



City of St. Helens, Oregon

# Approved Budget

2019-2020



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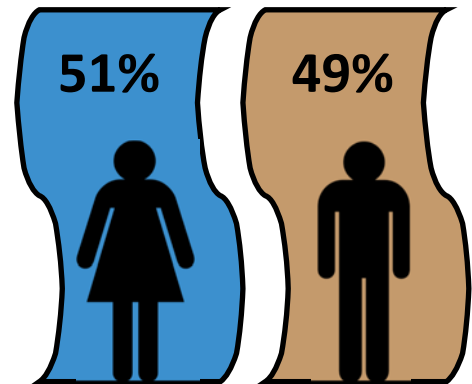
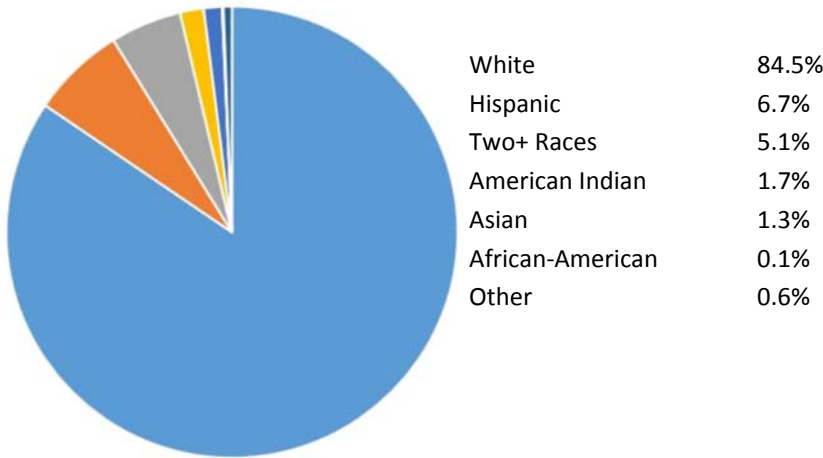
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**St. Helens Demographics**

The City of St. Helens is the 40th largest city in Oregon and is located within Columbia County. It is approximately 28 miles northwest of Portland. The City of St. Helens is considered the entrance to Columbia County and is also home of 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	912
Unemployment Rate	4.3%
Largest Employer	Pacific Stainless
Principal Industry	Manufacturing
City Government Workers	77

**Weather**



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

	<b>89.1%</b> High School Diploma or higher		<b>\$47,421</b> Median Family Income
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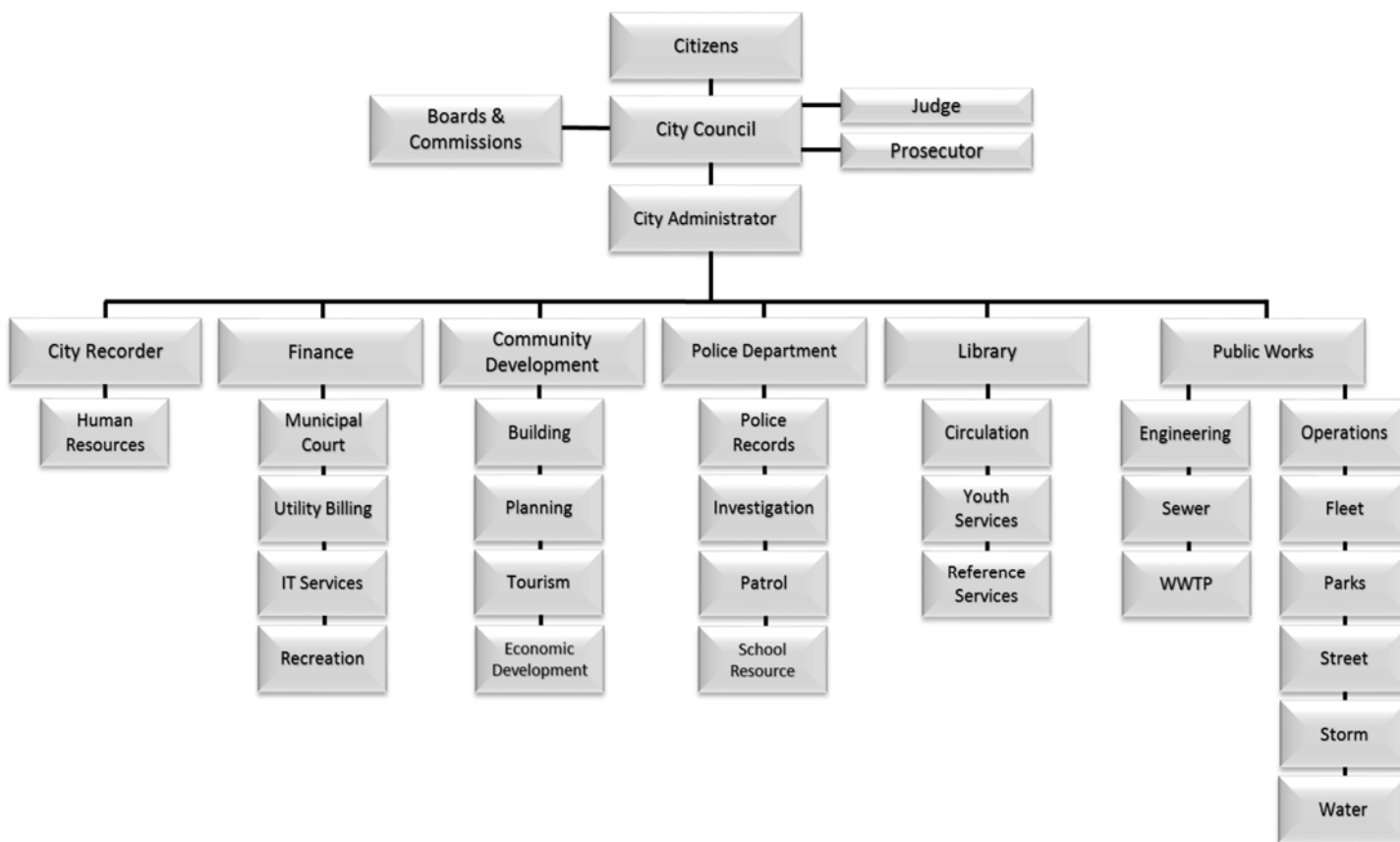


St. Helens City Map

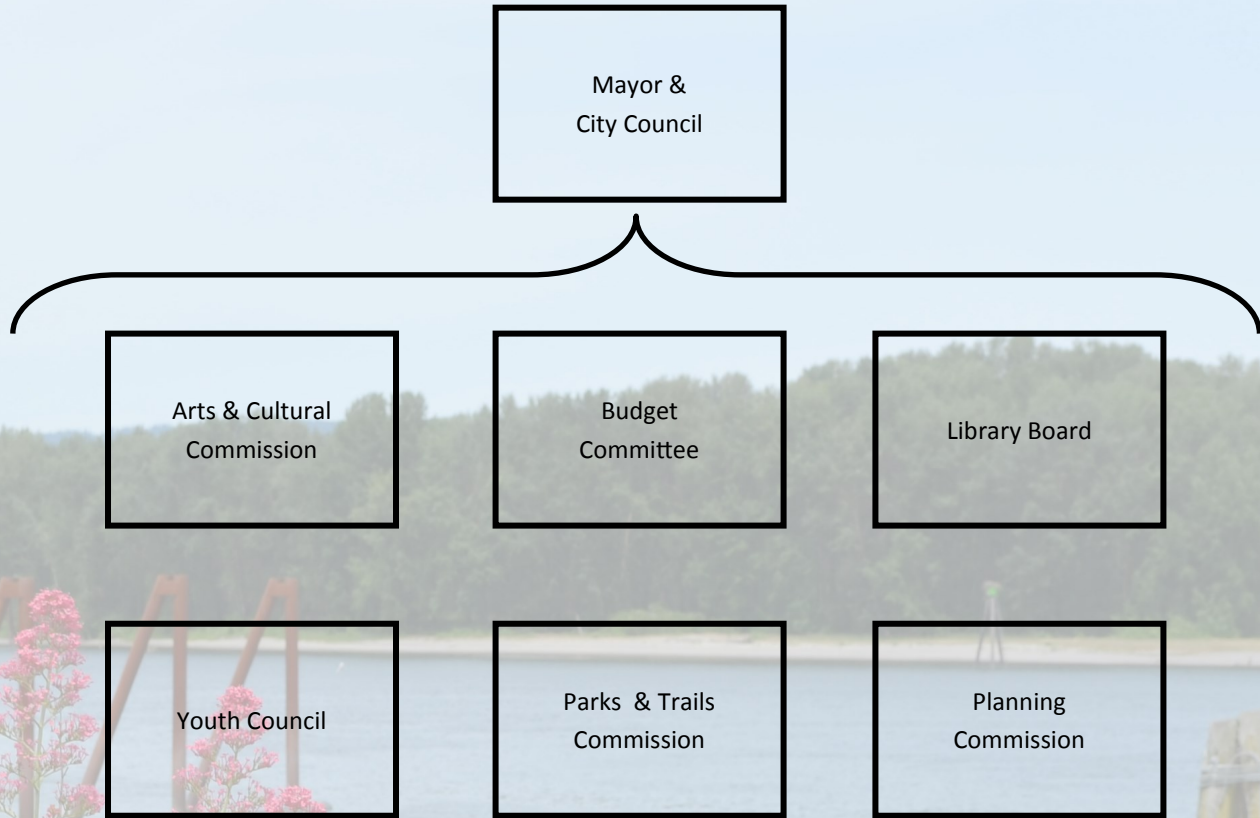




Organizational Chart



City Boards and Commissions



# Join Us and Help Shape the Future

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



**Budget Committee**

<b><u>Budget Committee</u></b>		<b><u>Term Expires</u></b>
Mayor	Rick Scholl	12/31/2020
Councilor President	Douglas Morten	12/31/2022
Councilor	Keith Locke	12/31/2020
Councilor	Stephen Topaz	12/31/2022
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	12/31/2021
Citizen	Garrett Lines	12/31/2019

**Administration Staff**

City Administrator	John Walsh
Finance Director	Matthew Brown
City Recorder	Kathy Payne
Chief of Police	Brian Greenway
Public Works Engineering Director	Sue Nelson
City Planner	Jacob Graichen
Library Director	Margaret Jeffries
Building Official	Mike DeRoia



**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: General Fund	The General Fund operates several departments, such as Administration, City Recorder, City Council, Court, Finance, Police, Library, Parks, Recreation, Building and Planning
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**Special Revenue Funds**

Often certain revenue sources are set aside for a specific purpose.

