATERIALS &amp; SERVICES</b>							
201-000-052011	Public Information	10,087	1,285	10,000	5,000	5,000	5,000
201-000-052019	Professional Services	28,963	120,566	180,000	123,000	123,000	123,000
201-000-052025	GFSS Charge	-	-	14,000	19,000	19,000	19,000
201-000-052026	Equipment Fund Charges	-	-	1,527	2,000	2,000	2,000
201-000-052055	Public Art	5,000	5,125	-	-	-	-
201-000-052056	Branding and Way Finding	-	50,962	30,000	-	-	-
201-000-052057	Events - Fireworks	-	-	30,000	25,000	25,000	25,000
201-000-052058	Events - Holloween	-	-	160,000	130,000	130,000	130,000
201-000-052059	Events - General	57,550	206,068	25,000	10,000	10,000	10,000
201-000-052074	Events - 13 Nights	-	-	25,000	20,000	20,000	20,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>101,599</b>	<b>384,005</b>	<b>475,527</b>	<b>334,000</b>	<b>334,000</b>	<b>334,000</b>
<b>TRANSFERS</b>							
201-000-054001	Transfers	-	24,875	-	240,000	240,000	240,000
<b>CONTINGENCY</b>							
201-000-058001	Contingency	-	-	6,278	71,000	71,000	71,000
<b>UNAPPROPRIATED FUND BALANCE</b>							
201-000-059001	Unapp Fund Balance	-	-	212,836	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>101,599</b>	<b>408,880</b>	<b>694,641</b>	<b>645,000</b>	<b>645,000</b>	<b>645,000</b>

Economic 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		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
202-000-034030	FARA Building Lease	-	-	-	15,000	15,000	15,000
<b>MISC REVENUE</b>							
202-000-037004	Miscellaneous - General	-	-	50,000	-	-	-
202-000-037011	Lease Payments - Property	-	300,000	300,000	300,000	300,000	300,000
202-000-037026	Property Tax Reimbursement	-	-	192,100	130,000	130,000	130,000
202-000-037027	Lease Payments - Businesses	-	-	-	-	-	-
202-724-037030	Timber Harvesting	-	-	-	500,000	500,000	500,000
<b>TOTAL MISC REVENUE</b>		-	<b>300,000</b>	<b>542,100</b>	<b>930,000</b>	<b>930,000</b>	<b>930,000</b>
<b>GRANTS</b>							
202-000-033005	Grants	-	107,409	-	1,800,000	1,800,000	1,800,000
<b>TRANSFERS</b>							
202-000-038001	Transfers	-	549,850	660,000	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
202-000-039001	Fund Balance Available	-	-	108,557	300,000	300,000	300,000
<b>TOTAL RESOURCES</b>		-	<b>957,259</b>	<b>1,310,657</b>	<b>3,045,000</b>	<b>3,045,000</b>	<b>3,045,000</b>
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
Dept 721	Economic Planning	-	327,044	59,100	55,000	55,000	55,000
Dept 722	Boise WP Property	-	187,942	159,500	1,970,000	1,970,000	1,970,000
Dept 723	Boise Veneer Property	-	7,060	11,000	75,000	75,000	75,000
Dept 724	Forestry	-	51,907	51,000	125,000	125,000	125,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		-	<b>573,952</b>	<b>280,600</b>	<b>2,225,000</b>	<b>2,225,000</b>	<b>2,225,000</b>
<b>DEBT SERVICE</b>							
Dept 722	Boise WP Property	-	234,949	235,000	157,500	157,500	157,500
Dept 723	Boise Veneer Property	-	39,800	40,000	125,000	125,000	125,000
<b>TOTAL DEBT SERVICE</b>		-	<b>274,749</b>	<b>275,000</b>	<b>282,500</b>	<b>282,500</b>	<b>282,500</b>
<b>CAPITAL OUTLAY</b>							
202-000-057001	Capital Outlay	-	-	455,000	-	-	-
<b>TRANSFER</b>							
202-000-057001	Transfers	-	-	-	350,000	350,000	350,000
<b>CONTINGENCY</b>							
202-000-058001	Contingency	-	-	231,945	187,500	187,500	187,500
<b>UNAPPROPRIATED FUND BALANCE</b>							
202-000-059001	Unapp Fund Balance	-	-	68,112	-	-	-
<b>TOTAL EXPENDITURES</b>		-	<b>848,702</b>	<b>1,310,657</b>	<b>3,045,000</b>	<b>3,045,000</b>	<b>3,045,000</b>



**Economic 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. The City will be working diligently to prepare for development on the Waterfront Property during this fiscal year.

EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>DEPT 721 - ECONOMIC PLANNING</b>						
<b>MATERIALS &amp; SERVICES</b>						
202-721-052019 Professional Services	-	-	50,000	50,000	50,000	50,000
202-721-052050 Area Wide Planning	-	252,645	8,000	-	-	-
202-721-052051 Urban Renewal	-	74,399	1,000	5,000	5,000	5,000
202-721-052075 EPA Grant	-	-	100	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	-	<b>327,044</b>	<b>59,100</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>





Economic 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	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>DEPT 722 - BOISE WP PROPERTY</b>						
<b>MATERIALS &amp; SERVICES</b>						
202-722-052003 Utilities	-	-	1,000	-	-	-
202-722-052016 Insurance - General	-	9,796	8,500	10,000	10,000	10,000
202-722-052019 Professional Services	-	29,461	20,000	1,820,000	1,820,000	1,820,000
202-722-052023 Facility Maintenance	-	7,678	5,000	5,000	5,000	5,000
202-722-052053 Property Taxes	-	126,107	125,000	135,000	135,000	135,000
202-722-052054 Offshore Lease	-	14,900	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	-	<b>187,942</b>	<b>159,500</b>	<b>1,970,000</b>	<b>1,970,000</b>	<b>1,970,000</b>
<b>DEBT SERVICE</b>						
202-722-055001 Principal	-	150,000	150,000	157,500	157,500	157,500
202-722-055002 Interest	-	-	-	-	-	-
<b>TOTAL DEBT SERVICE</b>	-	<b>150,000</b>	<b>150,000</b>	<b>157,500</b>	<b>157,500</b>	<b>157,500</b>
<b>TOTAL - BOISE WP PROPERTY</b>	-	<b>337,942</b>	<b>309,500</b>	<b>2,127,500</b>	<b>2,127,500</b>	<b>2,127,500</b>



Economic 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		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>DEPT 723 - BOISE VENEER PROPERTY</b>							
<b>MATERIALS &amp; SERVICES</b>							
202-723-052016	Insurance - General	-	3,290	9,000	10,000	10,000	10,000
202-723-052019	Professional Services	-	-	-	60,000	60,000	60,000
202-723-052023	Facility Maintenance	-	3,770	2,000	5,000	5,000	5,000
202-723-052054	Offshore Lease	-	-	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		-	<b>7,060</b>	<b>11,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>DEBT SERVICE</b>							
202-723-055001	Principal	-	84,949	85,000	90,000	90,000	90,000
202-723-055002	Interest	-	39,800	40,000	35,000	35,000	35,000
<b>TOTAL DEBT SERVICE</b>		-	<b>124,749</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>
<b>TOTAL - BOISE VENEER PROPERTY</b>		-	<b>131,809</b>	<b>136,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>



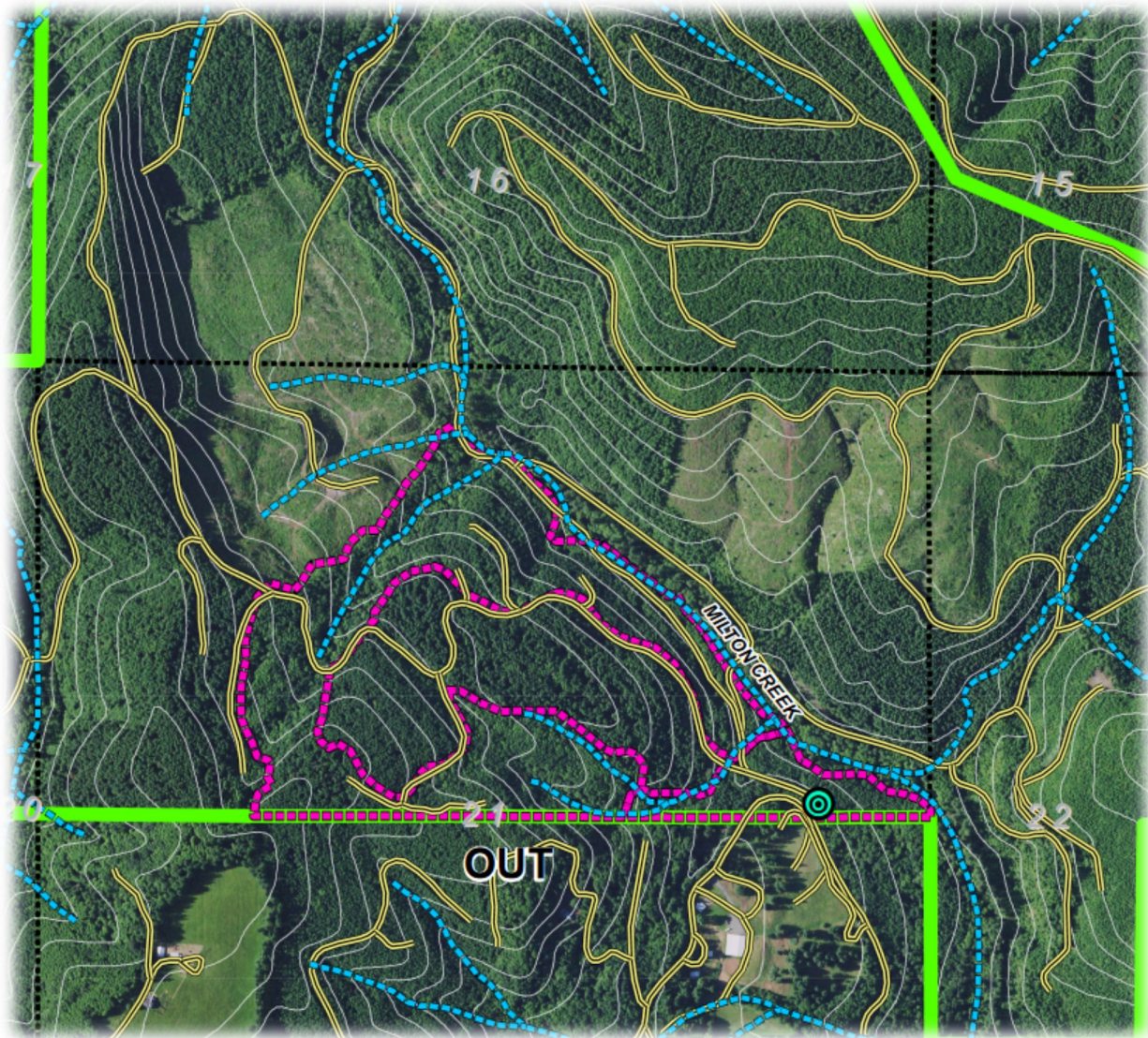


**Economic Development**

**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.

EXPENDITURES		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>DEPT 724 - FORESTRY</b>							
<b>MATERIALS &amp; SERVICES</b>							
202-724-052001	Operating Supplies	-	-	1,000	-	-	-
202-724-052019	Professional Services	-	51,907	50,000	125,000	125,000	125,000
<b>TOTAL - FORESTRY</b>		-	51,907	51,000	125,000	125,000	125,000



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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	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19	
	Actual	Actual	Budget	Proposed	Approved	Adopted	
<b>CHARGES FOR SERVICES</b>							
203-716-034024	PW Projects for Public Art	-	-	2,750	2,000	2,000	2,000
203-718-034028	Youth Council Sales	-	252	-	500	500	500
203-706-034023	Room Rental Fee	-	330	500	500	500	500
<b>TOTAL CHARGES FOR SERVICES</b>		-	<b>582</b>	<b>3,250</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
203-705-033005	Grants - Police	124,529	5,000	126,000	100,000	100,000	100,000
203-706-033005	Grants - Library	-	8,761	3,485	20,000	20,000	20,000
203-716-033005	Grants - ACC	-	31,280	12,000	2,000	2,000	2,000
203-717-033005	Grants - Transitional Housing	-	-	22,000	20,000	20,000	20,000
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>124,529</b>	<b>45,041</b>	<b>163,485</b>	<b>142,000</b>	<b>142,000</b>	<b>142,000</b>
<b>MISC REVENUE</b>							
203-000-037001	Interest	202	1,200	-	-	-	-
203-000-037007	Miscellaneous - General	383,579	5,750	-	-	-	-
203-705-037011	Donations - Police	-	3,967	14,000	500	500	500
203-706-037017	Donations - Ukulele Club	-	361	350	500	500	500
203-716-037018	Donations - ACC	22,567	1,740	3,250	2,000	2,000	2,000
203-718-037014	Donations - Youth Council	-	-	-	500	500	500
203-706-037014	Donations - Library	-	-	-	500	500	500
<b>TOTAL MISC REVENUE</b>		<b>406,348</b>	<b>13,018</b>	<b>17,600</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>TRANSFERS</b>							
203-000-038001	Transfers	1,075,980	38,405	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
000-027500	Fund Balance Available	2,124,864	237,696	81,706	51,199	51,199	51,199
<b>TOTAL RESOURCES</b>		<b>3,731,720</b>	<b>334,742</b>	<b>266,041</b>	<b>200,199</b>	<b>200,199</b>	<b>200,199</b>
<b>EXPENDITURES</b>							
<b>MATERIALS &amp; SERVICES</b>							
	Dept 000 - General	3,378,837	30,790	-	-	-	-
	Dept 705 - Police	16,402	15,900	157,997	100,500	100,500	100,500
	Dept 706 - Library	10,346	22,019	6,078	34,700	34,700	34,700
	Dept 716 - Public Arts	5,590	26,767	40,500	11,400	11,400	11,400
	Dept 717 - Trans Housing	-	-	22,000	20,000	20,000	20,000
	Dept 718 - Youth Council	-	-	-	1,000	1,000	1,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>3,411,175</b>	<b>95,476</b>	<b>226,575</b>	<b>167,600</b>	<b>167,600</b>	<b>167,600</b>
<b>TRANSFERS</b>							
203-000-054001	Transfers	82,850	157,560	-	32,599	32,599	32,599
<b>CONTINGENCY</b>							
203-000-058001	Contingency	-	-	39,466	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>3,494,025</b>	<b>253,036</b>	<b>266,041</b>	<b>200,199</b>	<b>200,199</b>	<b>200,199</b>