FUNDS: Visitor and Tourism	This fund operates tourism events, including 4th of July, Halloween and 13 Nights
Community Development	This fund operates economic development in the St. Helens community
Community Enhancement	This fund operates special funding for specific projects, like grants for the Library and arts and culture
Streets	This fund is for operations and maintenance of the City street infrastructure
Streets SDC	This fund is for development and infrastructure projects

**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	This fund is for operations and maintenance of City water infrastructure and the Filtration Plant
Sewer	This fund is for operations and maintenance of City sewer infrastructure and the Treatment Plant
Storm	This fund is for operations and maintenance of City storm drains
Water/Sewer/Storm/Parks SDC	These funds collect development fees to be used for future projects

**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 charged to other funds and departments to operate within.

FUNDS: Information Systems	This fund maintains the City’s IT equipment and replacement schedules
Equipment	This fund maintains the City’s large equipment and fleet for Public Works
PW Operations	This fund is for Public Works general operations
Facility Major Maintenance	This fund is for facility maintenance around the City

**St. Helens Fund Structure Account Numbers**

xxx . xxx . xxxxxx 100 . 701 . 052009	}	Accounting Structure
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Fund	Dept.	Rev / Exp.
Number	Number	Number

St. Helens Fund Structure and Descriptions

Fund Structure			
Governmental Funds		Proprietary Funds	
General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds
General Fund	Visitor & Tourism	Water	Equipment
	Community Development	Water SDC	IT Services
	Community Enhancement	Sewer	PW Operations
	Streets	Sewer SDC	Facility Major Maintenance
	Streets SDC	Storm	
		Storm SDC	
		Parks SDC	

Functional Units			
Governmental Funds		Proprietary Funds	
General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds
<b><u>General Fund</u></b>	<b><u>Visitor &amp; Tourism</u></b>	<b><u>Water</u></b>	<b><u>Equipment</u></b>
Administration		Water Distribution	
City Recorder		Water Filtration	
City Council	<b><u>Community Development</u></b>	<b><u>Water SDC</u></b>	<b><u>IT Services</u></b>
Municipal Court	Economic Planning		
Police	Industrial Business Park		
Library	Veneer Property		
Finance	Forestry		
Parks	<b><u>Community Enhancement</u></b>	<b><u>Sewer</u></b>	<b><u>PW Operations</u></b>
Recreation	Police	Sewer Collection	Engineering
Planning	Library	Primary Treatment	PW Operations
Building	Public Arts	Secondary Treatment	
General Services	Transitional Housing	Pump Services	
	Youth Council		
	<b><u>Streets</u></b>	<b><u>Sewer SDC</u></b>	<b><u>Facility Major Maintenance</u></b>
	<b><u>Streets SDC</u></b>	<b><u>Storm</u></b>	
		<b><u>Storm SDC</u></b>	
		<b><u>Parks SDC</u></b>	

**Basis of Budgeting**

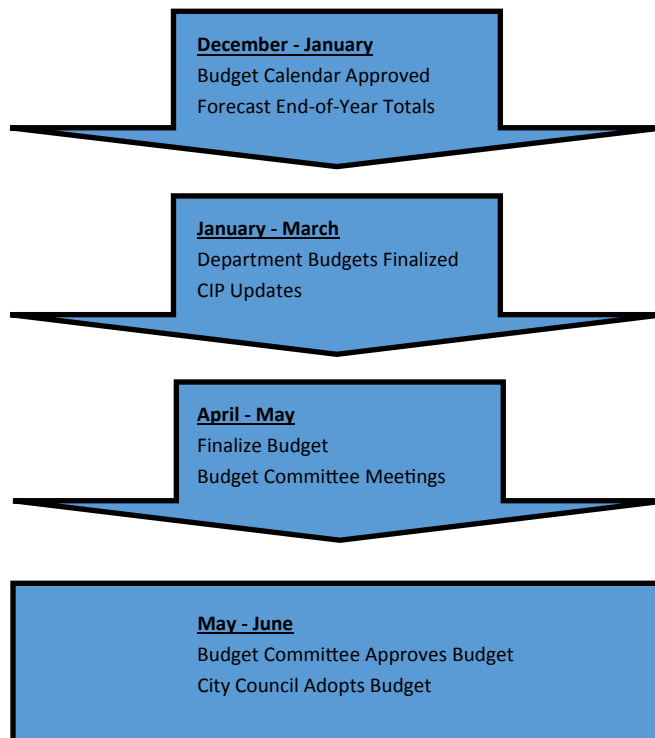
The City’s accounts are organized on the basis of funds, each of which is considered a separate entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Governmental Funds (The General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

<u>DATE</u>	<u>DAY</u>	<u>DESCRIPTION</u>
04/15/19	Mon	Budget Committee Meeting
04/22/19	Mon	Budget Committee Meeting
05/15/19	Wed	City Council holds Public Budget Hearings: Adopting Budget; Making Appropriations; Levying Taxes
05/16/19	Thurs	Tax Levy Certified to County Assessor

During the fiscal year, there are usually a few supplemental budgets mostly for receipt of unexpected funds. In June, there is usually a contingency transfer to adjust budget amounts for any unforeseen expenses/revenue items. Supplemental budgets may go through a public process with public notices in local newspapers and council agendas. Expenditure of some unexpected funds do not require a formal supplemental process but require the council to appropriate expenditure of the funds prior to them being spent.

**City of St. Helens Budget Process**

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





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## BUDGET MESSAGE

It is my pleasure as Finance Director and Budget Officer to present the 2019/2020 City Budget to the citizens and City Council. This budget maintains the focus of fiscal responsibility while prudently increasing services in specific 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.

After several years, the City Council adopted new goals and objectives that aim to achieve various priorities and needs that have been identified as important to the community.

- Goal 1 - Foster an effective and efficient organizational structure that responds to community needs
- Goal 2 - Enhance community civic engagement through proactive information sharing and outreach
- Goal 3 - Continue to support and enhance a physical environment that promotes livability and safety for the community
- Goal 4 - Expand and support economic development activities and policies that promote local job growth and retention
- Goal 5 - Review, support and implement long-term plans that identify the community's preferred vision and sustainable revenues

The St. Helens population did not see any significant growth this past year; however, with many residential development projects underway or about to begin, population growth in the community is expected. The recent past budgets have focused on conservative and cautious efforts to increase services where it is needed throughout the City. While overall, at the time of this budget, the City is not in any sort of recession mode, there are troubling indicators in the future for some of our enterprise funds, specifically Sewer and Storm, that will require some drastic changes from the norm of the last several decades of operation.

### Overall Budget

The City's total budget is \$43 million, which includes cash balances and contingency amounts. In comparison to the previous year, the budget total remains unchanged overall, but there are increases and decreases in multiple funds. Some of the increases are due to one time funds from grants that the City is budgeting to receive this upcoming year as well as increases in personnel services due to retirement and insurance increases that the City sees every year.

The City continues to tread lightly on considerations of increased staffing due to upcoming PERS rate expectations that will hit the City in 2020/2021 as well as continued expected increases every two years when PERS rates are set. Continued increases in insurance costs are a potential burden on the City's financial situation as well and are taken into consideration along with several other factors when considering future employment and employment trends that we see across the country that include many cities that are starting to contract out certain services. Continued use of debt service may be required in the future for potential capital projects scheduled for all enterprise funds, but that determination will be discussed with City Council when those projects come due. The City currently has no debt limits.

In respect to the City's estimated revenues, I use a combination of four to five years of actual history of each revenue source with a small combination of a trend analysis and local economic factors that are reviewed every quarter during the quarterly financial reports. These trend analyses and local economic factors mainly come from current professional reports that I receive on a regular basis to review as well as comparisons to trends that other local jurisdictions are seeing in the Portland Metro area.

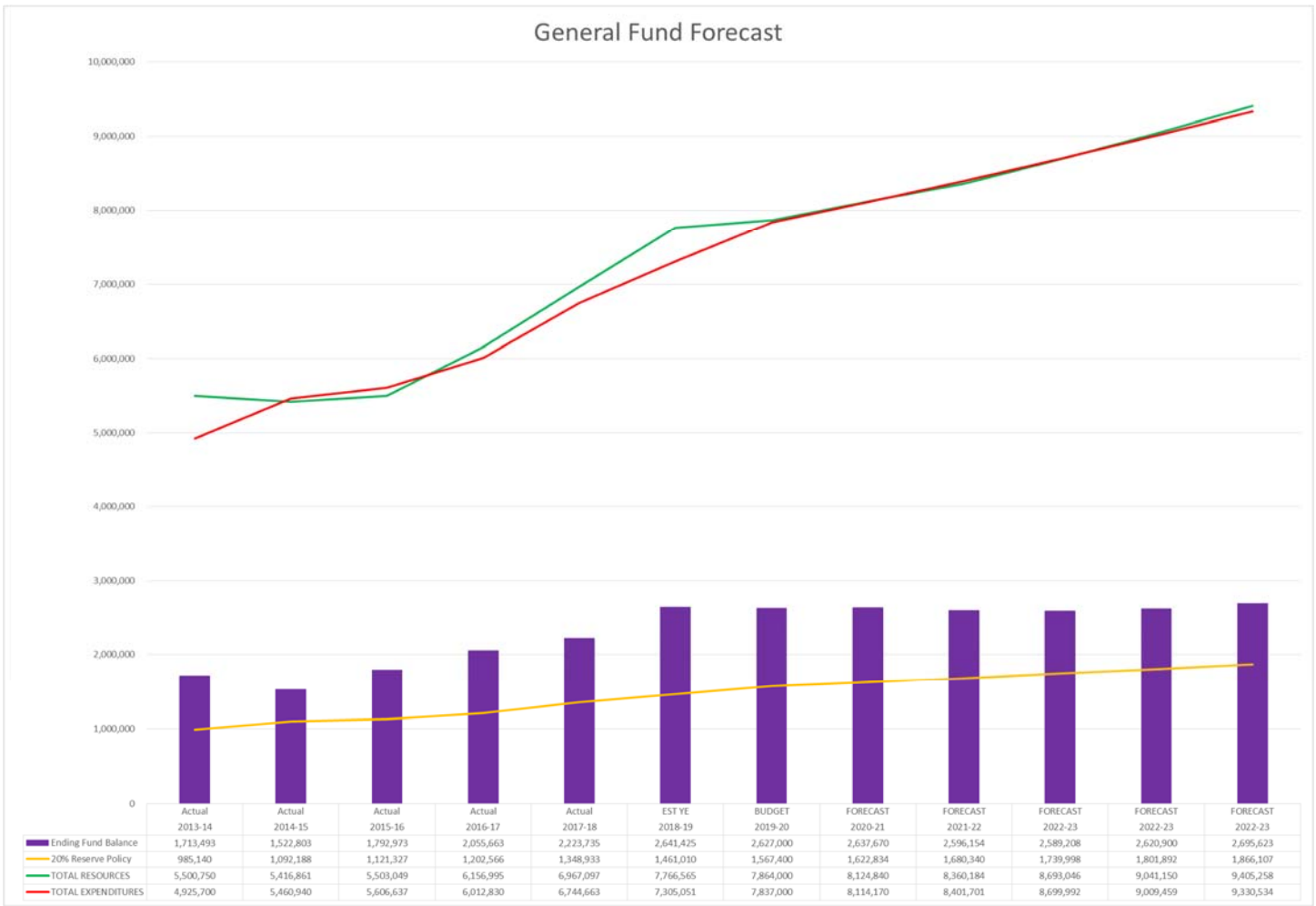
### General Fund

For 2019/2020, the City is increasing service levels in the Police Department, Recreation Department, and Administration Department with multiple FTE increases. In the Police Department, the City Council approved creation of an additional sergeant position that will be a promotion from within the current staff. In addition to that, the City Council also approved an additional patrol officer as well as an increase from part-time to full-time for the records specialist position that was newly created during the last budget year process.

Within the Recreation Department, the City Council approved to increase the part-time recreation coordinator to full-time as well as a regular part-time recreation lead position. Both of these positions were approved based on the contingency that a \$2/\$3 Utility Bill Recreation Service Fee was approved and/or award of grant requests to secure funding for these positions.

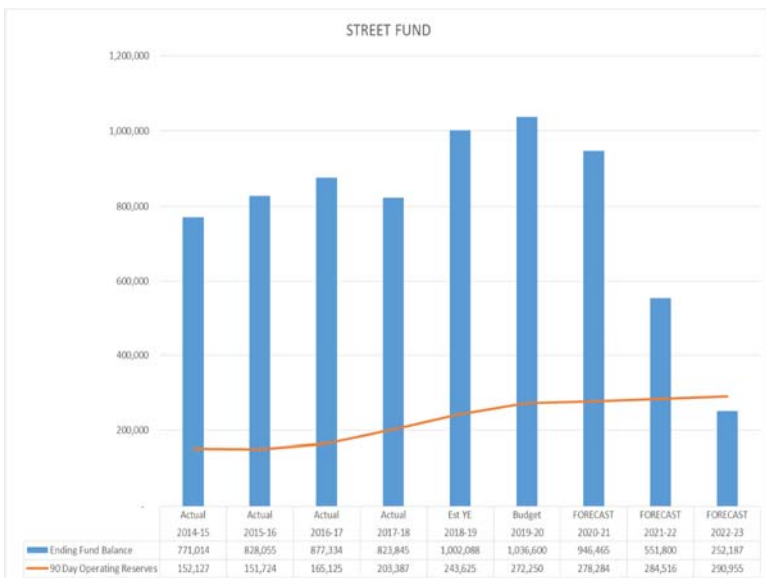
For the Administration Department, a creation of a new job as development coordinator has been budgeted for 2019/2020. This position's cost will be allocated to the Building, Planning and PW Departments for assistance in the building permit process to assist developers and other customers through the City's building permit process and to be a direct contact for some developers to get questions answered and ensure that building permits are continuing to move forward.