**COMMUNITY ENHANCEMENT FUND**

POLICE DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
203-705-052028	Projects & Programs	16,402	14,423	40,497	5,500	5,500	5,500
203-705-052028	PD Reserve Officer Expenses	-	1,352	6,500	5,000	5,000	5,000
203-705-052028	CCT - Contract Personnel	-	-	100,000	85,000	85,000	85,000
203-705-052028	CCT - Travel Equip Other	-	125	11,000	5,000	5,000	5,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>16,402</b>	<b>15,900</b>	<b>157,997</b>	<b>100,500</b>	<b>100,500</b>	<b>100,500</b>
<b>TOTAL EXPENDITURES</b>		<b>16,402</b>	<b>15,900</b>	<b>157,997</b>	<b>100,500</b>	<b>100,500</b>	<b>100,500</b>

LIBRARY DEPARTMENT		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
203-706-052028	Projects & Programs	10,346	16,072	2,243	18,200	18,200	18,200
203-706-052028	Ready to Read	-	2,761	1,750	1,800	1,800	1,800
203-706-052028	Donation Expense	-	1,552	2,085	14,700	14,700	14,700
203-706-052028	CCC Library Expense	-	1,635	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>10,346</b>	<b>22,019</b>	<b>6,078</b>	<b>34,700</b>	<b>34,700</b>	<b>34,700</b>
<b>TOTAL EXPENDITURES</b>		<b>10,346</b>	<b>22,019</b>	<b>6,078</b>	<b>34,700</b>	<b>34,700</b>	<b>34,700</b>

ACC		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
203-716-052028	Projects & Programs		225	5,100	6,095	6,095	6,095
203-716-052069	Summer Arts in the Park	881	1,488	500	1,000	1,000	1,000
203-716-052070	Maintenance of Public Art		1,034	-	500	500	500
203-716-052071	Administration & Marketing	120	465	150	1,100	1,100	1,100
203-716-XXXXXX	Spirit of Halloweentown	225	-	-	-	-	-
203-716-XXXXXX	Shedco	1,000	-	-	-	-	-
203-716-052072	Bike Rack Projects		274	-	-	-	-
203-716-052073	Free Art & Craft Workshops	204	237	250	250	250	250
203-716-052074	Gateway Project - Phase 1	2,660	-	500	2,455	2,455	2,455
203-716-052075	Gateway Project - Phase 2	500	23,044	34,000	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>5,590</b>	<b>26,767</b>	<b>40,500</b>	<b>11,400</b>	<b>11,400</b>	<b>11,400</b>
<b>TOTAL EXPENDITURES</b>		<b>5,590</b>	<b>26,767</b>	<b>40,500</b>	<b>11,400</b>	<b>11,400</b>	<b>11,400</b>



**COMMUNITY ENHANCEMENT FUND**

TRANSITIONAL HOUSING EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>MATERIALS &amp; SERVICES</b>							
203-717-0052028	Projects & Programs	-	-	22,000	20,000	20,000	20,000
<b>TOTAL EXPENDITURES</b>		-	-	<b>22,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

YOUTH COUNCIL EXPENDITURES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>MATERIALS &amp; SERVICES</b>							
203-718-052028	Projects & Programs	-	-	-	1,000	1,000	1,000
<b>TOTAL EXPENDITURES</b>		-	-	-	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>





**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 2018/19

Sidewalk Improvements	\$10,000
Signage - Branding Wayfinding	\$30,000
Road Patching Projects	\$20,000
Trench Patching	\$30,000
North Vernonia Sidewalk	\$100,000

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Streets	Miles of Streets Maintained	105	105	105	105	112.4

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25



Street Fund

RESOURCES	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>INTERGOVERNMENTAL</b>						
205-000-033008 Motor Vehicle Tax	773,214	785,419	800,000	960,000	960,000	960,000
205-000-033009 State Grants	-	70,918	485,000	190,000	190,000	190,000
205-000-033010 Street Sidewalk Development	-	6,040	-	10,000	10,000	10,000
<b>TOTAL INTERGOVERNMENTAL</b>	<b>773,214</b>	<b>862,378</b>	<b>1,285,000</b>	<b>1,160,000</b>	<b>1,160,000</b>	<b>1,160,000</b>
<b>MISCELLANEOUS</b>						
205-000-037004 Miscellaneous	2,506	84	1,000	1,000	1,000	1,000
205-000-037001 Interest	6,965	20,000	7,000	7,000	7,000	7,000
205-000-037030 Rental House Revenue	-	3,542	9,000	9,000	9,000	9,000
<b>TOTAL MISCELLANEOUS</b>	<b>9,471</b>	<b>23,626</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>FUND BALANCE AVAILABLE</b>						
205-000-039001 Fund Balance Available	771,014	828,055	877,334	880,000	880,000	880,000
<b>TOTAL RESOURCES</b>	<b>1,553,699</b>	<b>1,714,058</b>	<b>2,179,334</b>	<b>2,057,000</b>	<b>2,057,000</b>	<b>2,057,000</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
205-000-051016 PW Support Service Charge	318,098	325,100	400,000	404,000	404,000	404,000
<b>MATERIALS &amp; SERVICES</b>						
205-000-052001 Operating Supplies	31,875	45,468	25,000	40,000	40,000	40,000
205-000-052003 Utilities	70,395	69,296	25,000	20,000	20,000	20,000
205-000-052019 Professional Services	3,732	10,427	15,000	25,000	25,000	25,000
205-000-052025 GFSS Fund Charges	-	-	145,000	197,000	197,000	197,000
205-000-052026 Equipment Fund Charges	69,500	69,500	95,500	97,000	97,000	97,000
205-000-052060 Lease	1,677	2,789	2,500	2,500	2,500	2,500
205-000-052063 PW Operation Fund Charges	111,619	137,920	36,000	94,000	94,000	94,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>288,799</b>	<b>335,399</b>	<b>344,000</b>	<b>475,500</b>	<b>475,500</b>	<b>475,500</b>
<b>DEBT SERVICE</b>						
205-000-055001 Principle	-	-	42,500	43,500	43,500	43,500
205-000-055002 Interest	-	-	17,500	16,500	16,500	16,500
<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>CAPITALY OUTLAY</b>						
205-000-053001 Capital Outlay	113,247	121,255	545,000	190,000	190,000	190,000
<b>TRANSFERS</b>						
205-000-054001 Transfers	5,500	54,970	-	-	-	-
<b>CONTINGENCY</b>						
205-000-058001 Contingency	-	-	198,351	500,000	500,000	500,000
<b>UNAPPROPRIATED FUND BALANCE</b>						
205-000-059001 Unapp Fund Balance	-	-	631,983	427,500	427,500	427,500
<b>TOTAL EXPENDITURES</b>	<b>725,644</b>	<b>836,724</b>	<b>2,179,334</b>	<b>2,057,000</b>	<b>2,057,000</b>	<b>2,057,000</b>

**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. No System Development Charge Projects are shown in 2018/19, however similarly to other SDC 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.



		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
206-000-034008	SDC Charges	43,449	90,213	40,000	35,000	35,000	35,000
<b>MISCELLANEOUS</b>							
206-000-037004	Miscellaneous - General	258,738	-	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
206-000-039001	Fund Balance Available	1,466,329	1,020,644	1,010,857	1,040,000	1,040,000	1,040,000
<b>TOTAL RESOURCES</b>		<b>1,768,517</b>	<b>1,110,857</b>	<b>1,050,857</b>	<b>1,075,000</b>	<b>1,075,000</b>	<b>1,075,000</b>

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
206-000-052019	Professional Services	-	-	-	375,000	375,000	375,000
<b>CAPITALY OUTLAY</b>							
206-000-053001	Capital Outlay	247,873	-	1,044,857	695,000	695,000	695,000
<b>TRANSFERS</b>							
206-000-054001	Transfers	500,000	100,000	6,000	5,000	5,000	5,000
<b>TOTAL EXPENDITURES</b>		<b>747,873</b>	<b>100,000</b>	<b>1,050,857</b>	<b>1,075,000</b>	<b>1,075,000</b>	<b>1,075,000</b>



# 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 2018/19 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.007 - Pittsburg Rd / Milton Creek Bypass	\$150,000
WTR.009 - Well Maintenance	\$30,000

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Water	Linear Feet of water Mains Replaced	300	1,022	520	1,000	600
PW - Water	Water Meters Replacements	510	971	1,072	550	330
PW - Water	Miles of Water Lines Maintained	81.7	81.8	81.8	81.9	82

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25
WFF	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total FTE</b>	<b>21.00</b>	<b>21.50</b>	<b>21.50</b>	<b>22.00</b>	<b>22.00</b>	<b>22.25</b>	<b>22.25</b>



Water FundWater Fund Summary

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
601-000-034007	Water Sales - Residential	3,154,643	3,385,872	2,295,000	2,350,000	2,350,000	2,350,000
601-000-034009	Late Reconnection Tamper Fees	22,294	-	150,000	150,000	150,000	150,000
601-000-034014	Connection Charge	8,350	-	5,000	5,000	5,000	5,000
601-000-034018	Collections	-	-	6,000	5,000	5,000	5,000
601-000-034022	Water Sales - Comm/Industrial	-	-	850,000	600,000	600,000	600,000
601-000-034026	Water Sales - Outside	-	-	170,000	170,000	170,000	170,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>3,185,287</b>	<b>3,385,872</b>	<b>3,476,000</b>	<b>3,280,000</b>	<b>3,280,000</b>	<b>3,280,000</b>
<b>MISCELLANEOUS</b>							
601-000-037001	Interest	22,803	33,000	15,000	10,000	10,000	10,000
601-000-037004	Miscellaneous - General	12,629	35,785	20,000	10,000	10,000	10,000
<b>TOTAL MISCELLANEOUS</b>		<b>35,432</b>	<b>68,785</b>	<b>35,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TRANSFERS</b>							
601-000-038001	Transfers	-	-	-	175,000	175,000	175,000
<b>FUND BALANCE AVAILABLE</b>							
601-000-027500	Fund Balance Available	3,338,129	3,311,590	3,118,856	3,280,000	3,280,000	3,280,000
<b>TOTAL RESOURCES</b>		<b>6,558,848</b>	<b>6,766,247</b>	<b>6,629,856</b>	<b>6,755,000</b>	<b>6,755,000</b>	<b>6,755,000</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
Dept 731	Dept 731 - Personnel Services	704,144	744,470	655,000	641,000	641,000	641,000
Dept 732	Dept 732 - Personnel Services	241,036	245,941	268,500	268,000	268,000	268,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>945,181</b>	<b>990,411</b>	<b>923,500</b>	<b>909,000</b>	<b>909,000</b>	<b>909,000</b>
<b>MATERIALS &amp; SERVICES</b>							
Dept 731	Dept 731 - M&S	1,025,688	1,085,756	1,316,000	1,465,000	1,465,000	1,465,000
Dept 732	Dept 732 - M&S	140,538	162,802	153,500	177,500	177,500	177,500
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>1,166,225</b>	<b>1,248,558</b>	<b>1,469,500</b>	<b>1,642,500</b>	<b>1,642,500</b>	<b>1,642,500</b>
<b>DEBT SERVICE</b>							
601-000-055001	Principle	377,000	382,000	392,000	401,000	401,000	401,000
601-000-055002	Interest	125,760	116,842	109,000	99,000	99,000	99,000
<b>TOTAL DEBT SERVICE</b>		<b>502,760</b>	<b>498,842</b>	<b>501,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>CAPITALY OUTLAY</b>							
601-000-053001	Capital Outlay	-	-	150,000	455,000	455,000	455,000
<b>TRANSFERS</b>							
601-000-057001	Transfers	394,000	909,580	300,000	-	-	-
<b>CONTINGENCY</b>							
601-000-058001	Contingency	-	-	156,326	500,000	500,000	500,000
<b>UNAPPROPRIATED FUND BALANCE</b>							
601-000-059001	Unapp Fund Balance	239,092	-	3,129,530	2,748,500	2,748,500	2,748,500
<b>TOTAL EXPENDITURES</b>		<b>3,247,258</b>	<b>3,647,391</b>	<b>6,629,856</b>	<b>6,755,000</b>	<b>6,755,000</b>	<b>6,755,000</b>

Water FundDepartment 731 - Water Operations

	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>EXPENDITURES - WATER DISTRIBUTION</b>						
<b>PERSONNEL SERVICES</b>						
601-731-051016 PW Support Service Charge	-	-	655,000	641,000	641,000	641,000
601-731-051xxx Direct Labor Charge	704,144	744,470	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>704,144</b>	<b>744,470</b>	<b>655,000</b>	<b>641,000</b>	<b>641,000</b>	<b>641,000</b>
<b>MATERIALS &amp; SERVICES</b>						
601-731-052001 Operating Supplies	58,575	65,329	60,000	70,000	70,000	70,000
601-731-052003 Utilities	34,542	35,956	35,000	35,000	35,000	35,000
601-731-052010 Telephone	1,354	2,099	1,000	1,000	1,000	1,000
601-731-052016 Insurance - General	44,030	46,760	40,000	43,000	43,000	43,000
601-731-052019 Professional Services	11,379	14,872	10,000	35,000	35,000	35,000
601-731-052025 GFSS Fund Charges	-	-	530,000	607,000	607,000	607,000
601-731-052026 Equipment Fund Charges	83,400	83,400	206,000	220,000	220,000	220,000
601-731-052060 Lease	677	195	-	-	-	-
601-731-052063 PW Operation Fund Charges	-	-	74,000	183,000	183,000	183,000
601-731-052064 Lab Testing	5,749	9,038	10,000	12,000	12,000	12,000
601-731-052065 Uncollectable Accounts	-	11,184	-	-	-	-
601-731-052067 In Lieu of Franchise Fee	303,382	329,898	350,000	259,000	259,000	259,000
601-731-052068 Forestry Preservation	41,511	-	-	-	-	-
601-731-052xxx Indirect Cost Allocation	441,088	487,025	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,025,688</b>	<b>1,085,756</b>	<b>1,316,000</b>	<b>1,465,000</b>	<b>1,465,000</b>	<b>1,465,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,729,832</b>	<b>1,830,226</b>	<b>1,971,000</b>	<b>2,106,000</b>	<b>2,106,000</b>	<b>2,106,000</b>