Sustainable revenue will be a key resource in the future for the City of St. Helens and the City will need to continue to discuss trends and opportunities for the General Fund to continue its current level of service into the future. Continuing to a moderate increase on standard fees will be needed to help alleviate some of the gap left between the cost of services in the General Fund and revenue received from property taxes. The City of St. Helens has the unwanted burden of a very low property tax rate (2nd lowest in Columbia County) due to Measure 5 and Measure 50 that were passed several years ago. When these measures were passed, it took into consideration current businesses (like Boise and Armstrong) that were alive and well in the community of St. Helens. Now, however, those companies including the jobs, tax revenue, and utility revenue are gone and the City of St. Helens is left with a remaining low property tax rate. With no real change on the horizon at the legislative level on property tax reform, cities with problems similar to St. Helens are being forced to look at other opportunities to help fill the gap. One idea the City will be reviewing this upcoming year is a separate taxing district for Parks and Recreation services. A separate taxing district, if approved, would create a sustainable funding resource for Parks and Recreation while also alleviating some of the burden on the General Fund for these departments.



**General Fund 5-Year Forecast**

The City's General Fund appears healthy over the next 5 years. The City passed updated financial polices in 2017 (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. Over the course of the next five years, the City is expecting to remain over the 20% reserve policy while maintaining the current services offered. Main revenue items which include property tax and charges for services are budgeted based on actuals from the previous 5 years as well as future anticipations of internal charges from the Enterprise Funds. Overall, the City remains cautiously optimistic for the future growth of the City.



**Street Fund 5-Year Forecast**

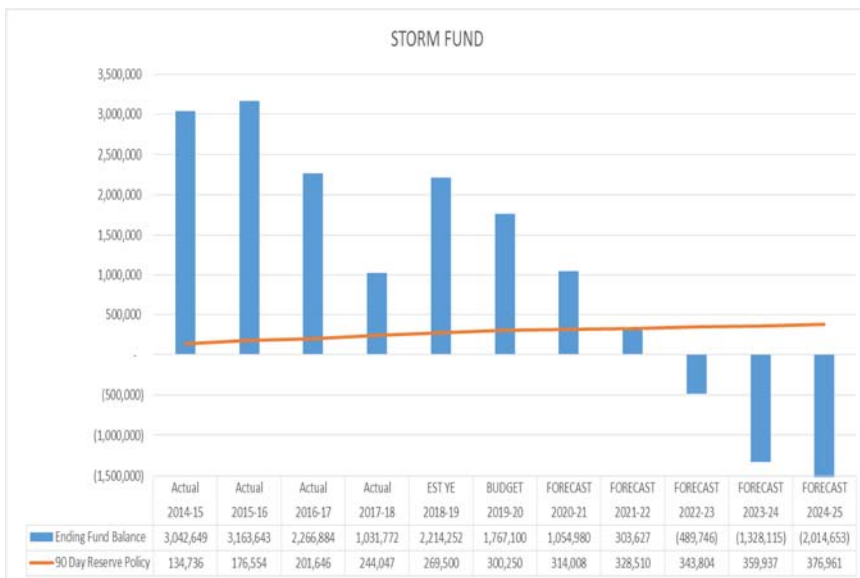
The 5-year forecast shown to the left for the Street Fund is a constant and future issue that the City will need to address in future capital projects. The last 2 forecasted years rely heavily on STP (State Grants) funds to assist with infrastructure projects that the City has on its transportation system plan that was adopted back in 2011. In the plan, it lays out \$99M worth of projects. With an operating budget of \$2.5M, it leaves this fund in a precarious situation if the City Council has plans to move forward with capital projects. Not included in that systems plan is the upcoming Corridor Master Plan that will include additional and significant street/sidewalk improvements throughout the City and new waterfront area.





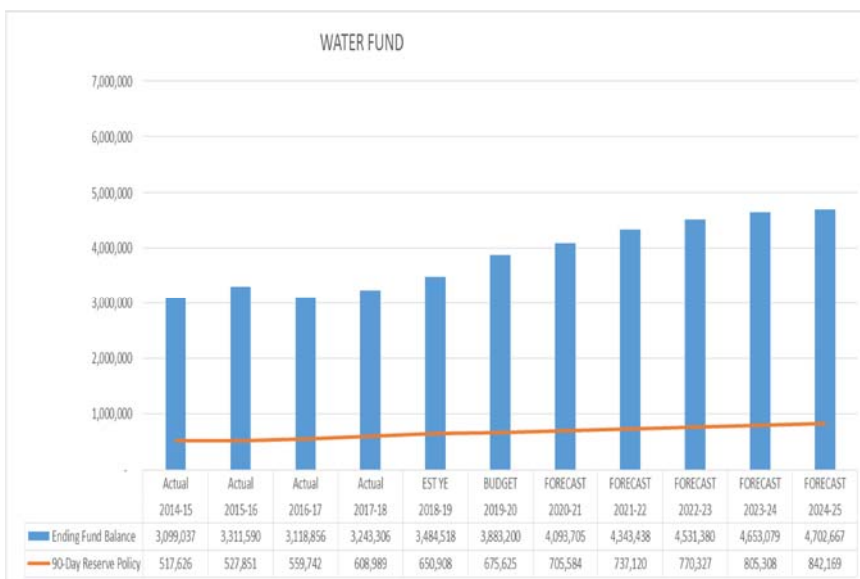
**Sewer Fund**

The Sewer Fund currently has no immediate issues. A new Master Plan is on the docket for 2019/2020 that will likely see an increase in Sewer projects. A potential updated Cost-of-Service analysis may need to be completed after all three enterprises (Water, Sewer, and Storm) have finalized and updated master plans, which should be by 2020/2021. The five-year forecast shown anticipates a 2% rate increase ever year for all customers.



**Storm Fund**

The Storm Fund will be a focus of the upcoming year in planning. A majority of this fund’s costs are associated with operations and limited capital improvement projects. There is one major capital project that is on the docket to begin in 2020/2021, which is an \$800,000 upgrade in the City’s Middle Trunk. This large scale project, may need to be deferred or financed separately as the project becomes closer to starting. The City anticipates a new master plan being completed this fiscal year, which will address future capital projects and potential options for separate financing if needed for specific projects. This five-year forecast includes an anticipated 2% rate increase in the future years for all customers.



**Water Fund**

The Water Fund appears healthy over the next five years. With the potential significant changes in Sewer and Storm Funds, this may have an adverse affect on the Water Fund. This would likely come from a re-allocation of salaries and benefits of the Public Works Operations and Engineering Departments that are currently financed through the Enterprise Funds. The Water Master Plan is scheduled be completed in 2020/2021, after Sewer and Storm are completed and the assumption will be that additional projects will be recommended, so a Cost-of-Service analysis will need to be completed after the master plans are updated. This five-year forecast includes an anticipated 2% rate increase for all customers.

In this upcoming budget year the City will build on some of the foundational work done in the past years with respect to the growth within the City, including Parks, Tourism, and other City departments. We continue to look at efficiencies throughout the City to make sure that funds are used in the most efficient way to deliver the best service the City can provide. There were several service increases included in this year's budget that have been discussed and noted in this budget message. The City's goal will be, in accordance with available resources, to increase the service levels of all the City departments on a gradual basis along with reviewing efficiencies throughout the City to ensure funds are used in an effective way. Currently, all of the City's Enterprise Funds hold more than the Financial Policy's requirement of a 90-day operating reserve. Special Revenue Funds and the General Fund also hold more than the Financial Policy's requirement for reserves.

The City continues to stay involved in legislative issues that affect the City of St. Helens as well as taking a full approach to building an economic basis for tourism within the City of St. Helens as tourism and programs continue to grow and develop throughout the City. These economic opportunities create not only great opportunities for our local economy but also aid in the additional expansion of City businesses with the potential waterfront development underway in the near future.

As we continue to look long-term, one of the major goals is to complete three master plan updates (Sewer, Storm, and Water) by the end of 2020/2021. At this time, the City should also be close to updating its 2015 Parks Master Plan since many major projects listed should be completed with the prior fiscal year's \$500,000 funding kick start for Parks Master Plan projects. Other long term goals that will be discussed this current year will be the completion of a feasibility study for a new police station, Parks & Recreation Taxing District, and discussions about a new or upgraded City Hall. Many of these projects may be long-term plans and goals that the City begins to make progress on, but may also be 5-10 years until full completion of all these projects.

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**



## City Council Mission and Goals

### Mission

To provide quality, effective and efficient service to our citizens. By doing so we will:

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

#### **GOAL 1 - Foster an effective and efficient organizational structure that responds to community needs - Administration & City Council**

- ◆ Expand the City Administrator role and responsibilities to provide organization-wide operational management and accountability
- ◆ Explore and identify the best way to meet community development needs for the City
- ◆ Access and modify vacated department manager positions, to update roles to meet current organizational and community needs
- ◆ City Council to review and modify goals annually

#### **GOAL 2 - Enhance community civic engagement through proactive information sharing and outreach - Administration, Recreation, and Library**

- ◆ Expand the City's information sharing activities by using multiple communication tools for maximum inclusivity
- ◆ Explore new and creative opportunities to enhance civic participation
- ◆ Engage in collaborative activities with civic and other non-profit organizations to promote civic awareness and dialogue
- ◆ Continue to nurture working relationships with agencies, school districts, port, and other local governments

#### **GOAL 3 - Continue to support and enhance a physical environment that promotes livability and safety for the community - Public Works**

- ◆ Review and implement the parks and trails master plan as funds are available

#### **GOAL 4 - Expand and support economic development activities and policies that promote local job growth and retention - Community Development**

- ◆ Develop an economic development strategy that fosters continued and increased development of long-term family wage local jobs and vocational programs
- ◆ Review, identify and implement city policies and programs that promote entrepreneurship, conduct viable business growth and retention
- ◆ Continue and refine planning for the St. Helens Industrial Park
- ◆ Continue to explore urban renewal ideas to support economic development
- ◆ Leverage urban renewal dollars to further economic development investments
- ◆ Explore options for economic development administration
- ◆ Foster connections between new jobs and supportive training

#### **GOAL 5 - Review, support and implement long-term plans that identify the community's preferred vision and sustainable revenues - Administration**

- ◆ Conduct a community visioning process to identify their preferred vision for St. Helens
- ◆ Access long term revenue projections, anticipate future needs and identify new opportunities for sustainable funding
- ◆ Develop a strategic action plan for city projects for the year
- ◆ Encourage cultural investment

**Personnel Requirements Summary**

<u>DEPARTMENT</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>
Administration								
Administration	1.00	1.00	1.00	2.00	2.00	2.00	3.00	4.00
City Recorder	4.20	4.00	4.00	2.00	2.00	2.00	2.00	2.00
Court	2.00	2.00	2.00	2.00	2.00	2.15	2.00	1.60
Finance	5.00	5.00	5.00	5.30	5.80	5.85	6.00	5.40
Building	1.00	1.00	1.00	2.00	2.50	2.50	2.00	2.00
Planning	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Recreation	0	0	0	0	0	0	1.50	3.00
City Council	5.00	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	6.00
Police	18.00	17.00	17.00	17.08	17.00	18.00	19.50	21.00
Public Works								
Engineering	5.80	4.00	3.25	3.25	3.25	3.25	3.25	3.00
Operations	19.00	19.50	19.50	20.00	20.00	20.00	20.00	21.00
WFF	2.00	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	2.00
WWTP	4.00	3.00	3.00	3.00	3.40	3.40	4.00	4.00
<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>75.65</b>	<b>80.25</b>	<b>84.00</b>

**2019-2020 Personnel Changes:**

Administration Dept	+ 1.00 FTE	Development Coordinator position that will work with Building, Planning and Engineering departments
Court Dept	- 0.40 FTE	Reduction in staff with contracting out certain services
Finance Dept	- 0.60 FTE	Reduction in staffing, moving a FT Utility Billing position to a job sharing position with Court Dept
Recreation Dept	+ 1.50 FTE	1.5 FTE increase from PT positions being moved to FT and creation of a Regular PT Rec Lead.
Police Dept	+ 1.50 FTE	Increased patrol 1.0 FTE and increase of PT Records Specialist to FT
Engineering Dept	- 0.25 FTE	Retirement of PT position
PW Operations	+ 1.00 FTE	Potential new PW Director position budgeted