Water FundDepartment 732 - Water Filtration

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES - WATER FILTRATION		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
601-732-051001	Regular Wages	123,732	128,342	132,000	134,000	134,000	134,000
601-732-051004	Overtime	17,875	16,875	35,000	22,000	22,000	22,000
601-732-051005	Health Dental Benefits	33,447	35,259	37,000	51,000	51,000	51,000
601-732-051006	VEBA	960	960	1,000	1,000	1,000	1,000
601-732-051007	Retirement	32,838	33,282	41,000	41,000	41,000	41,000
601-732-051008	FICA	11,875	12,032	13,000	11,000	11,000	11,000
601-732-051009	Workers Comp	3,537	3,853	8,000	5,000	5,000	5,000
601-732-051011	Longevity Pay	860	960	1,000	2,000	2,000	2,000
601-732-051014	Disability Life Ins	400	384	500	1,000	1,000	1,000
601-732-051015	Standby Pay	13,981	12,384	-	-	-	-
601-732-051xxx	Direct Labor Charge	1,530	1,610	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>241,036</b>	<b>245,941</b>	<b>268,500</b>	<b>268,000</b>	<b>268,000</b>	<b>268,000</b>
<b>MATERIALS &amp; SERVICES</b>							
601-732-052001	Operating Supplies	59,857	18,834	20,000	51,500	51,500	51,500
601-732-052003	Utilities	67,148	72,603	69,000	65,000	65,000	65,000
601-732-052004	Office Supplies	293	213	-	-	-	-
601-732-052010	Telephone	9,402	9,520	2,500	2,500	2,500	2,500
601-732-052018	Professional Development	2,341	1,756	2,000	3,000	3,000	3,000
601-732-052022	Fuel/Oil	333	-	-	-	-	-
601-732-052023	Facility Maintenance	-	688	20,000	8,000	8,000	8,000
601-732-052027	IT Fund Charges	-	449	-	-	-	-
601-732-052064	Lab Testing	1,165	7,760	5,000	5,500	5,500	5,500
601-732-052083	Chemicals	-	34,263	35,000	42,000	42,000	42,000
601-732-052xxx	Indirect Cost Allocation	-	16,715	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>140,538</b>	<b>162,802</b>	<b>153,500</b>	<b>177,500</b>	<b>177,500</b>	<b>177,500</b>
<b>TOTAL EXPENDITURES</b>		<b>381,574</b>	<b>408,743</b>	<b>422,000</b>	<b>445,500</b>	<b>445,500</b>	<b>445,500</b>



## 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 2018/19 there is only one specific Water SDC Project that is projected:

WTR.002 - Potential Land Purchase	\$250,000
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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

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
602-000-034008	SDC Charges	40,176	90,070	60,000	60,000	60,000	60,000
<b>TRANSFERS</b>							
602-000-038001	Transfers	325,000	500,000	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
602-000-039001	Fund Balance Available	496,958	555,201	598,491	630,000	630,000	630,000
<b>TOTAL RESOURCES</b>		<b>862,134</b>	<b>1,145,271</b>	<b>658,491</b>	<b>690,000</b>	<b>690,000</b>	<b>690,000</b>

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
602-000-052019	Professional Services	-	4,502	-	200,000	200,000	200,000
<b>CAPITALY OUTLAY</b>							
602-000-053001	Capital Outlay	306,933	542,278	653,491	485,000	485,000	485,000
<b>TRANSFERS</b>							
602-000-054001	Transfers	-	-	5,000	5,000	5,000	5,000
<b>TOTAL EXPENDITURES</b>		<b>306,933</b>	<b>546,780</b>	<b>658,491</b>	<b>690,000</b>	<b>690,000</b>	<b>690,000</b>



## Sewer Fund

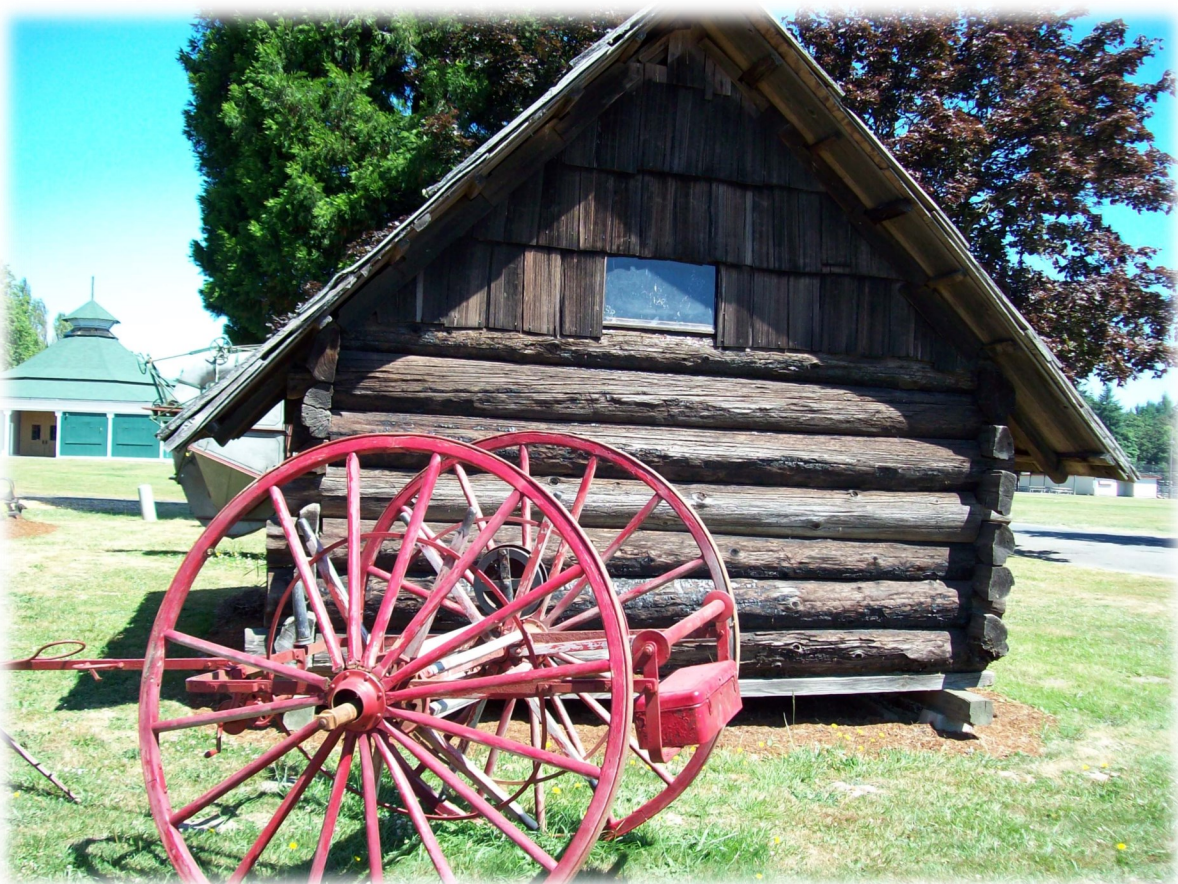
The Sewer Fund supports the City's Wastewater utilities which ensures the safe collection and discharge of wastewater effluent under the requirements of the City's National Pollutant Discharge Elimination System (NPDES) Permit. This fund is an enterprise fund meaning that it is designed and budgeted 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 2018/19 there are 2 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.001 - Primary Dredge Lagoon            \$100,000  
 SWR.002 - Sewer Main Replacement        \$200,000

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Sewer	Linear Feet of Sanitary Lines Repaired	8,368	150	0	1,000	600
PW - Sewer	Miles of Sewer Mains Maintained	59.1	59.2	59.2	59.3	59.7

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25
WWTP	4.00	3.00	3.00	3.00	3.40	3.40	3.40
<b>Total FTE</b>	<b>23.00</b>	<b>22.50</b>	<b>22.50</b>	<b>23.00</b>	<b>23.40</b>	<b>23.65</b>	<b>23.65</b>



Sewer FundSewer Fund Summary

RESOURCES		2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>CHARGES FOR SERVICES</b>							
603-000-034011	Sewer Service Charges	3,652,471	3,414,403	3,000,000	3,090,000	3,090,000	3,090,000
603-000-034012	Secondary Boise	436,203	462,201	1,300,000	700,000	700,000	700,000
603-000-034013	Sludge Disposal Charge	136,780	136,211	125,000	125,000	125,000	125,000
603-000-034014	Connection Charge	810	3,425	2,000	1,000	1,000	1,000
603-000-034015	Sewer LID Payments	565	7,960	15,000	10,000	10,000	10,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>4,226,829</b>	<b>4,024,200</b>	<b>4,442,000</b>	<b>3,926,000</b>	<b>3,926,000</b>	<b>3,926,000</b>
<b>MISCELLANEOUS</b>							
603-000-037001	Interest	32,894	40,000	12,000	12,000	12,000	12,000
603-000-037004	Miscellaneous	1,038	15,658	1,000	1,000	1,000	1,000
<b>TOTAL MISCELLANEOUS</b>		<b>33,932</b>	<b>55,658</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>TRANSFERS</b>							
603-000-038001	Transfers	-	-	1,700,000	175,000	175,000	175,000
<b>FUND BALANCE AVAILABLE</b>							
603-000-027500	Fund Balance Available	2,658,060	3,526,312	3,385,597	4,500,000	4,500,000	4,500,000
<b>TOTAL RESOURCES</b>		<b>6,918,821</b>	<b>7,606,170</b>	<b>9,540,597</b>	<b>8,614,000</b>	<b>8,614,000</b>	<b>8,614,000</b>



Sewer FundSewer Fund Summary

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
Dept 735	PS Totals for Dept	683,488	644,955	575,000	638,000	638,000	638,000
Dept 736	PS Totals for Dept	141,861	166,880	136,000	187,000	187,000	187,000
Dept 737	PS Totals for Dept	182,218	179,191	181,000	249,000	249,000	249,000
Dept 738	PS Totals for Dept	120,783	127,260	136,000	187,000	187,000	187,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,128,350</b>	<b>1,118,286</b>	<b>1,028,000</b>	<b>1,261,000</b>	<b>1,261,000</b>	<b>1,261,000</b>
<b>MATERIALS &amp; SERVICES</b>							
Dept 735	M&S Totals for Dept	795,771	953,415	1,295,750	1,488,000	1,488,000	1,488,000
Dept 736	M&S Totals for Dept	197,396	232,261	165,000	176,000	176,000	176,000
Dept 737	M&S Totals for Dept	417,309	409,408	662,000	713,000	713,000	713,000
Dept 738	M&S Totals for Dept	57,155	82,624	36,000	40,500	40,500	40,500
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>1,467,632</b>	<b>1,677,708</b>	<b>2,158,750</b>	<b>2,417,500</b>	<b>2,417,500</b>	<b>2,417,500</b>
<b>DEBT SERVICE</b>							
603-000-055001	Principle	350,276	384,659	537,000	546,000	546,000	546,000
603-000-055002	Interest	42,502	352,630	161,000	151,000	151,000	151,000
603-000-055003	Loan Fee	8,250	30,550	31,000	-	-	-
<b>TOTAL DEBT SERVICE</b>		<b>401,028</b>	<b>767,839</b>	<b>729,000</b>	<b>697,000</b>	<b>697,000</b>	<b>697,000</b>
<b>CAPITALY OUTLAY</b>							
603-000-056001	Capital Outlay	-	9,000	490,000	300,000	300,000	300,000
<b>TRANSFERS</b>							
603-000-057001	Transfers	395,500	647,740	700,000	2,100,000	2,100,000	2,100,000
<b>CONTINGENCY</b>							
603-000-058001	Contingency	-	-	302,323	500,000	500,000	500,000
<b>UNAPPROPRIATED FUND BALANCE</b>							
603-000-059001	Unapp Fund Balance	-	-	4,132,524	1,338,500	1,338,500	1,338,500
<b>TOTAL EXPENDITURES</b>		<b>3,392,509</b>	<b>4,220,573</b>	<b>9,540,597</b>	<b>8,614,000</b>	<b>8,614,000</b>	<b>8,614,000</b>

Sewer FundDepartment 735 - Sewer Collection

	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES SEWER COLLECTION	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
603-735-051016 PW Support Services Charge	-	-	575,000	638,000	638,000	638,000
603-735-051xxx Direct Labor Charge	683,488	644,955	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>683,488</b>	<b>644,955</b>	<b>575,000</b>	<b>638,000</b>	<b>638,000</b>	<b>638,000</b>
<b>MATERIALS &amp; SERVICES</b>						
603-735-052001 Operating Supplies	12,838	35,000	15,000	25,000	25,000	25,000
603-735-052003 Utilities	131	-	500	-	-	-
603-735-052019 Professional Services	15,629	45,000	15,000	20,000	20,000	20,000
603-735-052025 GFSS Fund Charges	-	-	545,250	663,000	663,000	663,000
603-735-052026 Equipment Fund Charges	41,700	41,700	160,500	146,000	146,000	146,000
603-735-052063 PW Operation Fund Charges	-	-	89,500	242,000	242,000	242,000
603-735-052065 Uncollectable Accounts	-	14,080	10,000	-	-	-
603-735-052067 In Lieu of Franchise Fee	329,473	351,000	460,000	392,000	392,000	392,000
603-735-052xxx Indirect Labor Charge	396,000	466,635	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>795,771</b>	<b>953,415</b>	<b>1,295,750</b>	<b>1,488,000</b>	<b>1,488,000</b>	<b>1,488,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,479,259</b>	<b>1,598,370</b>	<b>1,870,750</b>	<b>2,126,000</b>	<b>2,126,000</b>	<b>2,126,000</b>