### SUMMARY OF FUND REVENUES

FUND	Local Taxes	Intergovernmental Revenue & Grants	Charges for Services	Fines	Licenses, Permits, Fees	Miscellaneous	Transfers & Reimbursements	Beginning Fund Balance	Total Revenues
<b>Total General Fund</b>	<b>1,920,000</b>	<b>808,000</b>	<b>3,991,000</b>	<b>275,000</b>	<b>623,000</b>	<b>282,000</b>	<b>-</b>	<b>2,500,000</b>	<b>10,399,000</b>
<u>Special Revenue Funds</u>									
Visitor & Tourism	130,000	-	-	-	-	245,000	-	-	375,000
Community Development	-	170,000	-	-	-	730,000	-	1,000,000	1,900,000
Community Enhancement	-	90,000	2,000	-	-	10,000	-	41,000	143,000
Streets	-	1,430,000	-	-	-	16,000	117,600	1,000,000	2,563,600
Streets SDC	-	-	50,000	-	-	-	-	1,240,000	1,290,000
<b>Total Special Revenue Funds</b>	<b>130,000</b>	<b>1,690,000</b>	<b>52,000</b>	<b>-</b>	<b>-</b>	<b>1,001,000</b>	<b>117,600</b>	<b>3,281,000</b>	<b>6,271,600</b>
<u>Enterprise Funds</u>									
Water	-	-	3,763,000	-	-	25,000	221,700	3,450,000	7,459,700
Water SDC	-	-	50,000	-	-	-	-	690,000	740,000
Sewer	-	-	4,086,500	-	-	13,500	316,050	2,000,000	6,416,050
Sewer SDC	-	-	50,000	-	-	-	-	1,266,000	1,316,000
Storm	-	-	920,500	-	-	5,000	117,600	2,200,000	3,243,100
Storm SDC	-	-	50,000	-	-	-	-	248,000	298,000
Parks SDC	-	-	25,000	-	-	-	-	227,000	252,000
<b>Total Special Revenue Funds</b>	<b>-</b>	<b>-</b>	<b>8,945,000</b>	<b>-</b>	<b>-</b>	<b>43,500</b>	<b>655,350</b>	<b>10,081,000</b>	<b>19,724,850</b>
<u>Internal Service Funds</u>									
Equipment Fund	-	-	575,000	-	-	-	-	670,000	1,245,000
IT Services Fund	-	-	226,000	-	-	-	85,000	140,000	451,000
PW Operations Fund	-	-	3,223,000	-	30,000	-	-	720,000	3,973,000
Facility Maintenance Fund	-	-	60,000	-	-	-	-	630,000	690,000
<b>Total Internal Service Funds</b>	<b>-</b>	<b>-</b>	<b>4,084,000</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>85,000</b>	<b>2,160,000</b>	<b>6,359,000</b>
<b>TOTAL - ALL FUNDS</b>	<b>2,050,000</b>	<b>2,498,000</b>	<b>17,072,000</b>	<b>275,000</b>	<b>653,000</b>	<b>1,326,500</b>	<b>857,950</b>	<b>18,022,000</b>	<b>42,754,450</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>	6,031,500	1,830,500	-	-	-	1,000,000	8,862,000	1,537,000	10,399,000
<b>Special Revenue Funds</b>									
Visitor & Tourism	-	375,000	-	-	-	-	375,000	-	375,000
Community Development	19,500	823,500	-	280,000	-	777,000	1,900,000	-	1,900,000
Community Enhancement	-	143,000	-	-	-	-	143,000	-	143,000
Streets	461,500	567,500	440,000	60,000	-	534,600	2,063,600	500,000	2,563,600
Streets SDC	-	290,000	1,000,000	-	-	-	1,290,000	-	1,290,000
<b>Total Special Revenue Funds</b>	<b>481,000</b>	<b>2,199,000</b>	<b>1,440,000</b>	<b>340,000</b>	<b>-</b>	<b>1,311,600</b>	<b>5,771,600</b>	<b>500,000</b>	<b>6,271,600</b>
<b>Enterprise Funds</b>									
Water	969,000	1,733,500	375,000	499,000	-	1,883,200	5,459,700	2,000,000	7,459,700
Water SDC	-	305,000	435,000	-	-	-	740,000	-	740,000
Sewer	1,230,000	2,147,000	200,000	578,000	-	1,261,050	5,416,050	1,000,000	6,416,050
Sewer SDC	-	505,000	811,000	-	-	-	1,316,000	-	1,316,000
Storm	475,000	726,000	275,000	-	-	767,100	2,243,100	1,000,000	3,243,100
Storm SDC	-	155,000	143,000	-	-	-	298,000	-	298,000
Parks SDC	-	105,000	147,000	-	-	-	252,000	-	252,000
<b>Total Special Revenue Funds</b>	<b>2,674,000</b>	<b>5,676,500</b>	<b>2,386,000</b>	<b>1,077,000</b>	<b>-</b>	<b>3,911,350</b>	<b>15,724,850</b>	<b>4,000,000</b>	<b>19,724,850</b>
<b>Internal Service Funds</b>									
Equipment Fund	274,000	121,500	335,000	-	-	514,500	1,245,000	-	1,245,000
IT Services Fund	131,000	290,000	-	-	-	30,000	451,000	-	451,000
PW Operations Fund	2,859,000	286,500	-	-	820,000	7,500	3,973,000	-	3,973,000
Facility Maintenance Fund	-	-	345,000	-	-	345,000	690,000	-	690,000
<b>Total Internal Service Funds</b>	<b>3,264,000</b>	<b>698,000</b>	<b>680,000</b>	<b>-</b>	<b>820,000</b>	<b>897,000</b>	<b>6,359,000</b>	<b>-</b>	<b>6,359,000</b>
<b>TOTAL - ALL FUNDS</b>	<b>12,450,500</b>	<b>10,404,000</b>	<b>4,506,000</b>	<b>1,417,000</b>	<b>820,000</b>	<b>7,119,950</b>	<b>36,717,450</b>	<b>6,037,000</b>	<b>42,754,450</b>



**GENERAL FUND RESOURCES SUMMARY**

<b>Resource Allocation Summary</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted</b>	<b>2019-20 BUDGET</b>	<b>2019-20 Approved</b>	<b>2019-20 Adopted</b>
Local Taxes	1,678,831	1,751,125	1,870,000	1,920,000	1,920,000	1,920,000
Intergovernmental	427,006	628,302	581,000	663,000	663,000	663,000
Grants	29,200	26,707	40,000	145,000	145,000	145,000
Charges for Services	3,165,179	3,381,531	3,590,500	3,991,000	3,991,000	3,991,000
Licenses, Permits, Fees	366,078	536,977	503,500	623,000	623,000	623,000
Fines	295,611	358,604	265,000	275,000	275,000	275,000
Miscellaneous Revenue	173,021	283,851	142,000	282,000	282,000	282,000
Transfers	22,070	0	265,000	0	0	0
Fund Balance Available	1,911,497	2,001,302	2,179,911	2,500,000	2,500,000	2,500,000
<b>TOTAL RESOURCES</b>	<b>8,068,492</b>	<b>8,968,399</b>	<b>9,436,911</b>	<b>10,399,000</b>	<b>10,399,000</b>	<b>10,399,000</b>

<b>RESOURCES</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted</b>	<b>2019-20 Proposed</b>	<b>2019-20 Approved</b>	<b>2019-20 Adopted</b>
<b>LOCAL TAXES</b>						
Property Tax Revenue	1,651,658	1,716,982	1,845,000	1,875,000	1,875,000	1,875,000
Previously Levied Tax	27,173	34,143	25,000	45,000	45,000	45,000
<b>TOTAL LOCAL TAXES</b>	<b>1,678,831</b>	<b>1,751,125</b>	<b>1,870,000</b>	<b>1,920,000</b>	<b>1,920,000</b>	<b>1,920,000</b>
<b>INTERGOVERNMENTAL</b>						
Cigarette Tax	16,657	16,260	17,000	18,000	18,000	18,000
Alcohol Bev. Tax	182,201	208,298	244,000	240,000	240,000	240,000
Revenue Sharing	157,787	133,320	142,000	140,000	140,000	140,000
Cannabis Tax	29,622	190,175	33,000	110,000	110,000	110,000
Intergovernmental Revenue	29,505	64,290	130,000	140,000	140,000	140,000
Columbia City Permits	11,234	15,959	15,000	15,000	15,000	15,000
<b>TOTAL INTERGOVERNMENTAL</b>	<b>427,006</b>	<b>628,302</b>	<b>581,000</b>	<b>663,000</b>	<b>663,000</b>	<b>663,000</b>
<b>GRANTS</b>						
Grant - General	16,200	0	5,000	0	0	0
Grant - Police	0	1,707	5,000	5,000	5,000	5,000
Grant - Recreation	0	25,000	0	120,000	120,000	120,000
Grant - Parks	13,000	0	30,000	20,000	20,000	20,000
<b>TOTAL GRANTS</b>	<b>29,200</b>	<b>26,707</b>	<b>40,000</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
<b>CHARGES FOR SERVICES</b>						
Dockside Services	6,450	21,830	20,000	20,000	20,000	20,000
Rents	2,750	3,000	3,000	0	0	0
Parks & Rec User Fee	0	0	65,000	160,000	160,000	160,000
In Lieu of Franchise Fees	843,334	901,288	925,000	925,000	925,000	925,000
General Fund Support Services	1,525,440	1,562,581	1,757,500	2,036,000	2,036,000	2,036,000
Franchise Tax	787,205	892,832	820,000	850,000	850,000	850,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,165,179</b>	<b>3,381,531</b>	<b>3,590,500</b>	<b>3,991,000</b>	<b>3,991,000</b>	<b>3,991,000</b>

**GENERAL FUND RESOURCES SUMMARY****LICENSES, PERMITS, FEES**

Business License	105,253	128,584	125,000	135,000	135,000	135,000
Building Permits	86,539	87,142	115,000	140,000	140,000	140,000
Building Admin Fee	20,239	18,258	20,000	22,000	22,000	22,000
Plumbing Permits	30,732	25,579	25,000	24,000	24,000	24,000
Mechanical Permits	13,830	30,152	20,000	22,000	22,000	22,000
Plan Review Fees	57,206	218,170	150,000	160,000	160,000	160,000
Non-resident library card fees	7,083	7,101	8,000	8,000	8,000	8,000
Lien Searches	0	3,588	2,500	9,000	9,000	9,000
Camping Fees	100	0	0	0	0	0
Park Rental Fees	0	0	1,000	9,000	9,000	9,000
Planning Fees	34,567	4,074	25,000	30,000	30,000	30,000
Police Training Fee	10,529	12,852	12,000	14,000	14,000	14,000
Recreation Fees	0	1,477	0	50,000	50,000	50,000
<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>366,078</b>	<b>536,977</b>	<b>503,500</b>	<b>623,000</b>	<b>623,000</b>	<b>623,000</b>

**FINES**

Fines- Library	17,057	11,340	15,000	10,000	10,000	10,000
Fines	278,554	347,264	250,000	265,000	265,000	265,000
<b>TOTAL FINES</b>	<b>295,611</b>	<b>358,604</b>	<b>265,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>

**MISCELLANEOUS**

Interest Earnings	66,500	199,592	80,000	220,000	220,000	220,000
Miscellaneous - Parks	21,708	13,732	11,000	10,000	10,000	10,000
Miscellaneous - Police	11,769	14,800	10,000	10,000	10,000	10,000
Miscellaneous - General	41,528	19,897	15,000	15,000	15,000	15,000
Insurance Proceeds	23,018	21,859	20,000	20,000	20,000	20,000
Donation- Parks	0	6,500	0	0	0	0
Reimbursement - Courts	8,498	7,470	6,000	7,000	7,000	7,000
<b>TOTAL MISCELLANEOUS</b>	<b>173,021</b>	<b>283,851</b>	<b>142,000</b>	<b>282,000</b>	<b>282,000</b>	<b>282,000</b>

<b>TRANSFERS</b>	<b>22,070</b>	<b>0</b>	<b>265,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>FUND BALANCE AVAILABLE</b>	<b>1,911,497</b>	<b>2,001,302</b>	<b>2,179,911</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>
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<b>TOTAL RESOURCES</b>	<b>8,068,492</b>	<b>8,968,399</b>	<b>9,436,911</b>	<b>10,399,000</b>	<b>10,399,000</b>	<b>10,399,000</b>
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**Administrative Services Department**