Department 736 - Primary Treatment

	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES PRIMARY TREATMENT	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
603-736-051016 PW Support Services Charge	-	-	136,000	187,000	187,000	187,000
603-736-051xxx Direct Labor Charge	141,861	166,880	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>141,861</b>	<b>166,880</b>	<b>136,000</b>	<b>187,000</b>	<b>187,000</b>	<b>187,000</b>
<b>MATERIALS &amp; SERVICES</b>						
603-736-052001 Operating Supplies	49,622	20,000	25,000	30,000	30,000	30,000
603-736-052003 Utilities	36,448	42,200	42,000	43,000	43,000	43,000
603-736-052006 Computer Maintenance	395	2,000	-	-	-	-
603-736-052010 Telephone	2,662	3,110	3,500	3,500	3,500	3,500
603-736-052016 Insurance - General	30,110	32,520	25,000	30,000	30,000	30,000
603-736-052018 Professional Development	1,750	2,000	1,500	2,000	2,000	2,000
603-736-052019 Professional Services	-	6,000	500	5,000	5,000	5,000
603-736-052023 Facility Maintenance	3,036	2,500	5,500	2,500	2,500	2,500
603-736-052026 Equipment Fund Charges	27,800	27,800	-	-	-	-
603-736-052064 Lab Testing	11,577	15,000	20,000	25,000	25,000	25,000
603-736-052083 Chemicals	-	33,000	35,000	35,000	35,000	35,000
603-736-052xxx Indirect Cost Allocation	33,996	46,131	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>197,396</b>	<b>232,261</b>	<b>165,000</b>	<b>176,000</b>	<b>176,000</b>	<b>176,000</b>
<b>TOTAL EXPENDITURES</b>	<b>339,257</b>	<b>399,141</b>	<b>301,000</b>	<b>363,000</b>	<b>363,000</b>	<b>363,000</b>

Sewer FundDepartment 737 - Secondary Treatment

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES SECONDARY TREATMENT		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
603-737-051016	PW Support Services Charge	380,476	179,191	181,000	249,000	249,000	249,000
603-737-051xxx	Direct Labor Charge	(198,258)	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>182,218</b>	<b>179,191</b>	<b>181,000</b>	<b>249,000</b>	<b>249,000</b>	<b>249,000</b>
<b>MATERIALS &amp; SERVICES</b>							
603-737-052001	Operating Supplies	20,916	20,000	95,000	50,000	50,000	50,000
603-737-052003	Utilities	180,947	116,500	450,000	550,000	550,000	550,000
603-737-052006	Computer Maintenance	1,745	2,000	-	-	-	-
603-737-052010	Telephone	2,801	3,000	2,000	2,000	2,000	2,000
603-737-052016	Insurance - General	30,140	32,550	27,000	30,000	30,000	30,000
603-737-052017	Insurance - Self	-	870	-	-	-	-
603-737-052018	Professional Development	1,750	2,000	2,000	2,000	2,000	2,000
603-737-052019	Professional Services	84	-	500	-	-	-
603-737-052023	Facility Maintenance	3,363	2,500	10,000	4,000	4,000	4,000
603-737-052024	Miscellaneous	-	-	500	-	-	-
603-737-052026	Equipment Fund Charges	41,700	41,700	-	-	-	-
603-737-052064	Lab Testing	28,635	30,000	40,000	40,000	40,000	40,000
603-737-052066	Permit Fees	32,631	35,000	35,000	35,000	35,000	35,000
603-737-052xxx	Indirect Labor Allocation	72,597	123,288	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>417,309</b>	<b>409,408</b>	<b>662,000</b>	<b>713,000</b>	<b>713,000</b>	<b>713,000</b>
<b>TOTAL EXPENDITURES</b>		<b>599,527</b>	<b>588,599</b>	<b>843,000</b>	<b>962,000</b>	<b>962,000</b>	<b>962,000</b>

Department 738 - Pump Services

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES PUMP SERVICES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
603-738-051016	PW Support Services Charge	-	-	136,000	187,000	187,000	187,000
603-738-051xxx	Direct Labor Charge	120,783	127,260	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>120,783</b>	<b>127,260</b>	<b>136,000</b>	<b>187,000</b>	<b>187,000</b>	<b>187,000</b>
<b>MATERIALS &amp; SERVICES</b>							
603-738-052001	Operating Supplies	19,010	30,000	25,000	30,000	30,000	30,000
603-738-052003	Utilities	9,674	8,500	9,000	8,000	8,000	8,000
603-738-052010	Telephone	8,043	9,000	2,000	2,500	2,500	2,500
603-738-052xxx	Indirect Cost Allocation	20,429	35,124	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>57,155</b>	<b>82,624</b>	<b>36,000</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>
<b>TOTAL EXPENDITURES</b>		<b>177,938</b>	<b>209,884</b>	<b>172,000</b>	<b>227,500</b>	<b>227,500</b>	<b>227,500</b>

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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 2018/19 there is 1 specified SDC specific project. 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.

SWR.005 - Sewer Master Plan    \$100,000



Sewer SDC Fund

<b>RESOURCES</b>		<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
604-000-034008	SDC Charges	122,368	80,000	125,000	65,000	65,000	65,000
<b>TRANSFERS</b>							
604-000-038001	Transfers	235,000	270,000	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
604-000-039001	Fund Balance Available	1,724,213	1,266,622	1,212,622	1,265,000	1,265,000	1,265,000
<b>TOTAL RESOURCES</b>		<b>2,081,581</b>	<b>1,616,622</b>	<b>1,337,622</b>	<b>1,330,000</b>	<b>1,330,000</b>	<b>1,330,000</b>

<b>EXPENDITURES</b>		<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>
		<b>Adopted</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
604-000-052019	Professional Services	-	-	-	500,000	500,000	500,000
<b>CAPITALY OUTLAY</b>							
604-000-053001	Capital Outlay	314,960	404,000	1,327,622	820,000	820,000	820,000
<b>TRANSFERS</b>							
604-000-054001	Transfers	500,000	-	10,000	10,000	10,000	10,000
<b>TOTAL EXPENDITURES</b>		<b>814,960</b>	<b>404,000</b>	<b>1,337,622</b>	<b>1,330,000</b>	<b>1,330,000</b>	<b>1,330,000</b>

**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 2018/19 there are 5 specific Storm Fund Capital Improvement Projects that are scheduled:

STM.001 - Columbia Blvd Improvements	\$150,000
STM.002 - Storm Line Replacement	\$200,000
STM.003 - Middle Trunk Upgrade	\$200,000
STM.004 - 10th St. Pump Station Decommission	\$400,000
STM.006 - Street Sweeping Cleanup	\$15,000 (+ \$15,000 from Street Fund)

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Storm	Feet of New Storm Pipes Constructed	1,132	238	1,727	1,000	1,000
PW - Storm	Miles of Storm Lines Maintained	43	43.1	43.4	43.5	48

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Operations (Shared in PW)	19.00	19.50	19.50	20.00	20.00	20.25	20.25



Storm Fund

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
605-000-034017	Storm Service Charge	827,210	871,895	865,000	900,000	900,000	900,000
605-000-034014	Connection Charge	-	-	-	-	-	-
<b>TOTAL CHARGES FOR SERVICES</b>		<b>827,210</b>	<b>871,895</b>	<b>865,000</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>
<b>MISCELLANEOUS</b>							
605-000-037001	Interest	-	-	5,000	5,000	5,000	5,000
605-000-037004	Miscellaneous	-	-	1,000	1,000	1,000	1,000
<b>TOTAL MISCELLANEOUS</b>		<b>-</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>TRANSFERS</b>							
605-000-038001	Transfers	-	-	400,000	2,100,000	2,100,000	2,100,000
<b>FUND BALANCE AVAILABLE</b>							
605-000-039001	Fund Balance Available	3,042,649	3,163,643	2,266,884	600,000	600,000	600,000
<b>TOTAL RESOURCES</b>		<b>3,869,859</b>	<b>4,035,538</b>	<b>3,537,884</b>	<b>3,606,000</b>	<b>3,606,000</b>	<b>3,606,000</b>

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
605-000-051016	PW Support Services Charge	-	-	375,000	415,000	415,000	415,000
605-000-051xxx	Direct Labor	308,555	349,100	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>308,555</b>	<b>349,100</b>	<b>375,000</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>
<b>MATERIALS &amp; SERVICES</b>							
605-000-052001	Operating Supplies	6,072	28,696	25,000	25,000	25,000	25,000
605-000-052003	Utilities	1,026	1,131	800	1,000	1,000	1,000
605-000-052019	Professional Services	-	868	35,000	15,000	15,000	15,000
605-000-052025	GFSS Fund Charges	-	-	333,000	395,000	395,000	395,000
605-000-052026	Equipment Fund Charges	13,900	13,900	115,012	58,000	58,000	58,000
605-000-052063	PW Operations Fund Charges	-	-	43,500	94,000	94,000	94,000
605-000-052065	Uncollectable Accounts	13,900	4,000	5,000	-	-	-
605-000-052067	In Lieu of Franchise Fee	80,654	87,189	86,500	90,000	90,000	90,000
605-000-052xxx	Indirect Cost Allocation	282,108	321,700	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>397,661</b>	<b>457,483</b>	<b>643,812</b>	<b>678,000</b>	<b>678,000</b>	<b>678,000</b>
<b>CAPITALY OUTLAY</b>							
605-000-053001	Capital Outlay	-	962,070	500,000	965,000	965,000	965,000
<b>TRANSFERS</b>							
605-000-057001	Transfers	-	-	1,700,000	-	-	-
<b>CONTINGENCY</b>							
605-000-058001	Contingency	-	-	190,914	500,000	500,000	500,000
<b>UNAPPROPRIATED FUND BALANCE</b>							
605-000-059001	Unapp Fund Balance	-	-	128,158	1,048,000	1,048,000	1,048,000
<b>TOTAL EXPENDITURES</b>		<b>706,216</b>	<b>1,768,654</b>	<b>3,537,884</b>	<b>3,606,000</b>	<b>3,606,000</b>	<b>3,606,000</b>



**Storm SDC Fund**

The Storm 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 2018/19 there is only 1 specific Storm SDC Fund Capital Improvement Project that is scheduled:

STM.007 - Storm Water Master Plan      \$30,000

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
606-000-034008	SDC Charges	12,976	20,000	25,000	20,000	20,000	20,000
<b>MISCELLANEOUS</b>							
606-000-037004	Miscellaneous - General	1,333,805	400,000	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
606-000-027500	Fund Balance Available	36,453	88,617	180,617	195,000	195,000	195,000
<b>TOTAL RESOURCES</b>		<b>1,383,234</b>	<b>508,617</b>	<b>205,617</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
606-000-052019	Professional Services	-	-	-	100,000	100,000	100,000
<b>CAPITALY OUTLAY</b>							
606-000-053001	Capital Outlay	1,294,617	328,000	203,617	112,500	112,500	112,500
<b>TRANSFERS</b>							
606-000-054001	Transfers	-	-	2,000	2,500	2,500	2,500
<b>TOTAL EXPENDITURES</b>		<b>1,294,617</b>	<b>328,000</b>	<b>205,617</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>

**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.

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
607-000-034008	SDC Charges	21,792	25,000	30,000	20,000	20,000	20,000
<b>GRANTS &amp; INTERGOVERNMENTAL</b>							
607-000-033007	Grants - Parks	-	57,700	15,000	-	-	-
<b>MISCELLANEOUS</b>							
607-000-037004	Miscellaneous - General	3,414	-	-	-	-	-
<b>TRANSFERS</b>							
607-000-038001	Transfers	66,500	17,000	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
607-000-039001	Fund Balance Available	169,989	201,806	181,506	225,000	225,000	225,000
<b>TOTAL RESOURCES</b>		<b>261,695</b>	<b>301,506</b>	<b>226,506</b>	<b>245,000</b>	<b>245,000</b>	<b>245,000</b>

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
607-000-052019	Professional Services	-	-	-	130,000	130,000	130,000
<b>CAPITALY OUTLAY</b>							
607-000-053001	Capital Outlay	59,889	120,000	224,006	112,500	112,500	112,500
<b>TRANSFERS</b>							
607-000-054001	Transfers	-	-	2,500	2,500	2,500	2,500
<b>TOTAL EXPENDITURES</b>		<b>59,889</b>	<b>120,000</b>	<b>226,506</b>	<b>245,000</b>	<b>245,000</b>	<b>245,000</b>

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# INTERNAL SERVICE FUNDS





**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.

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
PW - Equipment	Maintain City Vehicle and Equipment Fleet	111	111	111	111	111	111

<u>STAFFING IN PW</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Equipment Department	2.00	2.00	2.00	2.00	2.00	2.00	2.00



Equipment Fund

RESOURCES		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
701-000-034008	Equipment Fund Charges	284,204	278,000	676,000	663,000	663,000	663,000
<b>MISCELLANEOUS</b>							
701-000-037004	Miscellaneous - General	-	10,500	-	-	-	-
<b>TRANSFERS</b>							
701-000-038001	Transfers	220,000	630,000	-	32,599	32,599	32,599
<b>FUND BALANCE AVAILABLE</b>							
701-000-039001	Fund Balance Available	-	33,738	491,485	440,000	440,000	440,000
<b>TOTAL RESOURCES</b>		<b>504,204</b>	<b>952,238</b>	<b>1,167,485</b>	<b>1,135,599</b>	<b>1,135,599</b>	<b>1,135,599</b>

EXPENDITURES		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
701-000-051001	Regular Wages	111,648	113,900	140,000	140,000	140,000	140,000
701-000-051004	Overtime	-	560	2,000	1,000	1,000	1,000
701-000-051005	Health Dental Benefits	42,261	44,140	48,000	70,000	70,000	70,000
701-000-051006	VEBA	2,160	2,160	2,500	2,500	2,500	2,500
701-000-051007	Retirement	31,073	31,840	46,000	45,000	45,000	45,000
701-000-051008	FICA	8,613	8,900	11,000	9,000	9,000	9,000
701-000-051009	Workers Comp	2,921	3,080	3,500	4,500	4,500	4,500
701-000-051011	Longevity Pay	1,800	1,800	2,000	-	-	-
701-000-051012	Certification & Incentive	-	-	500	-	-	-
701-000-051014	Disability Life Ins	400	420	500	500	500	500
701-000-051015	Direct Labor Charge	1,530	1,610	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>202,406</b>	<b>208,410</b>	<b>256,000</b>	<b>272,500</b>	<b>272,500</b>	<b>272,500</b>
<b>MATERIALS &amp; SERVICES</b>							
701-000-052001	Operating Supplies	49,755	46,000	45,000	45,000	45,000	45,000
701-000-052016	Insurance - General	3,620	4,490	40,000	45,000	45,000	45,000
701-000-052023	Facility Maintenance	7,841	14,000	12,000	10,000	10,000	10,000
701-000-052027	IT Fund Charges	571	1,000	-	-	-	-
701-000-xxxxxx	Indirect Cost Allocation	16,187	18,080	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>77,974</b>	<b>83,570</b>	<b>97,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>CAPITALY OUTLAY</b>							
701-000-053001	Capital Outlay	190,085	159,611	372,782	240,000	240,000	240,000
<b>CONTINGENCY</b>							
701-000-058001	Contingency	-	-	-	523,099	523,099	523,099
<b>UNAPPROPRIATED FUND BALANCE</b>							
701-000-059001	Unapp Fund Balance	-	9,162	441,703	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>470,465</b>	<b>460,753</b>	<b>1,167,485</b>	<b>1,135,599</b>	<b>1,135,599</b>	<b>1,135,599</b>

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.