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

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 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	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
100-701-051001 Regular Wages	172,972	204,230	240,000	253,000	253,000	253,000
100-701-051004 Overtime	471	2,330	2,500	2,500	2,500	2,500
100-701-051005 Health Dental Benefits	27,220	43,188	57,000	62,000	62,000	62,000
100-701-051006 VEBA	1,560	1,560	2,000	2,500	2,500	2,500
100-701-051007 Retirement	36,826	48,870	55,500	73,000	73,000	73,000
100-701-051008 FICA	13,270	15,487	17,500	21,000	21,000	21,000
100-701-051009 Workers Comp	345	547	1,000	500	500	500
100-701-051011 Longevity Pay	360	690	500	500	500	500
100-701-051012 Certification & Incentive	420	495	1,000	1,000	1,000	1,000
100-701-051014 Disability Life Ins	384	457	500	1,000	1,000	1,000
100-701-051099 Direct Labor	(92,400)	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>161,428</b>	<b>317,855</b>	<b>377,500</b>	<b>417,000</b>	<b>417,000</b>	<b>417,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-701-052004 Office Supplies	543	1,089	650	500	500	500
100-701-052005 Small Equipment	1,150	790	1,500	1,000	1,000	1,000
100-701-052008 Printing	14	0	0	0	0	0
100-701-052010 Telephone	0	648	1,000	1,000	1,000	1,000
100-701-052016 Insurance - General	4,250	3,475	0	0	0	0
100-701-052018 Professional Development	9,027	7,294	9,000	10,000	10,000	10,000
100-701-052019 Professional Services	13,756	19,551	15,000	15,000	15,000	15,000
100-701-052024 Miscellaneous	127	357	500	0	0	0
100-701-052026 Equipment Fund Charges	0	294	850	500	500	500
100-701-052027 IT Fund Charges	6,562	7,000	8,000	11,000	11,000	11,000
100-701-052040 Communications	5,226	7,335	9,000	12,000	12,000	12,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>40,655</b>	<b>47,832</b>	<b>45,500</b>	<b>51,000</b>	<b>51,000</b>	<b>51,000</b>
<b>TOTAL EXPENDITURES</b>	<b>202,083</b>	<b>365,687</b>	<b>423,000</b>	<b>468,000</b>	<b>468,000</b>	<b>468,000</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.

PERFORMANCE MEASUREMENTS	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	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
100-702-051001 Regular Wages	130,862	133,356	138,000	144,000	144,000	144,000
100-702-051005 Health Dental Benefits	38,888	39,273	43,000	42,500	42,500	42,500
100-702-051006 VEBA	960	960	1,000	1,000	1,000	1,000
100-702-051007 Retirement	36,254	42,776	45,000	52,500	52,500	52,500
100-702-051008 FICA	9,997	10,158	11,000	11,500	11,500	11,500
100-702-051009 Workers Comp	266	358	500	500	500	500
100-702-051011 Longevity Pay	1,500	1,500	1,500	0	0	0
100-702-051012 Certification & Incentive	840	480	500	500	500	500
100-702-051014 Disability Life Ins	384	384	500	500	500	500
100-702-xxxxxx Direct Labor	8,250	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>228,200</b>	<b>229,246</b>	<b>241,000</b>	<b>253,000</b>	<b>253,000</b>	<b>253,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-702-052004 Office Supplies	261	218	1,000	500	500	500
100-702-052005 Small Equipment	0	2,005	900	1,500	1,500	1,500
100-702-052011 Public Information	5,198	5,843	7,000	7,000	7,000	7,000
100-702-052013 Memberships	0	235	500	500	500	500
100-702-052016 Insurance - General	8,550	6,679	0	0	0	0
100-702-052018 Professional Development	3,922	4,713	7,000	7,000	7,000	7,000
100-702-052019 Professional Services	11,162	12,913	19,000	15,000	15,000	15,000
100-702-052024 Miscellaneous	873	1,391	1,000	1,000	1,000	1,000
100-702-052026 Equipment Fund Charges	0	560	600	500	500	500
100-702-052027 IT Fund Charges	8,042	15,085	16,000	11,000	11,000	11,000
100-702-052028 Projects & Programs	2,588	2,845	3,000	4,000	4,000	4,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>40,596</b>	<b>52,487</b>	<b>56,000</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>
<b>TOTAL EXPENDITURES</b>	<b>268,796</b>	<b>281,732</b>	<b>297,000</b>	<b>301,000</b>	<b>301,000</b>	<b>301,000</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.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>PERSONNEL SERVICES</b>						
100-703-051001 Regular Wages	46,980	50,124	52,500	55,000	55,000	55,000
100-703-051008 FICA	3,594	3,835	4,000	4,500	4,500	4,500
100-703-051009 Workers Comp	65	95	500	500	500	500
<b>TOTAL PERSONNEL SERVICES</b>	<b>50,639</b>	<b>54,053</b>	<b>57,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-703-052001 Operating Supplies	0	0	0	0	0	0
100-703-052004 Office Supplies	563	100	500	500	500	500
100-703-052005 Small Equipment	0	0	0	0	0	0
100-703-052010 Telephone	0	0	0	0	0	0
100-703-052011 Public Information	0	182	500	500	500	500
100-703-052012 Materials	0	0	0	0	0	0
100-703-052016 Insurance - General	0	0	0	0	0	0
100-703-052018 Professional Development	16,392	14,103	18,000	20,000	20,000	20,000
100-703-052019 Professional Services	0	0	0	0	0	0
100-703-052024 Miscellaneous	3,541	2,358	500	1,000	1,000	1,000
100-703-052026 Equipment Fund Charges	0	27	50	0	0	0
100-703-052027 IT Fund Charges	5,142	16,000	16,000	11,000	11,000	11,000
100-703-052041 Council Discretionary	1,809	8,493	20,500	30,000	30,000	30,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>27,446</b>	<b>41,263</b>	<b>56,050</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>
<b>TOTAL EXPENDITURES</b>	<b>78,085</b>	<b>95,316</b>	<b>113,050</b>	<b>123,000</b>	<b>123,000</b>	<b>123,000</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
Minicipal 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	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>PERSONNEL SERVICES</b>						
100-704-051001 Regular Wages	97,256	105,753	109,000	85,000	85,000	85,000
100-704-051004 Overtime	2,148	9,444	15,000	0	0	0
100-704-051005 Health Dental Benefits	47,202	49,482	44,000	38,000	38,000	38,000
100-704-051006 VEBA	1,560	1,632	2,000	2,000	2,000	2,000
100-704-051007 Retirement	20,997	27,889	27,500	24,000	24,000	24,000
100-704-051008 FICA	7,641	8,851	9,500	6,500	6,500	6,500
100-704-051009 Workers Comp	258	355	2,500	500	500	500
100-704-051011 Longevity Pay	630	960	1,000	1,000	1,000	1,000
100-704-051012 Certification & Incentive	808	551	500	500	500	500
100-704-051013 Unemployment	5,949	0	0	0	0	0
100-704-051014 Disability Life Ins	384	413	500	500	500	500
100-704-xxxxxx Direct Labor	32,990	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>217,823</b>	<b>205,330</b>	<b>211,500</b>	<b>158,000</b>	<b>158,000</b>	<b>158,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-704-052001 Operating Supplies	0	0	6,000	4,000	4,000	4,000
100-704-052004 Office Supplies	1,516	3,177	1,500	500	500	500
100-704-052005 Small Equipment	0	0	4,000	2,000	2,000	2,000
100-704-052009 Postage	0	48	0	0	0	0
100-704-052010 Telephone	0	362	0	0	0	0
100-704-052012 Materials	76	0	0	0	0	0
100-704-052018 Professional Development	2,004	496	500	2,000	2,000	2,000
100-704-052019 Professional Services	128,900	126,994	256,950	200,000	200,000	200,000
100-704-052024 Miscellaneous	143	78	0	0	0	0
100-704-052026 Equipment Fund Charges	0	27	50	0	0	0
100-704-052027 IT Fund Charges	15,264	23,000	21,000	11,000	11,000	11,000
100-704-052042 Jury Witness Expense	(10)	0	0	500	500	500
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>181,913</b>	<b>154,182</b>	<b>290,000</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>
<b>TOTAL EXPENDITURES</b>	<b>399,736</b>	<b>359,512</b>	<b>501,500</b>	<b>378,000</b>	<b>378,000</b>	<b>378,000</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		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-705-051001	Regular Wages	1,080,801	1,168,415	1,346,000	1,475,000	1,475,000	1,475,000
100-705-051002	Part Time Wages	0	0	17,000	0	0	0
100-705-051004	Overtime	103,654	118,337	130,000	80,000	80,000	80,000
100-705-051005	Health Dental Benefits	332,997	375,588	400,000	476,000	476,000	476,000
100-705-051006	VEBA	58,228	16,752	20,000	27,000	27,000	27,000
100-705-051007	Retirement	325,398	410,657	443,000	576,000	576,000	576,000
100-705-051008	FICA	100,088	108,635	123,000	133,000	133,000	133,000
100-705-051009	Workers Comp	33,184	43,915	53,000	45,000	45,000	45,000
100-705-051010	Holiday Pay	34,550	28,148	28,000	35,000	35,000	35,000
100-705-051011	Longevity Pay	2,010	2,460	3,000	1,000	1,000	1,000
100-705-051012	Certification & Incentive	100,309	115,300	124,000	214,000	214,000	214,000
100-705-051013	Unemployment	378	245	0	0	0	0
100-705-051014	Disability Life Ins	3,227	3,463	4,000	5,000	5,000	5,000
100-705-xxxxxx	Direct Labor	(137,500)	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>2,037,325</b>	<b>2,391,915</b>	<b>2,691,000</b>	<b>3,067,000</b>	<b>3,067,000</b>	<b>3,067,000</b>
<b>MATERIALS &amp; SERVICES</b>							
100-705-052001	Operating Supplies	40,018	39,802	28,000	45,000	45,000	45,000
100-705-052002	Personnel Uniforms Equipment	18,247	19,092	16,000	23,000	23,000	23,000
100-705-052003	Utilities	7,537	9,437	10,000	10,000	10,000	10,000
100-705-052004	Office Supplies	2,762	2,671	5,500	7,500	7,500	7,500
100-705-052005	Small Equipment	14,275	9,441	11,000	12,000	12,000	12,000
100-705-052006	Computer Maintenance	28,097	15,960	18,500	20,000	20,000	20,000
100-705-052009	Postage	559	511	500	500	500	500
100-705-052010	Telephone	26,467	18,281	17,000	20,000	20,000	20,000
100-705-052011	Public Information	634	260	1,000	1,000	1,000	1,000
100-705-052012	Materials	0	59	0	0	0	0
100-705-052013	Memberships	0	1,170	1,000	1,500	1,500	1,500
100-705-052014	Recruiting Expenses	0	0	2,000	2,000	2,000	2,000
100-705-052016	Insurance - General	43,000	0	0	0	0	0
100-705-052018	Professional Development	19,202	19,741	12,000	20,000	20,000	20,000
100-705-052019	Professional Services	61,435	54,961	63,000	35,000	35,000	35,000
100-705-052021	Equipment Maintenance	22,840	8,171	9,500	0	0	0
100-705-052022	Fuel/Oil	20,438	31,699	30,000	30,000	30,000	30,000
100-705-052023	Facility Maintenance	25,370	13,601	21,500	15,000	15,000	15,000
100-705-052024	Miscellaneous	55	1,835	5,000	5,000	5,000	5,000
100-705-052026	Equipment Fund Charges	0	53,000	100,500	125,000	125,000	125,000
100-705-052027	IT Fund Charges	0	70,000	51,000	50,000	50,000	50,000
100-705-052028	Projects & Programs	0	3,972	3,500	3,000	3,000	3,000
100-705-052029	Indirect Cost Allocation	156,900	0	0	0	0	0
100-705-052043	CERT	1,578	662	500	2,000	2,000	2,000
100-705-052044	K9 Expense	5,496	1,130	2,000	3,000	3,000	3,000
100-705-052086	Firearms	3,835	3,503	0	7,500	7,500	7,500
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>498,746</b>	<b>378,956</b>	<b>409,000</b>	<b>438,000</b>	<b>438,000</b>	<b>438,000</b>
<b>TOTAL EXPENDITURES</b>		<b>2,536,071</b>	<b>2,770,872</b>	<b>3,100,000</b>	<b>3,505,000</b>	<b>3,505,000</b>	<b>3,505,000</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
Grant Dollars Awarded	66.3k	57.7k	60.1k	1.8k	9.5k	2.2k
Total Library Users	56,933	59,311	51,556	56,926	45,661	65,575
Outreach/Program Attendance	5,788	5,928	8,729	4,694	4,811	3,690
Circulation (Checkouts/Renewals)	109,120	115,483	112,395	92,093	87,499	76,000
Downloads - eBooks, Music	4,382	6,833	7,912	11,215	13,123	15,300
Volunteer Hours	1,116	813	511	857	678	525