<b>RESOURCES</b>		<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
702-000-034009	IT Fund Charges	-	-	280,000	350,000	350,000	350,000
<b>MISCELLANEOUS</b>							
702-000-037004	Miscellaneous	-	-	2,800	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
702-000-039001	Fund Balance Available	-	-	65,659	65,000	65,000	65,000
<b>TOTAL RESOURCES</b>		<b>-</b>	<b>-</b>	<b>348,459</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>

<b>EXPENDITURES</b>		<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
702-000-052001	Operating Supplies	-	-	10,000	10,000	10,000	10,000
702-000-052003	Utilities	-	-	17,000	18,000	18,000	18,000
702-000-052005	Small Equipment	-	-	50,000	50,000	50,000	50,000
702-000-052006	Computer Maintenance	-	-	100,000	100,000	100,000	100,000
702-000-052010	Telephone	-	-	19,000	20,000	20,000	20,000
702-000-052019	Professional Services	-	-	85,000	85,000	85,000	85,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>-</b>	<b>-</b>	<b>281,000</b>	<b>283,000</b>	<b>283,000</b>	<b>283,000</b>
<b>CAPITALY OUTLAY</b>							
702-000-053001	Capital Outlay	-	-	-	17,000	17,000	17,000
<b>CONTINGENCY</b>							
702-000-058001	Contingency	-	-	7,459	115,000	115,000	115,000
<b>UNAPPROPRIATED FUND BALANCE</b>							
702-000-059001	Unapp Fund Balance	-	-	60,000	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>348,459</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>

**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).

<u>DEPARTMENT</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
PW - Engineering	Competitive Bid Projects	8	13	16	15	14
PW - Engineering	Grant Funding Received	467,607	43,300	7,750	0	6,500
PW - Engineering	Miles of Gravel Roads Paved	0	1.27	0	0.4	0.4
PW - Engineering	Right-of-Way Permits Issued	30	14	40	35	45
PW - Engineering	Capital Improvement Projects Completed	6	9	15	15	16
PW - Operations	Maintain City-Owned Building/Facilities	10	10	10	10	10

**Public Works Operations Fund Summary**

<u>RESOURCES</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2018-19</u>	<u>2018-19</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>
<b>CHARGES FOR SERVICES</b>						
703-000-034010 PW Support Services Charge	237,873	271,530	2,700,000	3,299,000	3,299,000	3,299,000
<b>Lice, Perm, Fees</b>						
703-000-035017 Engineering Fees	203	500	45,000	45,000	45,000	45,000
<b>Miscellaneous</b>						
703-000-037004 Miscellaneous - General	455	-	2,500	-	-	-
<b>TRANSFERS</b>						
703-000-038001 Transfers	40,000	-	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>						
703-000-039001 Fund Balance Available	39,230	76,979	76,979	40,000	40,000	40,000
<b>TOTAL RESOURCES</b>	<b>317,761</b>	<b>349,009</b>	<b>2,824,479</b>	<b>3,384,000</b>	<b>3,384,000</b>	<b>3,384,000</b>

<u>EXPENDITURES</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2018-19</u>	<u>2018-19</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>
<b>PERSONNEL SERVICES</b>						
733 - Engineering Total Personnel Services	27,543	19,650	379,600	408,000	408,000	408,000
734 - Operations Total Personnel Services	3,029	-	2,153,000	2,553,000	2,553,000	2,553,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>30,572</b>	<b>19,650</b>	<b>2,532,600</b>	<b>2,961,000</b>	<b>2,961,000</b>	<b>2,961,000</b>
<b>MATERIALS &amp; SERVICES</b>						
733 - Engineering Total Materials & Services	25,052	25,350	38,300	34,000	34,000	34,000
734 - Operations Total Materials & Services	185,158	227,030	214,000	368,000	368,000	368,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>210,210</b>	<b>252,380</b>	<b>252,300</b>	<b>402,000</b>	<b>402,000</b>	<b>402,000</b>
<b>TRANSFERS</b>						
703-000-054001 Transfers	-	-	-	-	-	-
<b>CONTINGENCY</b>						
703-000-058001 Contingency	-	-	39,579	21,000	21,000	21,000
<b>TOTAL EXPENDITURES</b>	<b>240,782</b>	<b>272,030</b>	<b>2,824,479</b>	<b>3,384,000</b>	<b>3,384,000</b>	<b>3,384,000</b>



Public Works Operations FundDepartment 733 - Engineering

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
703 -733-051001	Regular Wages	236,213	244,190	225,000	264,000	264,000	264,000
703 -733-051004	Overtime	1,054	2,000	-	-	-	-
703 -733-051005	Health Dental Benefits	39,498	41,080	41,000	43,000	43,000	43,000
703 -733-051006	VEBA	2,390	2,640	3,000	4,000	4,000	4,000
703 -733-051007	Retirement	56,687	59,030	67,000	72,000	72,000	72,000
703 -733-051008	FICA	18,063	19,000	19,000	17,000	17,000	17,000
703 -733-051009	Workers Comp	2,254	2,920	2,000	3,000	3,000	3,000
703 -733-051011	Longevity Pay	900	2,160	1,500	3,000	3,000	3,000
703 -733-051012	Certification & Incentive	911	600	500	1,000	1,000	1,000
703 -733-051014	Disability Life Ins	600	630	600	1,000	1,000	1,000
703 -733-051xxx	Direct Labor Charge	(331,027)	(354,600)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>27,543</b>	<b>19,650</b>	<b>379,600</b>	<b>408,000</b>	<b>408,000</b>	<b>408,000</b>
<b>MATERIALS &amp; SERVICES</b>							
703 -733-052004	Office Supplies	406	750	6,000	1,000	1,000	1,000
703 -733-052006	Computer Maintenance	6,569	3,500	4,000	4,000	4,000	4,000
703 -733-052010	Telephone	1,459	1,160	3,000	1,500	1,500	1,500
703 -733-052017	Insurance - Self	-	940	-	-	-	-
703 -733-052018	Professional Development	2,475	4,000	4,500	4,000	4,000	4,000
703 -733-052019	Professional Services	-	2,000	2,000	2,000	2,000	2,000
703 -733-052026	Equipment Fund Charges	-	-	8,800	9,500	9,500	9,500
703 -733-052027	IT Fund Charges	14,144	13,000	10,000	12,000	12,000	12,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>25,052</b>	<b>25,350</b>	<b>38,300</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>
		<b>52,595</b>	<b>45,000</b>	<b>417,900</b>	<b>442,000</b>	<b>442,000</b>	<b>442,000</b>

Public Works Operations FundDepartment 734 - Operations

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
PERSONNEL SERVICES							
703-734-051001	Regular Wages	984,093	999,580	1,150,000	1,392,000	1,392,000	1,392,000
703-734-051002	Part Time Wages	36,007	52,260	50,000	31,000	31,000	31,000
703-734-051004	Overtime	11,396	14,100	80,000	57,000	57,000	57,000
703-734-051005	Health Dental Benefits	289,496	339,700	355,000	496,000	496,000	496,000
703-734-051006	VEBA	49,105	15,240	18,000	18,000	18,000	18,000
703-734-051007	Retirement	238,734	244,700	340,000	405,000	405,000	405,000
703-734-051008	FICA	80,069	83,440	100,000	96,000	96,000	96,000
703-734-051009	Workers Comp	24,668	28,330	45,000	41,000	41,000	41,000
703-734-051011	Longevity Pay	9,460	8,640	9,000	10,000	10,000	10,000
703-734-051012	Certification & Incentive	2,600	5,400	2,000	2,000	2,000	2,000
703-734-051013	Unemployment	2,794	-	-	-	-	-
703-734-051014	Disability Life Ins	3,520	3,780	4,000	5,000	5,000	5,000
703-734-051015	Standby Pay	15,150	15,630	-	-	-	-
703-734-051xxx	Direct Labor Charge	(1,744,062)	(1,810,800)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>3,029</b>	<b>-</b>	<b>2,153,000</b>	<b>2,553,000</b>	<b>2,553,000</b>	<b>2,553,000</b>
MATERIALS & SERVICES							
703-734-052001	Operating Supplies	6,900	11,000	12,000	12,500	12,500	12,500
703-734-052003	Utilities	7,543	7,500	8,500	7,000	7,000	7,000
703-734-052004	Office Supplies	4,844	-	-	-	-	-
703-734-052005	Small Equipment	-	1,500	-	-	-	-
703-734-052010	Telephone	7,420	7,000	7,000	7,000	7,000	7,000
703-734-052016	Insurance - General	90,960	98,240	79,000	90,000	90,000	90,000
703-734-052017	Insurance - Self	-	5,790	-	-	-	-
703-734-052018	Professional Development	6,529	12,000	12,000	12,000	12,000	12,000
703-734-052019	Professional Services	18,357	17,500	8,000	18,000	18,000	18,000
703-734-052022	Fuel/Oil	34,388	55,000	40,000	50,000	50,000	50,000
703-734-052023	Facility Maintenance	3,602	4,500	4,500	19,500	19,500	19,500
703-734-052027	IT Fund Charges	4,615	7,000	40,000	148,000	148,000	148,000
703-734-052028	Projects & Programs	-	-	-	1,000	1,000	1,000
703-734-052084	Abatement Expense	-	-	3,000	3,000	3,000	3,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>185,158</b>	<b>227,030</b>	<b>214,000</b>	<b>368,000</b>	<b>368,000</b>	<b>368,000</b>
		<b>188,187</b>	<b>227,030</b>	<b>2,367,000</b>	<b>2,921,000</b>	<b>2,921,000</b>	<b>2,921,000</b>

**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 City Hall updates to the Front Office and public area and beginning on Category 1 Projects from the 2015 Parks Master Plan.



	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>RESOURCES</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>						
704-000-037020 Facility Maintenance	-	-	50,000	65,000	65,000	65,000
<b>INTERGOVERNMENTAL REVENUE</b>						
704-000-033005 Grants	-	-	12,500	-	-	-
<b>MISCELLANEOUS</b>						
704-000-037004 Miscellaneous	-	-	-	555,000	555,000	555,000
<b>TRANSFERS</b>						
704-000-038001 Transfers	-	-	24,000	-	-	-
<b>FUND BALANCE AVAILABLE</b>						
704-000-039001 Fund Balance Available	-	-	254,825	180,000	180,000	180,000
<b>TOTAL RESOURCES</b>	<b>-</b>	<b>-</b>	<b>341,325</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>

	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>						
704-000-052019 Professional Services	-	-	-	55,000	55,000	55,000
704-000-052028 Projects & Programs	-	-	115,000	55,000	55,000	55,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>-</b>	<b>-</b>	<b>115,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
<b>CAPITAL OUTLAY</b>						
704-000-053001 Capital Outlay - General	-	-	40,000	20,000	20,000	20,000
704-000-053012 Capital Outlay - Parks	-	-	2,100	100,000	100,000	100,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>42,100</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>CONTINGENCY</b>						
704-000-058001 Contingency	-	-	184,225	570,000	570,000	570,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>341,325</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>

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City of St. Helens  
Capital Improvement Plan  
FY 2019 - FY 2023



This section 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 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.

**ST. HELENS CAPITAL IMPROVEMENT PROJECTS**

<u>PROJECT</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>CIP TOTAL</u>
<b><u>PARKS DEPARTMENT</u></b>						
Veterans Memorial Plaza	70,000	-	-	-	-	70,000
Picnic Table Replacement	5,000	5,000	5,000	5,000	5,000	25,000
Dock Repairs/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
Level I Master Plan Upgrades	100,000	100,000	100,000	100,000	100,000	500,000
<b>Parks Total =</b>	<b>185,000</b>	<b>115,000</b>	<b>115,000</b>	<b>115,000</b>	<b>115,000</b>	<b>645,000</b>
<b><u>STREETS DEPARTMENT</u></b>						
1st Street Improvements	-	-	-	-	30,000	30,000
Sidewalk Improvements	10,000	10,000	10,000	10,000	10,000	50,000
AC Overlays	-	200,000	-	200,000	-	400,000
Signage - Branding & Wayfinding	30,000	-	-	-	-	30,000
Replace Light at OPR & S. 18th	-	-	100,000	-	-	100,000
Road Patching Projects	20,000	20,000	20,000	20,000	20,000	100,000
Trench Patching	30,000	-	-	-	-	30,000
North Vernonia Sidewalk	100,000	100,000	-	-	-	200,000
<b>Streets Total =</b>	<b>190,000</b>	<b>330,000</b>	<b>130,000</b>	<b>230,000</b>	<b>60,000</b>	<b>940,000</b>
<b><u>WATER DEPARTMENT</u></b>						
Land Purchase	250,000	-	-	-	-	250,000
Water Meter Replacement	25,000	25,000	25,000	25,000	25,000	125,000
Water Main Replacements	200,000	200,000	200,000	200,000	200,000	1,000,000
Waterproof Reservoir Exterior	50,000	50,000	-	-	-	100,000
Pittsburg Rd / Milton Creek Bypass	150,000	100,000	-	-	-	250,000
Well Maintenance	30,000	-	-	-	-	30,000
Water Master Plan Update	-	-	120,000	-	-	120,000
<b>Water Total =</b>	<b>705,000</b>	<b>375,000</b>	<b>345,000</b>	<b>225,000</b>	<b>225,000</b>	<b>1,875,000</b>
<b><u>SEWER DEPARTMENT</u></b>						
Primary Dredge Lagoon	100,000	-	-	-	-	100,000
Sewer Main Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
Sewer Master Plan	100,000	-	-	-	-	100,000
<b>Sewer Total =</b>	<b>400,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,200,000</b>
<b><u>STORM DEPARTMENT</u></b>						
Columbia Blvd Improvements	150,000	-	-	-	-	150,000
Storm Line Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
Middle Trunk Upgrade	200,000	200,000	200,000	200,000	-	800,000
10th St. Pump Station Decom.	400,000	-	-	-	-	400,000
Street Sweeping Cleanup	30,000	-	-	-	-	30,000
Storm Master Plan	30,000	-	-	-	-	30,000
<b>Storm Total =</b>	<b>1,010,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>200,000</b>	<b>2,410,000</b>
<b><u>EQUIPMENT FUND</u></b>						
Equipment Fund Purchases	240,000	317,000	250,000	300,000	317,000	1,679,000
<b>Equipment Total =</b>	<b>240,000</b>	<b>317,000</b>	<b>250,000</b>	<b>300,000</b>	<b>317,000</b>	<b>1,679,000</b>
<b>TOTAL 5-Year CIP</b>	<b>2,730,000</b>	<b>1,737,000</b>	<b>1,440,000</b>	<b>1,470,000</b>	<b>1,117,000</b>	<b>8,749,000</b>

**PARKS DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>PKS.001</b>	<b>Veterans Memorial Plaza</b>				
<b>Project Description:</b>	Expand and rehabilitate existing Veteran's Memorial					
<b>Estimated Completion:</b>	Summer 2018					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	70,000	-	-	-	-	70,000
<b>TOTAL</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>
<b>FUNDING</b>						
Grant	47,000	-	-	-	-	47,000
City (In-Kind)	23,000	-	-	-	-	23,000
<b>TOTAL</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>

<b>Project # and Title:</b>	<b>PKS.002</b>	<b>Picnic Table Replacement</b>				
<b>Project Description:</b>	Picnic Table replacement around all parks					
<b>Estimated Completion:</b>	Ongoing					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	5,000	5,000	5,000	5,000	5,000	25,000
<b>TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>25,000</b>
<b>FUNDING</b>						
Facility Major Maint.	5,000	5,000	5,000	5,000	5,000	25,000
<b>TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>25,000</b>

<b>Project # and Title:</b>	<b>PKS.003</b>	<b>Dock Repairs and Maintenance</b>				
<b>Project Description:</b>	Dock Repairs and Annual Maintenance					
<b>Estimated Completion:</b>	Ongoing					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
Capital Outlay	10,000	10,000	10,000	10,000	10,000	50,000
<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>50,000</b>
<b>FUNDING</b>						
Facility Major Maint.	10,000	10,000	10,000	10,000	10,000	50,000
<b>TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>25,000</b>

**PARKS DEPARTMENT PROJECTS**

Project # and Title:           PKS.004                    LEVEL I Projects from Master Plan						
Project Description:           Multiple projects with Level 1 Priority						
Estimated Completion:       Summer 2025						
	2018-19	2019-20	2020-21	2021-22	2022-23	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
Capital Outlay	100,000	100,000	100,000	100,000	100,000	500,000
<b>TOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>
<b>FUNDING</b>						
Facility Major Maint.	100,000	100,000	100,000	100,000	100,000	500,000
<b>TOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>



FUTURE PARKS PROJECTS

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
4	6th Street Park - Level Baseball Fields	\$ 24,000	2019-2025	Reinvestment
4	6th Street Park - Replace Dugouts (all 4)	\$ 53,000	2019-2025	Reinvestment
4	Campbell Park - Upgrade Restroom	\$ 20,000	2019-2025	Reinvestment
4	Campbell Park - Rehabilitate Tennis Courts - Flex Court	\$ 100,000	2019-2025	Reinvestment
4	Campbell Park - Upgrade Picnic Shelters w/ Utilities	\$ 10,000	2019-2025	Reinvestment
4	Godfrey Park - Playground Installation	\$ 8,000	2019-2025	Reinvestment
4	Godfrey Park - ADA swing seat	\$ 3,000	2019-2025	Reinvestment
4	Grey Cliffs Park - Non-motorized Boat Launch	\$ 300	2019-2025	Reinvestment
4	Grey Cliffs Park - Sprinkler System	\$ 1,500	2019-2025	Reinvestment
4	McCormick Park - Flex Court Installation	\$ 35,000	2019-2025	Reinvestment
4	McCormick Park - New Landscape Flowerbed / Park Sign	\$ 500	2019-2025	Reinvestment
4	McCormick Park - ADA Swing	\$ 3,000	2019-2025	Reinvestment
4	Sand Island Marine Park - Dock Rehabilitation	\$ 50,000	2019-2025	Reinvestment
5	Campbell Park - Covered Picnic Shelters w/ Utilities	\$ 50,000	2026-2035	Reinvestment
5	Columbia View Park - Covered Picnic Shelter w/ Amenities	\$ 75,000	2026-2035	Reinvestment
5	McCormick Park - Covered Picnic Shelters	\$ 150,000	2026-2035	Reinvestment
5	McCormick Park - Rehabilitate Baseball Fields	\$ 20,000	2026-2035	Reinvestment
5	Sand Island Marine Park - Feasibility Plan	\$ 40,000	2026-2035	Reinvestment
5	Walnut Tree Park - Concrete Pad for Picnic Table	\$ 150	2026-2035	Reinvestment
5	Millard Road Property - Park Master Plan	\$ 20,000	2026-2035	Parks SDC
6	6th Street Park - Restrooms	\$ 40,000	2036-2045	Reinvestment
6	Campbell Park - Create Off-Leash Pet Area	\$ 11,000	2036-2045	Reinvestment
6	Civic Pride Park - Full-size Splash Garden	\$ 200,000	2036-2045	Reinvestment
6	Civic Pride Park - Restroom (2 stalls)	\$ 40,000	2036-2045	Reinvestment
6	Civic Pride Park - Sprinkler System	\$ 3,500	2036-2045	Reinvestment
6	Civic Pride Park - Playground Equipment w/ ADA	\$ 30,000	2036-2045	Reinvestment
6	Columbia View Park - Band shell installation	\$ 1,000,000	2036-2045	Reinvestment
6	Columbia Botanical Garden - Information Kiosk	\$ 1,500	2036-2045	Reinvestment
6	Columbia Botanical Garden - Interpretive Signage	\$ 5,000	2036-2045	Reinvestment
6	Godfrey Park - Sprinkler System	\$ 5,000	2036-2045	Reinvestment
6	Godfrey Park - Restrooms	\$ 40,000	2036-2045	Reinvestment
6	Grey Cliffs Park - Fishing Pier	\$ 75,000	2036-2045	Reinvestment
6	Grey Cliffs Park - Covered Picnic Shelter	\$ 50,000	2036-2045	Reinvestment
6	McCormick Park - Regional Destination Signage	\$ 500	2036-2045	Reinvestment
6	McCormick Park - Repair & Update Skate park	\$ 20,100	2036-2045	Reinvestment
6	Millard Road Property - Restrooms	\$ 50,000	2036-2045	Reinvestment
6	Millard Road Property - Playground Equipment	\$ 50,000	2036-2045	Reinvestment
6	Millard Road Property - Covered Picnic Shelter	\$ 50,000	2036-2045	Reinvestment
6	Millard Road Property - Flex court installation	\$ 40,000	2036-2045	Reinvestment

FUTURE TRAIL PROJECTS

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
5	Riverfront - Railing	\$ 55,800	2026-2035	Reinvestment
5	Riverfront - Bank Stabilization	\$ 150,000	2026-2035	Reinvestment
5	Riverfront - Asphalt Trail Surface	\$ 145,050	2026-2035	Reinvestment
5	Riverfront - Signs	\$ 1,800	2026-2035	Reinvestment
5	Riverfront - Benches	\$ 4,500	2026-2035	Reinvestment
5	Riverfront - Striping	\$ 656	2026-2035	Reinvestment
5	Riverfront - Design & Construction	\$ 127,327	2026-2035	Reinvestment
	Riverfront - Contingency	\$ 169,769	2026-2035	Reinvestment
4	West Columbia Blvd - Asphalt Bike Path	\$ 15,000	2019-2025	Reinvestment
4	West Columbia Blvd - Overlook Feature	\$ 10,000	2019-2025	Reinvestment
4	West Columbia Blvd - Staircase	\$ 50,000	2019-2025	Reinvestment
4	West Columbia Blvd - Striping & Signage	\$ 7,500	2019-2025	Reinvestment
4	West Columbia Blvd - Raised crosswalk	\$ 5,000	2019-2025	Reinvestment
4	West Columbia Blvd - Design & Construction	\$ 13,125	2019-2025	Reinvestment
	West Columbia Blvd - Contingency	\$ 17,500	2019-2025	Reinvestment
6	5th Street - Trail	\$ 26,000	2036-2045	Reinvestment
6	5th Street - Boardwalk	\$ 110,000	2036-2045	Reinvestment
6	5th Street - Clearing	\$ 10,000	2036-2045	Reinvestment
6	5th Street - Striping & Signage	\$ 2,000	2036-2045	Reinvestment
6	5th Street - Design & Construction	\$ 22,200	2036-2045	Reinvestment
	5th Street - Contingency	\$ 29,600	2036-2045	Reinvestment
6	4th Street - Concrete work	\$ 118,590	2036-2045	Reinvestment
6	4th Street - Landscape Buffer strip	\$ 35,400	2036-2045	Reinvestment
6	4th Street - Railing & Fencing	\$ 53,100	2036-2045	Reinvestment
6	4th Street - Striping & Signage	\$ 7,500	2036-2045	Reinvestment
6	4th Street - Design & Construction	\$ 32,189	2036-2045	Reinvestment
	4th Street - Contingency	\$ 42,918	2036-2045	Reinvestment
6	Dalton Lake - Compacted Gravel	\$ 35,200	2036-2045	Reinvestment
6	Dalton Lake - Trail & Boardwalk	\$ 79,200	2036-2045	Reinvestment
6	Dalton Lake - Survey and Feasability Study	\$ 20,000	2036-2045	Reinvestment
6	Dalton Lake - Permitting	\$ 10,000	2036-2045	Reinvestment
6	Dalton Lake - Signs	\$ 2,400	2036-2045	Reinvestment
6	Dalton Lake - Design & Construction	\$ 22,020	2036-2045	Reinvestment
	Dalton Lake - Contingency	\$ 29,360	2036-2045	Reinvestment

**STREET DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>STS.002</b>	<b>1st Street Reconstruction</b>				
<b>Project Description:</b>	<b>Reconstruction of 1st Street</b>					
<b>Estimated Completion:</b>	<b>Summer 2020</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Construction	-	-	-	-	300,000	300,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>300,000</b>
<b>FUNDING</b>						
STP	-	-	-	-	300,000	300,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>300,000</b>

<b>Project # and Title:</b>	<b>STS.003</b>	<b>Sidewalk &amp; ADA Improvements</b>				
<b>Project Description:</b>	<b>ADA Ramps &amp; Sidewalk Improvements around St. Helens</b>					
<b>Estimated Completion:</b>	<b>Ongoing</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Construction	10,000	10,000	10,000	10,000	10,000	50,000
<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>50,000</b>
<b>FUNDING</b>						
STP	10,000	10,000	10,000	10,000	10,000	50,000
<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>50,000</b>

<b>Project # and Title:</b>	<b>STS.004</b>	<b>General Street Overlays</b>				
<b>Project Description:</b>	<b>General Street Overlays around St. Helens</b>					
<b>Estimated Completion:</b>	<b>Ongoing</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Construction	-	200,000	-	200,000	-	400,000
<b>TOTAL</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>400,000</b>
<b>FUNDING</b>						
STP	-	200,000	-	200,000	-	400,000
<b>TOTAL</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>400,000</b>

**STREET DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>STS.005</b>	<b>Update Signage</b>					
<b>Project Description:</b>	Update Signage - Branding & Wayfinding						
<b>Estimated Completion:</b>	Summer 2020						
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>		
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>	
<b>EXPENSES</b>							
Purchase	30,000	-	-	-	-	30,000	
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	
<b>FUNDING</b>							
STP	30,000	-	-	-	-	30,000	
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	

<b>Project # and Title:</b>	<b>STS.006</b>	<b>Replace Light at OPR &amp; S. 18th</b>					
<b>Project Description:</b>	Replace Light at OPR & S. 18th						
<b>Estimated Completion:</b>	Summer 2021						
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>		
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>	
<b>EXPENSES</b>							
Construction	-	-	100,000	-	-	100,000	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	
<b>FUNDING</b>							
Street Fund	-	-	100,000	-	-	100,000	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	

<b>Project # and Title:</b>	<b>STS.007</b>	<b>Road Patching Projects</b>					
<b>Project Description:</b>	Misc road patching projects around City limits						
<b>Estimated Completion:</b>	Ongoing						
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>		
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>	
<b>EXPENSES</b>							
Construction	20,000	20,000	20,000	20,000	20,000	100,000	
<b>TOTAL</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>100,000</b>	
<b>FUNDING</b>							
STP	20,000	20,000	20,000	20,000	20,000	100,000	
<b>TOTAL</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>100,000</b>	



**STREET DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>STS.008</b>	<b>Trench Patching</b>				
<b>Project Description:</b>	<b>Trench Patching Projects</b>					
<b>Estimated Completion:</b>	<b>Summer 2019</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Construction	30,000	-	-	-	-	30,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>FUNDING</b>						
STP	30,000	-	-	-	-	30,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>

<b>Project # and Title:</b>	<b>STS.009</b>	<b>N. Vernonia Sidewalk</b>				
<b>Project Description:</b>	<b>N. Vernonia Sidewalk</b>					
<b>Estimated Completion:</b>	<b>Summer 2019</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Construction	100,000	100,000	-	-	-	200,000
<b>TOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>FUNDING</b>						
STP	100,000	100,000	-	-	-	200,000
<b>TOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