LIBRARY DEPARTMENT	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
100-706-051001 Regular Wages	285,619	243,594	253,000	264,000	264,000	264,000
100-706-051002 Part Time Wages	-	58,768	73,750	77,500	77,500	77,500
100-706-051004 Overtime	-	83	250	-	-	-
100-706-051005 Health Dental Benefits	69,587	71,359	77,000	80,000	80,000	80,000
100-706-051006 VEBA	3,640	3,720	4,000	4,000	4,000	4,000
100-706-051007 Retirement	54,464	70,782	77,000	95,000	95,000	95,000
100-706-051008 FICA	21,666	22,938	25,000	26,500	26,500	26,500
100-706-051009 Workers Comp	722	559	1,000	1,000	1,000	1,000
100-706-051011 Longevity Pay	1,260	1,260	2,000	1,000	1,000	1,000
100-706-051014 Disability Life Ins	765	765	1,000	1,000	1,000	1,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>437,723</b>	<b>473,828</b>	<b>514,000</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-706-052001 Operating Supplies	1,043	-	-	-	-	-
100-706-052003 Utilities	15,004	14,138	16,500	15,500	15,500	15,500
100-706-052004 Office Supplies	5,804	6,147	7,150	6,000	6,000	6,000
100-706-052005 Small Equipment	-	4,131	2,500	4,000	4,000	4,000
100-706-052006 Computer Maintenance	25,691	11,876	13,500	14,000	14,000	14,000
100-706-052010 Telephone	4,327	-	-	-	-	-
100-706-052016 Insurance - General	11,230	-	-	-	-	-
100-706-052018 Professional Development	6,309	5,697	5,000	5,000	5,000	5,000
100-706-052019 Professional Services	1,391	1,510	3,100	4,000	4,000	4,000
100-706-052023 Facility Maintenance	30,475	40,164	31,500	32,000	32,000	32,000
100-706-052024 Miscellaneous	1,289	1,556	500	1,000	1,000	1,000
100-706-052026 Equipment Fund Charges	-	73	100	-	-	-
100-706-052027 IT Fund Charges	-	34,500	31,000	30,000	30,000	30,000
100-706-052028 Projects & Programs	5,375	7,113	5,650	7,500	7,500	7,500
100-706-052029 Indirect Cost Allocation	36,100	-	-	-	-	-
100-706-052031 Periodicals	3,228	2,942	3,000	1,500	1,500	1,500
100-706-052032 Digital Resources	6,804	7,186	10,300	12,000	12,000	12,000
100-706-052033 Printed Materials	25,801	27,227	28,500	31,000	31,000	31,000
100-706-052034 Visual Materials	5,662	5,546	6,300	6,500	6,500	6,500
100-706-052035 Audio Materials	4,136	3,937	4,800	5,000	5,000	5,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>189,669</b>	<b>173,742</b>	<b>169,400</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>
<b>TOTAL EXPENDITURES</b>	<b>627,392</b>	<b>647,570</b>	<b>683,400</b>	<b>725,000</b>	<b>725,000</b>	<b>725,000</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 EXPENDITURES	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
<b>PERSONNEL SERVICES</b>						
100-707-051001 Regular Employee Wages	355,398	346,439	366,000	352,000	352,000	352,000
100-707-051004 Overtime	854	374	4,000	-	-	-
100-707-051005 Health Dental Benefits	127,634	123,440	138,000	123,000	123,000	123,000
100-707-051006 VEBA	23,107	4,591	5,000	5,000	5,000	5,000
100-707-051007 Retirement	65,346	88,665	94,000	105,000	105,000	105,000
100-707-051008 FICA	27,015	26,340	29,000	27,000	27,000	27,000
100-707-051009 Workers Comp	783	948	1,000	1,000	1,000	1,000
100-707-051011 Longevity Pay	1,620	1,620	2,000	-	-	-
100-707-051012 Certification Incentive	1,789	1,826	2,000	2,000	2,000	2,000
100-707-051013 Unemployment	7,936	-	-	-	-	-
100-707-051014 Disability Life Ins	1,165	1,117	1,000	1,500	1,500	1,500
100-707-xxxxxx Direct Labor	(16,660)	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>595,987</b>	<b>595,359</b>	<b>642,000</b>	<b>616,500</b>	<b>616,500</b>	<b>616,500</b>
<b>MATERIALS &amp; SERVICES</b>						
100-707-052001 Operating Supplies	-	-	500	1,000	1,000	1,000
100-707-052004 Office Supplies	5,152	3,644	3,500	4,500	4,500	4,500
100-707-052005 Small Equipment	5,048	1,602	-	2,000	2,000	2,000
100-707-052008 Printing	-	1,989	1,000	1,000	1,000	1,000
100-707-052009 Postage	18,689	691	8,500	6,000	6,000	6,000
100-707-052011 Public Information	1,723	1,264	500	500	500	500
100-707-052018 Professional Development	8,675	8,065	9,500	20,000	20,000	20,000
100-707-052019 Professional Services	121,085	116,948	94,000	115,000	115,000	115,000
100-707-052020 Bank Service Fees	-	60,344	75,000	60,000	60,000	60,000
100-707-052021 Equipment Maintenance	-	-	500	-	-	-
100-707-052024 Miscellaneous	573	556	500	-	-	-
100-707-052026 Equipment Fund Charges	-	3,781	3,000	500	500	500
100-707-052027 IT Fund Charges	35,700	34,500	31,000	16,000	16,000	16,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>196,645</b>	<b>233,385</b>	<b>227,500</b>	<b>226,500</b>	<b>226,500</b>	<b>226,500</b>
<b>TOTAL EXPENDITURES</b>	<b>792,632</b>	<b>828,744</b>	<b>869,500</b>	<b>843,000</b>	<b>843,000</b>	<b>843,000</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 EXPENDITURES</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2019-20 Proposed</b>	<b>2019-20 Approved</b>	<b>2019-20 Adopted</b>
<b>PERSONNEL SERVICES</b>						
100-708-051001 Regular Employee Wages	-	100,611	104,000	106,000	106,000	106,000
100-708-051002 Part Time Wages	-	-	7,000	-	-	-
100-708-051004 Overtime	-	2,706	3,000	500	500	500
100-708-051005 Health Dental Benefits	-	31,097	35,000	38,500	38,500	38,500
100-708-051006 VEBA	-	972	2,000	1,500	1,500	1,500
100-708-051007 Retirement	-	30,619	31,000	34,000	34,000	34,000
100-708-051008 FICA	-	7,922	8,000	7,000	7,000	7,000
100-708-051009 Workers Comp	-	7,245	8,000	1,000	1,000	1,000
100-708-051011 Longevity Pay	-	1,007	1,000	500	500	500
100-708-051012 Certification Incentive	-	195	1,000	500	500	500
100-708-051014 Disability Life Ins	-	301	1,000	500	500	500
100-708-051015 Direct Labor	178,520	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>178,520</b>	<b>182,675</b>	<b>201,000</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-708-052001 Operating Supplies	38,329	37,533	37,500	45,000	45,000	45,000
100-708-052003 Utilities	19,438	18,220	17,500	18,000	18,000	18,000
100-708-052005 Small Equipment	-	-	-	-	-	-
100-708-052010 Telephone	1,212	-	-	-	-	-
100-708-052018 Professional Development	1,812	1,002	3,000	2,000	2,000	2,000
100-708-052019 Professional Services	27,597	19,634	28,000	25,000	25,000	25,000
100-708-052022 Fuel/Oil	6,232	8,033	10,000	8,000	8,000	8,000
100-708-052023 Facility Maintenance	-	-	4,000	-	-	-
100-708-052024 Miscellaneous	-	-	500	-	-	-
100-708-052026 Equipment Fund Charges	-	22,000	26,000	20,000	20,000	20,000
100-708-052027 IT Fund Charges	-	7,000	8,000	7,000	7,000	7,000
100-708-052028 Indirect Cost Allocation	30,650	-	-	-	-	-
100-708-052046 Dock Services	143	3,689	5,500	5,000	5,000	5,000
100-708-052047 Marine Board	20,010	15,039	16,500	17,000	17,000	17,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>145,424</b>	<b>132,150</b>	<b>156,500</b>	<b>147,000</b>	<b>147,000</b>	<b>147,000</b>
<b>TOTAL EXPENDITURES</b>	<b>323,944</b>	<b>314,825</b>	<b>357,500</b>	<b>337,000</b>	<b>337,000</b>	<b>337,000</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		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-709-051001	Regular Employee Wages	-	2,121	40,500	68,000	68,000	68,000
100-709-051002	Part Time Wages	-	-	17,000	30,500	30,500	30,500
100-709-051004	Overtime	-	-	500	-	-	-
100-709-051005	Health Dental Benefits	-	871	13,000	30,000	30,000	30,000
100-709-051006	VEBA	-	17	500	500	500	500
100-709-051007	Retirement	-	509	8,000	20,000	20,000	20,000
100-709-051008	FICA	-	162	3,500	8,000	8,000	8,000
100-709-051009	Workers Comp	-	4	500	500	500	500
100-709-051011	Longevity Pay	-	-	500	500	500	500
100-709-051012	Certification Incentive	-	17	500	500	500	500
100-709-051014	Disability Life Ins	-	7	500	500	500	500
<b>TOTAL PERSONNEL SERVICES</b>		-	<b>3,707</b>	<b>85,000</b>	<b>159,000</b>	<b>159,000</b>	<b>159,000</b>
<b>MATERIALS &amp; SERVICES</b>							
100-709-052001	Operating Supplies	-	-	3,500	2,000	2,000	2,000
100-709-052002	Personnel Uniforms Equip.	-	-	-	500	500	500
100-709-052003	Utilities	-	-	4,500	5,000	5,000	5,000
100-709-052004	Office Supplies	-	125	2,000	500	500	500
100-709-052005	Small Equipment	-	1,185	400	-	-	-
100-709-052007	Construction Supplies	-	-	100	-	-	-
100-709-052008	Printing	-	3,172	6,400	5,000	5,000	5,000
100-709-052009	Postage	-	1,665	-	-	-	-
100-709-052010	Telephone	-	173	1,000	1,000	1,000	1,000
100-709-052012	Materials	-	-	1,000	-	-	-
100-709-052018	Professional Development	-	-	1,000	2,000	2,000	2,000
100-709-052019	Professional Services	-	1,678	12,000	5,000	5,000	5,000
100-709-052021	Equipment Maintenance	-	-	100	-	-	-
100-709-052022	Fuel/Oil	-	-	-	1,000	1,000	1,000
100-709-052023	Facility Maintenance	-	-	1,000	2,000	2,000	2,000
100-709-052024	Miscellaneous	-	40	1,000	-	-	-
100-709-052026	Equipment Fund Charges	-	-	-	6,000	6,000	6,000
100-709-052027	IT Fund Charges	-	-	-	11,000	11,000	11,000
100-709-052029	Projects & Programs	-	802	17,000	4,000	4,000	4,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		-	<b>8,840</b>	<b>51,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>TOTAL EXPENDITURES</b>		-	<b>12,547</b>	<b>136,000</b>	<b>204,000</b>	<b>204,000</b>	<b>204,000</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

PLANNING DEPARTMENT EXPENDITURES	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>PERSONNEL SERVICES</b>						
100-710-051001 Regular Employee Wages	128,303	133,963	149,000	160,000	160,000	160,000
100-710-051005 Health Dental Benefits	14,911	15,137	16,000	18,000	18,000	18,000
100-710-051006 VEBA	2,160	2,160	2,500	2,500	2,500	2,500
100-710-051007 Retirement	32,009	38,476	44,000	52,000	52,000	52,000
100-710-051008 FICA	9,802	10,249	12,000	13,000	13,000	13,000
100-710-051009 Workers Comp	274	356	500	500	500	500
100-710-051011 Longevity Pay	360	560	1,000	0	0	0
100-710-051012 Certification Incentive	0	0	500	0	0	0
100-710-051014 Disability Life Ins	384	384	500	1,000	1,000	1,000
100-710-051015 Direct Labor	(75,930)	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>112,273</b>	<b>201,285</b>	<b>226,000</b>	<b>247,000</b>	<b>247,000</b>	<b>247,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-710-052004 Office Supplies	515	35	500	500	500	500
100-710-052006 Computer Maintenance	0	1,510	3,000	3,000	3,000	3,000
100-710-052011 Public Information	5,149	6,971	4,000	3,000	3,000	3,000
100-710-052012 Materials	0	0	1,000	1,000	1,000	1,000
100-710-052013 Memberships	0	0	500	1,000	1,000	1,000
100-710-052015 Intergovernmental Services	0	0	0	0	0	0
100-710-052018 Professional Development	2,771	4,072	4,000	4,000	4,000	4,000
100-710-052019 Professional Services	2,962	2,249	13,000	5,000	5,000	5,000
100-710-052024 Miscellaneous	0	271	500	500	500	500
100-710-052026 Equipment Fund Charges	0	5,700	6,000	5,500	5,500	5,500
100-710-052027 IT Fund Charges	6,095	12,773	11,000	11,000	11,000	11,000
100-710-052xxx Indirect Cost Allocation	22,960	0	0			
100-710-052028 Projects & Programs	50,615	0	0	0	0	0
100-710-052029 CCET	0	15,000	15,000	15,000	15,000	15,000
100-710-052030 CLG Expenses	0	0	0	13,000	13,000	13,000
100-710-052087 Commission Stipend	0	0	2,500	2,500	2,500	2,500
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>91,066</b>	<b>48,581</b>	<b>61,000</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>
<b>TOTAL EXPENDITURES</b>	<b>203,339</b>	<b>249,866</b>	<b>287,000</b>	<b>312,000</b>	<b>312,000</b>	<b>312,000</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.