**FUTURE STREETS PROJECTS (2023-2050)**

Name	Estimate Cost	Forecast Year	Funding Source
Roadway - Ross Rd / Bachelor Flat Rd	12,000	x	x
Roadway - US 30 / Millard Rd	20,000	x	x
Roadway - 18th St / Old Portland Rd	100,000	x	x
Bicycle - Firlock Park Rd (Gable Rd to US 30)	891,000	x	x
Bicycle - 12th St (Columbia Blvd to Old Portland Rd)	364,000	x	x
Bicycle - Cherrywood Dr (Vernonia Rd to Columbia Blvd)	4,500	x	x
Bicycle - Barr Ave (Pittsburg Rd to Sykes Rd)	5,500	x	x
Bicycle - Sunset Blvd (Pittsburg Rd to Sykes Rd)	15,000	x	x
Bicycle - Columbia Blvd (Sykes Rd to US 30)	30,000	x	x
Bicycle - Sykes Rd (Summit View Dr to Columbia Blvd)	643,000	x	x
Bicycle - Bachelor Flat Road (Ross Rd to Columbia Blvd)	461,000	x	x
Bicycle - Columbia Blvd (Gable Rd to Sykes Rd)	304,000	x	x
Bicycle - Vernonia Rd (Pittsburg Rd to US 30)	482,000	x	x
Bicycle - McNulty Way (Millard Rd to Gable Rd)	337,000	x	x
Bicycle - US 30 / St Helens St	5,000	x	x
Bicycle - US 30 / Gable Rd	5,000	x	x
Pedestrian - Firlock Park Rd (Gable Rd to US 30)	1,103,000	x	x
Pedestrian - 12th St (Columbia Blvd to Old Portland Rd)	580,000	x	x
Pedestrian - 16th St (West St to Middle School Driveway)	266,000	x	x
Pedestrian - Sunset Blvd (Pittsburg Rd to Columbia Blvd)	668,000	x	x
Pedestrian - Columbia Blvd (Sykes Rd to US 30)	1,353,000	x	x
Pedestrian - Sykes Rd (Summit View Dr to Columbia Blvd)	805,000	x	x
Pedestrian - Sykes rd (Columbia blvd to US 30)	190,000	x	x
Pedestrian - Bachelor Flat Rd (Ross Rd to Columbia Blvd)	804,000	x	x
Pedestrian - Columbia Blvd (Gable Rd to Sykes Rd)	400,000	x	x
Pedestrian - Vernonia Rd (Pittsburg Rd to US 30)	1,319,000	x	x
Pedestrian - McNulty Way (Millard Rd to Gable Rd)	749,000	x	x
Pedestrian - Columbia Blvd / Sykes Rd	19,000	x	x
Pedestrian - 18th St / Old Portland Rd	19,000	x	x
Pedestrian - Columbia Blvd / St Helens Couplet	106,000	x	x
Pedestrian - Columbia Blvd Couplet to 2nd St	200,000	x	x
Pedestrian - Columbia Blvd / 1st St	10,000	x	x
Pedestrian - St Helens St	106,000	x	x
Pedestrian - US 30 Corridor	15,000	x	x
Roadway - US 30 / Deer Island Rd	485,000	x	x
Roadway - US 30 / Millard Rd Intersection	1,000,000	x	x
Roadway - Columbia Blvd / Sykes Rd	368,000	x	x
Roadway - Ross Rd / Bachelor Flat Rd	769,000	x	x
Roadway - Old Portland Rd / Millard Rd	60,000	x	x
Roadway - Millard Rd	2,892,000	x	x
Roadway - Ross Rd	1,617,000	x	x

**FUTURE STREETS PROJECTS (2023-2050)**

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

**WATER DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>WTR.002</b>	<b>Land Purchase</b>				
<b>Project Description:</b>	Land purchase for future water reservoirs					
<b>Estimated Completion:</b>	Money available when land becomes available					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	250,000	-	-	-	-	250,000
<b>TOTAL</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>
<b>FUNDING</b>						
Water SDC	250,000	-	-	-	-	250,000
<b>TOTAL</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>

<b>Project # and Title:</b>	<b>WTR.003</b>	<b>Water Meter Replacement</b>				
<b>Project Description:</b>	Ongoing replacement of ERT Water Meters					
<b>Estimated Completion:</b>	Ongoing					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	25,000	25,000	25,000	25,000	25,000	125,000
<b>TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>125,000</b>
<b>FUNDING</b>						
Water Fund	25,000	25,000	25,000	25,000	25,000	125,000
<b>TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>125,000</b>

<b>Project # and Title:</b>	<b>WTR.004</b>	<b>Water Main Replacements</b>				
<b>Project Description:</b>	Ongoing Replacements of Water Main Lines					
<b>Estimated Completion:</b>	Ongoing					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	200,000	200,000	200,000	200,000	200,000	1,000,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,000,000</b>
<b>FUNDING</b>						
Water Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,000,000</b>



**WATER DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>WTR.006</b>	<b>Waterproof Reservoir Exterior</b>				
<b>Project Description:</b>	<b>Waterproof Reservoir Exterior</b>					
<b>Estimated Completion:</b>	<b>Summer 2020</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	50,000	50,000	-	-	-	100,000
<b>TOTAL</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>FUNDING</b>						
Water Fund	50,000	50,000	-	-	-	100,000
<b>TOTAL</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

<b>Project # and Title:</b>	<b>WTR.007</b>	<b>Pittsburg Rd / Milton Creek Bypass</b>				
<b>Project Description:</b>	<b>Pittsburg Rd / Milton Creek Bypass</b>					
<b>Estimated Completion:</b>	<b>Summer 2020</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	150,000	100,000	-	-	-	250,000
<b>TOTAL</b>	<b>150,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>
<b>FUNDING</b>						
Water Fund	150,000	100,000	-	-	-	250,000
<b>TOTAL</b>	<b>150,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>

<b>Project # and Title:</b>	<b>WTR.009</b>	<b>Well Maintenance</b>				
<b>Project Description:</b>	<b>Well Maintenance</b>					
<b>Estimated Completion:</b>	<b>Summer 2019</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	30,000	-	-	-	-	30,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>FUNDING</b>						
Water Fund	30,000	-	-	-	-	30,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>

**WATER DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>WTR.010</b>	<b>Water Master Plan Update</b>				
<b>Project Description:</b>	<b>Update Master Plan</b>					
<b>Estimated Completion:</b>	<b>Summer 2021</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Professional Services	-	-	120,000	-	-	120,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>120,000</b>	<b>-</b>	<b>-</b>	<b>120,000</b>
<b>FUNDING</b>						
Water SDC Fund	-	-	120,000	-	-	120,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>120,000</b>	<b>-</b>	<b>-</b>	<b>120,000</b>

**FUTURE WATER PROJECTS (2023-2050)**

<b>Proj #</b>	<b>Name</b>	<b>Estimate Cost</b>	<b>Forecast Year</b>	<b>Funding Source</b>
WTR.011	Water Reservoir - Land Purchase	\$ 4,000,000	2023-2050	Water Fund
WTR.012	Water Reservoir - Construction	\$ 4,000,000	2023-2050	Water Fund
WTR.004	Pipeline Improvements (4"-6") (\$200k/Yr)	\$ 5,400,000	2023-2050	Water Fund
WTR.013	18th St. Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
WTR.014	19th-21st Bottleneck Replacement (8")	\$ 51,000	2023-2050	Water Fund
WTR.015	6th-Plymouth Main Replacement (8")	\$ 51,000	2023-2050	Water Fund
WTR.016	2nd-4th Main Replacement (8")	\$ 182,000	2023-2050	Water Fund
WTR.017	Meter Calibration (Annually 5k)	\$ 135,000	2023-2050	Water Fund
WTR.018	Land Acquisition High Zone Storage	\$ 200,000	2025-2050	SDC & Water
WTR.019	0.25 MG High Reservoir 2	\$ 300,000	2025-2050	SDC & Water
WTR.009	Ranney Well Maintenance (every 8 years)	\$ 30,000	2027	Water Fund
WTR.010	Water Master Plan Update (every 10 years)	\$ 120,000	2030	SDC
WTR.020	WMCP Update	\$ 40,000	2031	Water Fund
WTR.009	Ranney Well Maintenance (every 8 years)	\$ 30,000	2035	Water Fund
WTR.010	Water Master Plan Update (every 10 years)	\$ 120,000	2040	SDC
WTR.009	Ranney Well Maintenance (every 8 years)	\$ 30,000	2043	Water Fund
WTR.010	Water Master Plan Update (every 10 years)	\$ 120,000	2050	SDC
WTR.001	Build Water Reservoir (after land purchase)	\$ 2,000,000	2019-2050	Water & SDC
WTR.005	Filtration Membrane Replacement	\$ 500,000	2023-2050	Water Fund

**SEWER DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>SWR.001</b>	<b>Primary Dredge Lagoon</b>				
<b>Project Description:</b>	<b>Dredging Sludge in Primary Lagoon restoring capacity</b>					
<b>Estimated Completion:</b>	<b>Summer 2019</b>					
<b>Project Costs</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Project Total</b>
	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	
<b>EXPENSES</b>						
Capital Outlay	100,000	-	-	-	-	100,000
<b>TOTAL</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>FUNDING</b>						
Sewer Fund	100,000	-	-	-	-	100,000
<b>TOTAL</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

<b>Project # and Title:</b>	<b>SWR.002</b>	<b>Sewer Main Replacement</b>				
<b>Project Description:</b>	<b>Ongoing replacement of Sewer Main Lines</b>					
<b>Estimated Completion:</b>	<b>Ongoing</b>					
<b>Project Costs</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Project Total</b>
	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	
<b>EXPENSES</b>						
Capital Outlay	200,000	200,000	200,000	200,000	200,000	1,000,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,000,000</b>
<b>FUNDING</b>						
Sewer Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,000,000</b>

<b>Project # and Title:</b>	<b>SWR.005</b>	<b>Sewer Master Plan</b>				
<b>Project Description:</b>	<b>Master Plan Update</b>					
<b>Estimated Completion:</b>	<b>Summer 201</b>					
<b>Project Costs</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Project Total</b>
	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	
<b>EXPENSES</b>						
Professional Services	100,000	-	-	-	-	100,000
<b>TOTAL</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>FUNDING</b>						
Sewer SDC	100,000	-	-	-	-	100,000
<b>TOTAL</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

**SEWER DEPARTMENT PROJECTS**

**FUTURE SEWER PROJECTS (2023-2050)**

<b>Proj #</b>	<b>Name</b>	<b>Estimate Cost</b>	<b>Forecast Year</b>	<b>Funding Source</b>
SWR.006	Pump Station #4 to Port Ave Pipeline	\$ 325,000	Development	SDC & Sewer
SWR.007	Port Avenue Pipeline	\$ 740,000	Development	SDC & Sewer
SWR.008	Pump Station #11 Relocation & Improvement	\$ 1,155,000	Development	SDC & Sewer
SWR.009	Pump Station #4 Improvements	\$ 470,000	Development	SDC & Sewer
SWR.005	Master Plan (every 15 years)	\$ 75,000	2020	SDC
SWR.005	Master Plan (every 15 years)	\$ 75,000	2035	SDC
SWR.006	New Pump Station	\$ 750,000	2024	Sewer



**STORM DEPARTMENT PROJECTS**

<b>Project # and Title:</b>		STM.001 Columbia Blvd Improvements				
<b>Project Description:</b>		Swale Improvements				
<b>Estimated Completion:</b>		Summer 2020				
		<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Project Costs</b>		<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>EXPENSES</b>						
Capital Outlay		150,000	-	-	-	-
<b>TOTAL</b>		<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDING</b>						
Storm Fund		150,000	-	-	-	-
<b>TOTAL</b>		<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Project # and Title:</b>		STM.002 Storm Drain Maintenance				
<b>Project Description:</b>		Ongoing Yearly Maintenance of Storm Lines				
<b>Estimated Completion:</b>		Ongoing				
		<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Project Costs</b>		<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>EXPENSES</b>						
Capital Outlay		200,000	200,000	200,000	200,000	200,000
<b>TOTAL</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>FUNDING</b>						
Storm Fund		200,000	200,000	200,000	200,000	200,000
<b>TOTAL</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>

<b>Project # and Title:</b>		STM.003 Middle Trunk Upgrade				
<b>Project Description:</b>		Middle Trunk Upgrade				
<b>Estimated Completion:</b>		Summer 2022				
		<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Project Costs</b>		<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>EXPENSES</b>						
Capital Outlay		200,000	200,000	200,000	200,000	-
<b>TOTAL</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>
<b>FUNDING</b>						
Storm Fund		200,000	200,000	200,000	200,000	-
<b>TOTAL</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>

**STORM DEPARTMENT PROJECTS**

<b>Project # and Title:</b> STM.004 10th Street Pump Station Upgrade						
<b>Project Description:</b> 10th Street Pump Station Re-Route						
<b>Estimated Completion:</b> Summer 2019						
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	400,000	-	-	-	-	400,000
<b>TOTAL</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>
<b>FUNDING</b>						
Storm Fund	400,000	-	-	-	-	400,000
<b>TOTAL</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>

<b>Project # and Title:</b> STM.006 Street Sweeping Cleanup						
<b>Project Description:</b> Cleaning up site for Street Sweeping Debris						
<b>Estimated Completion:</b> Summer 2018						
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Contracting	30,000	-	-	-	-	30,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>FUNDING</b>						
Storm Fund	15,000	-	-	-	-	15,000
Street Fund	15,000	-	-	-	-	15,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>

<b>Project # and Title:</b> STR.007 Storm Master Plan						
<b>Project Description:</b> Update Storm Master Plan						
<b>Estimated Completion:</b> Summer 2020						
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Professional Services	30,000	-	-	-	-	30,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>FUNDING</b>						
Storm SDC	30,000	-	-	-	-	30,000
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>