PERFORMANCE MEASUREMENTS	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
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 EXPENDITURES	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>PERSONNEL SERVICES</b>						
100-711-051001 Regular Employee Wages	131,962	155,352	134,000	151,000	151,000	151,000
100-711-051004 Overtime	789	2,313	7,000	5,000	5,000	5,000
100-711-051005 Health Dental Benefits	40,230	33,751	43,000	44,000	44,000	44,000
100-711-051006 VEBA	960	890	2,000	1,500	1,500	1,500
100-711-051007 Retirement	26,744	26,062	37,000	45,000	45,000	45,000
100-711-051008 FICA	10,115	14,126	11,000	13,000	13,000	13,000
100-711-051009 Workers Comp	1,274	3,825	4,500	1,500	1,500	1,500
100-711-051011 Longevity Pay	600	600	1,000	1,000	1,000	1,000
100-711-051012 Certification Incentive	480	320	0	1,000	1,000	1,000
100-711-051014 Disability Life Ins	384	336	500	1,000	1,000	1,000
100-711-051015 Direct Labor	(16,330)	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>197,207</b>	<b>237,575</b>	<b>240,000</b>	<b>264,000</b>	<b>264,000</b>	<b>264,000</b>
<b>MATERIALS &amp; SERVICES</b>						
100-711-052004 Office Supplies	1,235	3,673	2,000	1,500	1,500	1,500
100-711-052010 Telephone	1,041	1,575	1,000	1,000	1,000	1,000
100-711-052013 Memberships	0	0	500	500	500	500
100-711-052015 Intergovernmental Services	0	0	104,000	22,000	22,000	22,000
100-711-052018 Professional Development	3,209	2,200	2,500	2,000	2,000	2,000
100-711-052019 Professional Services	5,300	35,324	15,000	18,000	18,000	18,000
100-711-052024 Miscellaneous	55	0	0	0	0	0
100-711-052026 Equipment Fund Charges	0	5,530	6,000	6,000	6,000	6,000
100-711-052027 IT Fund Charges	10,738	11,500	16,000	11,000	11,000	11,000
100-711-xxxxxx Indirect Cost Allocation	25,890	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>47,467</b>	<b>59,803</b>	<b>147,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>
<b>TOTAL EXPENDITURES</b>	<b>244,675</b>	<b>297,378</b>	<b>387,000</b>	<b>326,000</b>	<b>326,000</b>	<b>326,000</b>

General Services Department

The General Services 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.

GENERAL SERVICES		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES		Actual	Actual	Budget	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
100-715-051006	VEBA	-	-	80,000	50,000	50,000	50,000
100-715-051015	Direct Labor	93,490	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>93,490</b>	<b>-</b>	<b>80,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>MATERIALS &amp; SERVICES</b>							
100-715-052001	Operating Supplies	-	-	-	-	-	-
100-715-052003	Utilities	18,953	18,028	15,000	16,000	16,000	16,000
100-715-052004	Office Supplies	11,515	11,699	57,500	13,000	13,000	13,000
100-715-052005	Small Equipment	13,351	5,211	5,000	10,000	10,000	10,000
100-715-052009	Postage	-	3,630	-	-	-	-
100-715-052010	Telephone	15,915	-	-	-	-	-
100-715-052016	Insurance - General	10,595	64,973	77,500	85,000	85,000	85,000
100-715-052018	Prof. Development	-	596	500	-	-	-
100-715-052019	Professional Services	36,994	17,451	1,500	-	-	-
100-715-052021	Equipment Maint.	-	3,296	7,500	8,000	8,000	8,000
100-715-052022	Fuel/Oil	-	-	-	5,000	5,000	5,000
100-715-052023	Facility Maintenance	9,340	79,512	71,000	50,000	50,000	50,000
100-715-052024	Miscellaneous	50	10,066	7,500	5,000	5,000	5,000
100-715-052027	IT Fund Charges	1,876	-	-	-	-	-
100-715-052049	Litigation Settlement	1,200	2,799	44,500	70,000	70,000	70,000
100-715-052085	City Property Taxes	-	3,353	2,500	3,000	3,000	3,000
100-715-052093	PD Incentive Program	-	-	75,000	25,000	25,000	25,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>119,787</b>	<b>220,613</b>	<b>365,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>
<b>CAPITAL OUTLAY</b>							
100-715-053001	Capital Outlay	58,092	-	-	-	-	-
<b>TRANSFERS</b>							
100-715-054001	Transfers	122,800	300,000	52,500	-	-	-
<b>CONTINGENCY</b>							
100-715-058001	Contingency	-	-	534,661	1,000,000	1,000,000	1,000,000
<b>UNAPPROPRIATED FUND BALANCE</b>							
100-715-059001	Unapp Fund Balance	-	-	1,249,300	1,537,000	1,537,000	1,537,000
<b>TOTAL EXPENDITURES</b>		<b>394,169</b>	<b>520,613</b>	<b>2,281,461</b>	<b>2,877,000</b>	<b>2,877,000</b>	<b>2,877,000</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.

2019/2020 Changes:

There are no drastic changes in this fiscal year. The City Council agreed to extend the professional services contract with E2C with the understanding that the general goal behind tourism events, no matter what the city does, is to have the event expenses covered by sponsorships and/or event revenues so that events are cost neutral to the City of St. Helens as we move forward with ongoing and growth of events and event management.





Visitor & Tourism Fund

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>Taxes</b>							
201-000-032002	Motel Hotel Tax	139,181	123,147	140,000	130,000	130,000	130,000
<b>MISC REVENUE</b>							
201-000-037020	Sponsorships	35,810	28,395	35,000	40,000	40,000	40,000
201-000-031021	Fireworks	2,214	18,675	25,000	20,000	20,000	20,000
201-000-037022	Halloween	0	120,183	160,000	150,000	150,000	150,000
201-000-037023	13 Nights	0	48,747	35,000	30,000	30,000	30,000
201-000-037031	Store Revenue	0	300	0	0	0	0
201-000-037015	Other Events	202,513	4,860	7,000	5,000	5,000	5,000
<b>TOTAL MISC REVENUE</b>		<b>138,537</b>	<b>221,160</b>	<b>262,000</b>	<b>245,000</b>	<b>245,000</b>	<b>245,000</b>
<b>GRANTS</b>							
201-000-033005	Grants	20,000	20,000	0	0	0	0
<b>TRANSFERS</b>							
201-000-037001	Transfers	0	240,000	55,000	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
201-000-039001	Fund Balance Available	209,803	98,641	255,134	0	0	0
<b>TOTAL RESOURCES</b>		<b>507,521</b>	<b>702,948</b>	<b>712,134</b>	<b>375,000</b>	<b>375,000</b>	<b>375,000</b>

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<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>							
201-000-052003	Utilities	0	0	4,000	3,000	3,000	3,000
201-000-052011	Public Information	1,285	10,433	9,000	5,000	5,000	5,000
201-000-052019	Professional Services	120,566	167,177	147,000	125,500	125,500	125,500
201-000-052025	GFSS Charge		12,581	0	0	0	0
201-000-052026	Equipment Fund Charges		1,527	0	1,500	1,500	1,500
201-000-052055	Public Art	5,125	0	0	0	0	0
201-000-052056	Branding and Way Finding	50,962	29,628	0	0	0	0
201-000-052057	Events - Fireworks		24,813	25,000	25,000	25,000	25,000
201-000-052058	Events - Halloween		190,101	187,000	155,000	155,000	155,000
201-000-052059	Events - General	206,068	30,137	70,000	15,000	15,000	15,000
201-000-052074	Events - 13 Nights		25,056	30,000	35,000	35,000	35,000
201-000-052088	Events - Christmas	0	0	0	10,000	10,000	10,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>384,005</b>	<b>491,455</b>	<b>472,000</b>	<b>375,000</b>	<b>375,000</b>	<b>375,000</b>
<b>TRANSFERS</b>							
201-000-054001	Transfers	24,875	0	240,000	0	0	0
<b>CONTINGENCY</b>							
201-000-058001	Contingency	0	0	134	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>408,880</b>	<b>491,455</b>	<b>712,134</b>	<b>375,000</b>	<b>375,000</b>	<b>375,000</b>

**Community Development Fund**

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.

2019/2020 Changes:

- Economic Development  
Dept 721

The Economic Development department within the fund is continuing to work on multiple projects that include development of the waterfront site, and continuing grant work for a community wide assessment that is addressing economic opportunities within the city. New this year to this department within the fund is an allocation of Personnel Services. This change reflects the City Council's decision to add a Development Coordinator position to work with Building/Planning/Engineering/Administration/Economic Development to assist the building permit process and completion continues moving forward with large projects.
- Industrial Business Park  
Dept 722

This newly named department used to be called the Boise Property Department. The City Council in the previous year decided to create and officially name this area the St. Helens Industrial Business Park. It will continue to develop the old Boise property into an industrial business park and many of those related expenses, which mainly include property tax payments and professional services for planning
- Veneer Property  
Dept 723

The Veneer Property (or Waterfront Property) will continue planning and development for future plans. The main expenses in this department are professional services for the ongoing consulting work as well as debt service payments for what the City purchased the property from the Boise White Paper company.
- Forestry  
Dept 724

The Forestry Department will continue a yearly cut projected for this fiscal year from the watershed area. The expenses in this department are all related to a professional services contract for management of the watershed and management of the cutting process each year. The revenue from cutting timber was dedicated to the Community Development Fund a few years ago from where the funds initially went, which was the Water Fund.