**STORM DEPARTMENT PROJECTS**

**FUTURE STORM PROJECTS (2023-2050)**

<b>Proj #</b>	<b>Name</b>	<b>Estimate Cost</b>	<b>Forecast Year</b>	<b>Funding Source</b>
8	Middle Trunk Basin	\$ 2,790,000	2023-2030	Unknown
9	Greenway Basin	\$ 1,288,000	2023-2040	Unknown
10	ESA Monitoring	\$ 25,000	2023-2030	Unknown
11	NPDES Permitting	\$ 200,000	2023-2030	Unknown
12	North Trunk Basin	\$ 2,570,000	2030-2040	Unknown
13	Milton Creek Basin	\$ 4,489,000	2030-2050	Unknown
6	Stormwater Master Plan (Every 15 Years)	\$ 30,000	2036	Unknown
14	McNulty Creek Basin	\$ 4,199,000	2040-2050	Unknown
15	Fischer Basin	\$ 3,089,000	2040-2050	Unknown

**EQUIPMENT FUND PURCHASES**

<b>Project # and Title:</b>	<b>EQP.001</b>	<b>City Equipment Fund Purchases</b>					
<b>Project Description:</b>	<b>Fleet and Equipment Purchases</b>						
<b>Estimated Completion:</b>	<b>Ongoing</b>						
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>		
<b>Project Costs</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Project Total</b>	
<b>EXPENSES</b>							
Purchase	240,000	317,000	250,000	300,000	317,000	1,679,000	
<b>TOTAL</b>	<b>240,000</b>	<b>317,000</b>	<b>250,000</b>	<b>300,000</b>	<b>317,000</b>	<b>1,679,000</b>	
<b>FUNDING</b>							
Equipment Fund	240,000	317,000	250,000	300,000	317,000	1,679,000	
<b>TOTAL</b>	<b>240,000</b>	<b>317,000</b>	<b>250,000</b>	<b>300,000</b>	<b>317,000</b>	<b>1,679,000</b>	

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

**City Hall**

No scheduled purchases

**Police**

1 Police Fleet Vehicle; \$50,000

**Public Works**

1 Public Works Pickup; \$45,000

1 Parks Pickup; \$35,000

1 Parks Chipper; \$40,000

1 Excavator; \$200,000

1 Backhoe; \$125,000

**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 6/30/19:

**Sewer Fund**

## Clean Water Revolving Loan (R06801)

Original Amount: \$2,000,000    Start Date: March 2012    End Date: Sept 2031  
Principal Balance as of 6/30/19: \$1,250,000

## Capital One

Original Amount: \$1,912,000    Start Date: Sept 2016    End Date: Dec 2025  
Principal Balance as of 6/30/19: \$1,489,000

## Clean Water Revolving Loan (R80162)

Original Amount: \$522,377    Start Date: Sept 2014    End Date: Mar 2019  
Principal Balance as of 6/30/19: \$0

## Clean Water Revolving Loan (R80163)

Original Amount: \$4,558,019    Start Date: Mar 2017    End Date: Sept 2036  
Principal Balance as of 6/30/19: \$4,196,924

**Community Development Fund**

## Columbia State Bank

Original Amount: \$1,000,000    Start Date: Dec 2015    End Date: June 2025  
Principal Balance as of 6/30/19:

## Interfund Loan

Original Amount: \$350,000    Start Date: Dec 2014    End Date: Dec 2019  
Principal Balance as of 6/30/19: \$350,000

## Interfund Loan

Original Amount: \$600,000    Start Date: Dec 2017    End Date: Dec 2022  
Principal Balance as of 6/30/19: \$600,000

**Street Fund**

## US Bank

Original Amount: \$747,861    Start Date: Jul 2017    End Date: Jul 2031  
Principal Balance as of 6/30/19: \$662,224

## Home Purchase (Funded by Street Fund &amp; 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 6/30/19: \$112,412

**General Fund**

## Interfund Loan

Original Amount: \$240,000    Start Date: Jun 2017    End Date: Jul 2017  
Principal Balance as of 6/30/19: \$240,000



Schedule of Debt Service RequirementsWater 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

**Sewer Fund - Capital One - 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)**

<b>Payment Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>	<b>Remaining Principal</b>
				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**

<b>Payment Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>	<b>Remaining Principal</b>
				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	-

**Street Fund - US Bank**

<b>Payment Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>	<b>Remaining Principal</b>
				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 Plan FY 2018-2019 (effective 7-1-18)							
POSITION		MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Season Part-Time Public Works	Un rep	-	-	-	-	-	-
Library Assistant	AFSCME	2,251	2,364	2,482	2,606	2,737	-
Secretary / Clerical	AFSCME	2,715	2,851	2,993	3,143	3,300	-
Police Records Specialist	SHPA	3,059	3,238	3,418	3,611	3,823	4,036
Library Tech I	AFSCME	3,132	3,288	3,453	3,624	3,805	-
Parks Utility I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Receptionist / Utility Billing Specialist	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Utility Billing Specialist	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Office Assistant	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Utility Worker I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Library Tech II	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Code Enforcement Officer	SHPA	3,278	3,512	3,748	3,983	4,215	4,452
Utility Billing Court Specialist	AFSCME	3,370	3,539	3,717	3,903	4,098	-
Police Support Specialist	SHPA	3,319	3,484	3,659	3,842	4,034	4,236
Building / Admin Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Planning Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Municipal Court Legal Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Municipal Court Clerk	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Public Works Office Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
WWTP Operator I	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Assistant Planner	AFSCME	3,760	3,948	4,146	4,353	4,570	-
Accounting Assistant	Un rep	3,775	3,961	4,159	4,368	4,583	-
Deputy City Recorder	Un rep	3,775	3,961	4,159	4,368	4,583	-
Parks Utility II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Utility Worker II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Librarian I	AFSCME	4,072	4,403	4,536	4,673	4,812	-
Communications Officer	AFSCME	3,961	4,156	4,363	4,582	4,812	-
Parks Specialist	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Collections System Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Mechanic II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Utility Craftsman	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Utility Plumber	AFSCME	4,094	4,296	4,511	4,737	4,973	-
WWTP Operator II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water Systems Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water System Filtration Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Patrolmen	SHPA	4,063	4,358	4,608	4,933	5,293	5,465
Engineering Tech I	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Associate Planner	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Accounting Technician	Un rep	4,416	4,634	4,865	5,108	5,362	-
Water Treatment Operator	AFSCME	4,501	4,743	4,986	5,226	5,468	-
WWTP Operator III	AFSCME	4,615	4,848	5,089	5,345	5,610	-
Detective	SHPA	-	-	-	-	-	5,740
Engineering Tech II	AFSCME	4,868	5,111	5,365	5,636	5,918	-
PW Construction Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
WWTP Operator / Pretreatment Coordinator	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Building Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Field Supervisor / Safety Coordinator	Un rep	5,073	5,327	5,592	5,874	6,166	-
Water Filtration Facility Supervisor	Un rep	5,073	5,327	5,592	5,874	6,166	-
WWTP Operator IV	Un rep	5,073	5,327	5,592	5,874	6,166	-
Engineering Tech - Project Manager	AFSCME	5,365	5,636	5,918	6,216	6,527	-
City Recorder	Un rep	5,586	5,864	6,156	6,457	6,779	-
City Planner	Un rep	5,586	5,864	6,156	6,457	6,779	-
Sergeant	Un rep	-	-	-	-	7,004	-
WWTP Superintendent	Un rep	5,934	6,236	6,550	6,875	7,223	-
Building Official	Un rep	6,523	6,849	7,192	7,552	7,929	-
Library Director	Un rep	6,531	6,859	7,167	7,543	7,937	-
Public Works Engineering Director	Un rep	6,590	6,919	7,265	7,628	8,010	-
Public Works Operations Director	Un rep	6,590	6,919	7,265	7,628	8,010	-
Lieutenant	Un rep	6,729	7,064	7,417	7,787	8,178	-
Finance Director	Un rep	7,270	7,633	8,014	8,416	8,835	-
Chief of Police	Un rep	7,489	7,861	8,255	8,668	9,102	-
Public Works Director	Un rep	7,675	8,055	8,459	8,882	9,323	-
City Administrator	Un rep	8,441	8,746	9,304	9,767	10,256	-



**Inter-Fund Transfer Summary**

<b>FROM</b>	<b>AMOUNT</b>	<b>TO</b>	<b>DESCRIPTION</b>
201-000-054001	\$240,000	100-000-037001	Interfund Loan Repayment
203-000-054001	\$32,599	701-000-037001	PD Funds for Equipment
602-000-054001	\$5,000	100-000-037001	SDC Admin Fee
604-000-054001	\$10,000	100-000-037001	SDC Admin Fee
606-000-054001	\$2,500	100-000-037001	SDC Admin Fee
607-000-054001	\$2,500	100-000-037001	SDC Admin Fee



**Financial Goals**

The City of St Helen's financial goals seek to:

- Ensure the financial integrity of the City
- Maintain accountability into the financial operation of the City
- Improve financial information for decision makers at all levels:
  - Policy makers as they contemplate long-term City decisions
  - Managers as they implement policy on a day-to-day basis

**Financial Objectives**

St. Helen's fiscal policies address the following major areas:

***Revenue policy***

Addresses property taxes, user charges and other sources to adequately fund desired services

***Operating budget policy***

Relating to budgeting guidelines.

***Capital improvement policy***

Relating to capital improvement planning and implementation.

***Accounting policy***

Relating to reporting financial transactions and preparing financial reports.

***Debt policy***

Dealing with long-term financing of the city's capital needs and its bond rating.

***Reserve policy***

For establishing reserves and contingency funding as needed for the various activities of the City.

***Management of finance policy***

Dealing with approval, recommendation, review and implementation of policies – including monitoring compliance.



## Financial Policies

St. Helen's long-term financial policies are as follows:

### **1. Revenue Policy**

- 1.1. System development charges shall be established to fund the costs of improvements to service additional increments to growth, such as street, storm, water, sewer, and parks and recreation facilities.
- 1.2. The City will maximize the use of service users' charges in lieu of ad valorem 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.
  - 1.2.1 Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements.
  - 1.2.2 User charges shall fund 100% of the direct cost of development review and building activities. User charges include land use, engineering inspection, building permit and building inspection fees.
  - 1.2.3 Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
  - 1.2.4 Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of 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.
- 1.3 The City shall pursue collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

### **2. Operating Budget Policy**

- 2.1 The City shall prepare, present, adopt and amend its annual operating budget(s) in accordance with Oregon Budget Law.
  - 2.1.1 The City shall maintain a budget system to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment (if required) at least at mid-year and/or year-end.

## CITY OF ST. HELENS FINANCIAL POLICIES --- FY 2017/18

- 2.2 The City shall not adopt an operating budget that is greater than the amount of resources available to fund it. Current operating resources will be sufficient to support current operating expenditures, reimbursement transfers, reserves, unappropriated balances and contingencies.
- 2.3 Annual recurring revenues of the General and Enterprise Funds' shall not be less than annual recurring operating expenditures (total annual budget, minus capital outlay, equity transfers, reserves, appropriated balances and contingencies).
- 2.4 Unless otherwise authorized by City Council, General Fund and other unrestricted revenues shall not be earmarked for specific programs, activities or services.
- 2.5 Long-term debt or bond financing shall only be used for the acquisition of capital facilities or specialized equipment. Long-term debt or bond financing shall not be used to finance current operating expenditures.

**3. Capital Improvement Policy**

- 3.1. Annually, the City shall adopt a 5-year Capital Improvement Plan (CIP). Prior to adopting a Capital Improvement Plan, the City shall hold public meetings and a public hearing on the contents of the CIP document. The document shall provide details on each capital project plan: its estimated costs, sources of financing and a description.

**4. Accounting Policy**

- 4.1. The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).
- 4.2. 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.
- 4.3. Full disclosure shall be provided in the financial statements and bond representations.
- 4.4. Quarterly budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.



**5. Debt Policy**

- 5.1. Capital projects financed through the issuance of bonds shall not be financed for a period which exceeds the expected useful life of the project.
- 5.2. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease purchase agreements.
- 5.3. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

**6. Reserve Policy**

- 6.1. Within the General Fund, the City's goal is to keep a minimum of 20% of recurring revenue in reserve between Contingency and Unappropriated accounts.
- 6.2. Within Enterprise Funds, the City's goal is to keep a minimum of 90 days operating reserve as contingency while maintaining at least 5% of their operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfers and reimbursement revenues)
- 6.3. The City shall adhere to GASB Statement #54, in which the objective is to enhance the usefulness of fund balance information by providing clear fund balance classifications including but not limited to: non-spendable, which is fund balance associated with inventories. Restricted, which includes amounts that can be spent only for specific purposes stipulated by legislation, Committed, which includes amounts that can be used only for specific purposes determined by a formal action of the decision-making authority. Assigned, which are intended to be used for specific purposes but do not meet the criteria to be restricted or committed. Unassigned, which include all spendable amounts not contained in other classifications.

**7. Management of Fiscal Policy**

- 7.1. The Government Body will review and accept the audit report and review a report from management about the disposition of any findings. The Governing Body will ensure that management has been proactive in implementing the internal control and financial recommendations of the independent auditor.
- 7.2. The Governing Body will receive and review a formal risk assessment document from management that includes all identifiable financial risk areas, along with reasons for those risks (lack of funding, size of staff, etc.). The Governing Body will inquire of management about what is being done to mitigate the identified risks.
- 7.3. The Governing Body will review the organization's fidelity insurance coverage to determine if it adequately protects the organization against losses as a result of fraudulent activity by management or other employees.

## CITY OF ST. HELENS FINANCIAL POLICIES --- FY 2017/18

- 7.4 Throughout the year, the Governing Body will review the following reports:
1. Budget to Actual performance data. Management should provide explanations for any major variations against the budget
  2. Investment reports which show where the organization's monies are located/invested, along with current rates of return and a list of alternatives for where the organization can invest their monies.

**8. Management of Fiscal Policy**

- 8.1 Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution at a public hearing.
- 8.1.1 The City Administrator and Finance Director shall recommend fiscal policy and changes in policy to the City Council. The City Administrator and Finance Director shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
- 8.2.2 The Finance Director shall implement fiscal policies and monitor compliance.
- 8.2.2.1 If the Finance Director discovers a deviation from policy, he/she shall report it in writing to the City Council within thirty days.
- 8.2.2.2 As a part of the City's annual budget document, the City's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget.

**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

**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

GLOSSARY**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.

**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

**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

**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.

**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

**Fleet Maintenance**

Cost of maintenance and repairs to city-owned vehicles

**GLOSSARY****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

**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

**Grants**

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

**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

**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**

- 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.
- 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
- 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
- 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
- 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.