**Community Development**

<b>RESOURCES</b>		<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted</b>	<b>2019-20 Proposed</b>	<b>2019-20 Approved</b>	<b>2019-20 Adopted</b>
<b>MISC REVENUE</b>							
202-000-037004	Miscellaneous - General	0	81	21,000	5,000	5,000	5,000
202-000-037011	Lease Payments - Property	300,000	300,000	300,000	300,000	300,000	300,000
202-000-037026	Property Tax Reimbursement	0	242,979	111,000	125,000	125,000	125,000
202-000-037027	Lease Payments - Business	0	0	0	0	0	0
202-724-037030	Timber Harvesting	0	0	870,000	300,000	300,000	300,000
<b>TOTAL MISC REVENUE</b>		<b>300,000</b>	<b>543,060</b>	<b>1,302,000</b>	<b>730,000</b>	<b>730,000</b>	<b>730,000</b>
<b>GRANTS</b>							
202-000-033005	Grants	107,409	0	900,000	170,000	170,000	170,000
<b>TRANSFERS</b>							
202-000-038001	Transfers	549,850	660,000	0	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
202-000-039001	Fund Balance Available	0	108,557	253,966	1,000,000	1,000,000	1,000,000
<b>TOTAL RESOURCES</b>		<b>957,259</b>	<b>1,311,617</b>	<b>2,455,966</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>

<b>EXPENDITURES</b>		<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted</b>	<b>2019-20 Proposed</b>	<b>2019-20 Approved</b>	<b>2019-20 Adopted</b>
<b>PERSONNEL SERVICES</b>							
Dept 721	Economic Planning	0	0	0	19,500	19,500	19,500
<b>MATERIALS &amp; SERVICES</b>							
Dept 721	Economic Planning	327,044	83,763	406,000	325,000	325,000	325,000
Dept 722	Business Park	187,942	186,088	172,000	237,500	237,500	237,500
Dept 723	Veneer Property	7,060	39,212	106,000	111,000	111,000	111,000
Dept 724	Forestry	51,907	43,625	155,000	150,000	150,000	150,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>573,952</b>	<b>352,688</b>	<b>839,000</b>	<b>823,500</b>	<b>823,500</b>	<b>823,500</b>
<b>DEBT SERVICE</b>							
Dept 722	Boise WP Property	150,000	162,500	150,000	150,000	150,000	150,000
Dept 723	Boise Veneer Property	124,749	124,749	130,000	130,000	130,000	130,000
<b>TOTAL DEBT SERVICE</b>		<b>274,749</b>	<b>287,249</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>
<b>CAPITAL OUTLAY</b>							
202-000-057001	Capital Outlay	0	450,796	0	0	0	0
<b>TRANSFER</b>							
202-000-057001	Transfers	0	0	350,000	0	0	0
<b>CONTINGENCY</b>							
202-000-058001	Contingency	0	0	986,966	777,000	777,000	777,000
<b>TOTAL EXPENDITURES</b>		<b>848,702</b>	<b>1,090,734</b>	<b>2,455,966</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>

Community Development**DEPT 721—Economic Planning**

EXPENDITURES	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>DEPT 721 - ECONOMIC PLANNING</b>						
<b>PERSONNEL SERVICES</b>						
202-721-052021 Regular Employee Wages	0	0	0	10,000	10,000	10,000
202-721-052025 Health Dental Benefits	0	0	0	4,000	4,000	4,000
202-721-052026 VEBA	0	0	0	500	500	500
202-721-052027 Retirement	0	0	0	3,000	3,000	3,000
202-721-052028 FICA	0	0	0	1,000	1,000	1,000
202-721-052029 Workers Comp	0	0	0	500	500	500
202-721-051014 Disability Life Ins	0	0	0	500	500	500
<b>TOTAL PERSONNEL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,500</b>	<b>19,500</b>	<b>19,500</b>
<b>MATERIALS &amp; SERVICES</b>						
202-721-052019 Professional Services	0	70,086	250,000	150,000	150,000	150,000
202-721-052050 Community Wide Assessment	252,645	5,424	150,000	170,000	170,000	170,000
202-721-052051 Urban Renewal	74,399	2,105	5,000	5,000	5,000	5,000
202-721-052075 EPA Grant	0	6,147	0	0	0	0
202-721-052096 CDBG Grant Expenses	0	0	1,000	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>327,044</b>	<b>83,763</b>	<b>406,000</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>
<b>TOTAL - ECONOMIC PLANNING</b>	<b>327,044</b>	<b>83,763</b>	<b>406,000</b>	<b>344,500</b>	<b>344,500</b>	<b>344,500</b>

**DEPT 722—Industrial Business Park**

EXPENDITURES	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>DEPT 722 - BUSINESS PARK</b>						
<b>MATERIALS &amp; SERVICES</b>						
202-722-052003 Utilities	0	759	1,000	500	500	500
202-722-052016 Insurance - General	9,796	8,494	0	0	0	0
202-722-052019 Professional Services	29,461	37,625	44,000	202,000	202,000	202,000
202-722-052023 Facility Maintenance	7,678	6,690	5,000	2,000	2,000	2,000
202-722-052053 Property Taxes	126,107	124,733	120,000	125,000	125,000	125,000
202-722-052054 Offshore Lease	14,900	7,787	2,000	10,000	10,000	10,000
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>187,942</b>	<b>186,088</b>	<b>172,000</b>	<b>237,500</b>	<b>237,500</b>	<b>237,500</b>
<b>DEBT SERVICE</b>						
202-722-055001 Principal	150,000	162,500	150,000	150,000	150,000	150,000
<b>TOTAL - BOISE WP PROPERTY</b>	<b>337,942</b>	<b>348,588</b>	<b>322,000</b>	<b>387,500</b>	<b>387,500</b>	<b>387,500</b>

**Community Development Fund**

**DEPT 723—Boise Veneer Property**

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>DEPT 723 - VENEER PROPERTY</b>							
<b>MATERIALS &amp; SERVICES</b>							
202-723-052016	Insurance - General	3,290	6,177	0	0	0	0
202-723-052019	Professional Services	0	32,272	202,000	202,000	202,000	202,000
202-723-052023	Facility Maintenance	3,770	762	6,000	6,000	6,000	6,000
202-723-052054	Offshore Lease	0	0	0	5,000	5,000	5,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>7,060</b>	<b>39,212</b>	<b>106,000</b>	<b>111,000</b>	<b>111,000</b>	<b>111,000</b>
<b>DEBT SERVICE</b>							
202-723-055001	Principal	84,949	88,728	95,000	202,000	202,000	202,000
202-723-055002	Interest	39,800	36,021	35,000	30,000	30,000	30,000
<b>TOTAL DEBT SERVICE</b>		<b>124,749</b>	<b>124,749</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
<b>TOTAL - BOISE VENEER PROPERTY</b>		<b>131,809</b>	<b>163,961</b>	<b>236,000</b>	<b>241,000</b>	<b>241,000</b>	<b>241,000</b>

**DEPT 724—Forestry**

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>DEPT 724 - FORESTRY</b>							
<b>MATERIALS &amp; SERVICES</b>							
202-724-052001	Operating Supplies	0	465	0	0	0	0
202-724-052019	Professional Services	51,907	43,161	150,000	150,000	150,000	150,000
<b>TOTAL - FORESTRY</b>		<b>51,907</b>	<b>43,625</b>	<b>155,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>



**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.

2019/2020 Changes

There are no considerable changes from previous years. The next page includes a summary view of the fund and additional detailed budgets are including on the following pages.



**COMMUNITY ENHANCEMENT FUND**

RESOURCES	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>						
203-716-034024 PW Projects for Public Art	0	2,750	2,000	0	0	0
203-718-034028 Youth Council Sales	252	1,739	500	500	500	500
203-706-034023 Room Rental Fee	330	563	500	1,500	1,500	1,500
<b>TOTAL CHARGES FOR SERVICES</b>	<b>582</b>	<b>5,051</b>	<b>3,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
203-705-033005 Grants - Police	5,000	109,664	202,000	50,000	50,000	50,000
203-706-033005 Grants - Library	8,761	1,904	20,000	20,000	20,000	20,000
203-716-033005 Grants - ACC	31,280	0	2,000	0	0	0
203-717-033005 Grants - Transitional Housing	0	21,532	20,000	20,000	20,000	20,000
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>45,041</b>	<b>133,101</b>	<b>142,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
<b>MISC REVENUE</b>						
203-000-037001 Interest	1,200	0	0	0	0	0
203-000-037007 Miscellaneous - General	5,750	0	0	0	0	0
203-705-037011 Donations - Police	3,967	2,035	500	5,000	5,000	5,000
203-706-037017 Donations - Ukulele Club	361	350	500	1,000	1,000	1,000
203-716-037018 Donations - ACC	1,740	4,065	2,000	2,000	2,000	2,000
203-718-037014 Donations - Youth Council	0	157	500	0	0	0
203-706-037014 Donations - Library	0	5,578	500	2,000	2,000	2,000
<b>TOTAL MISC REVENUE</b>	<b>13,018</b>	<b>12,185</b>	<b>4,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>TRANSFERS</b>						
203-000-038001 Transfers	38,405	0	0	0	0	0
<b>FUND BALANCE AVAILABLE</b>						
203-000-039001 Fund Balance Available	237,696	0	54,603	41,000	41,000	41,000
<b>TOTAL RESOURCES</b>	<b>334,742</b>	<b>232,043</b>	<b>203,603</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>
<b>EXPENDITURES</b>						
<b>MATERIALS &amp; SERVICES</b>						
Dept 000 - General	30,790	0	0	0	0	0
Dept 705 - Police	15,900	113,828	202,500	73,000	73,000	73,000
Dept 706 - Library	22,019	2,324	34,700	41,500	41,500	41,500
Dept 716 - Public Arts	26,767	39,612	11,400	8,000	8,000	8,000
Dept 717 - Trans Housing	0	21,532	20,000	20,000	20,000	20,000
Dept 718 - Youth Council	0	0	1,000	500	500	500
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>95,476</b>	<b>177,296</b>	<b>167,600</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>
<b>TRANSFERS</b>						
203-000-054001 Transfers	157,560	0	32,599	0	0	0
<b>CONTINGENCY</b>						
203-000-058001 Contingency	0	0	3,404	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>253,036</b>	<b>177,296</b>	<b>203,603</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>

**COMMUNITY ENHANCEMENT FUND**

<b>POLICE DEPARTMENT</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
<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>							
203-705-052028	Projects & Programs	14,423	5,724	5,500	8,000	8,000	8,000
203-705-052028	PD Reserve Officer Expenses	1,352	0	5,000	10,000	10,000	10,000
203-705-052028	CCT - Contract Personnel	0	105,802	85,000	50,000	50,000	50,000
203-705-052028	CCT - Travel Equip Other	125	2,302	5,000	5,000	5,000	5,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>15,900</b>	<b>113,828</b>	<b>202,500</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>
<b>TOTAL EXPENDITURES</b>		<b>15,900</b>	<b>113,828</b>	<b>202,500</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>

<b>LIBRARY DEPARTMENT</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
<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>							
203-706-052028	Projects & Programs	16,072	375	18,200	6,500	6,500	6,500
203-706-052077	Ready to Read	2,761	1,574	1,800	2,000	2,000	2,000
203-706-052078	Donation Expense	1,552	0	14,700	5,000	5,000	5,000
203-706-052079	CCC Library Expense	1,635	375	0	0	0	0
203-706-052090	LSTA Union Grant Exp	0	0	0	5,000	5,000	5,000
203-706-052091	LSTA Refresh Grant Exp	0	0	0	2,000	2,000	2,000
203-706-052092	Ukulele Exp	0	0	0	1,000	1,000	1,000
203-706-052094	STEM Grant Personnel Exp	0	0	0	10,000	10,000	10,000
203-706-052095	STEM Grant Materials Exp	0	0	0	10,000	10,000	10,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>22,019</b>	<b>2,324</b>	<b>34,700</b>	<b>41,500</b>	<b>41,500</b>	<b>41,500</b>
<b>TOTAL EXPENDITURES</b>		<b>22,019</b>	<b>2,324</b>	<b>34,700</b>	<b>41,500</b>	<b>41,500</b>	<b>41,500</b>

<b>ACC</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
<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>							
203-716-052011	Public Information	0	0	0	0	0	0
203-716-052028	Projects & Programs	225	4,250	6,095	8,000	8,000	8,000
203-716-052069	Summer Arts in the Park	1,488	200	1,000	0	0	0
203-716-052070	Maintenance of Public Art	1,034	420	500	0	0	0
203-716-052071	Administration & Marketing	465	206	1,202	0	0	0
203-716-052072	Bike Rack Projects	274	0	0	0	0	0
203-716-052073	Free Art & Craft Workshops	237	350	250	0	0	0
203-716-052074	Gateway Project - Phase 1	0	0	2,455	0	0	0
203-716-052075	Gateway Project - Phase 2	23,044	34,187	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>26,767</b>	<b>39,612</b>	<b>11,400</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>TOTAL EXPENDITURES</b>		<b>26,767</b>	<b>39,612</b>	<b>11,400</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>



**COMMUNITY ENHANCEMENT FUND**

TRANSITIONAL HOUSING EXPENDITURES		2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
203-717-052028	Projects & Programs	0	21,532	20,000	20,000	20,000	20,000
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>21,532</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

YOUTH COUNCIL EXPENDITURES		2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
203-718-052028	Projects & Programs	0	144	1,000	500	500	500
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>144</b>	<b>1,000</b>	<b>500</b>	<b>500</b>	<b>500</b>



**Street Fund**

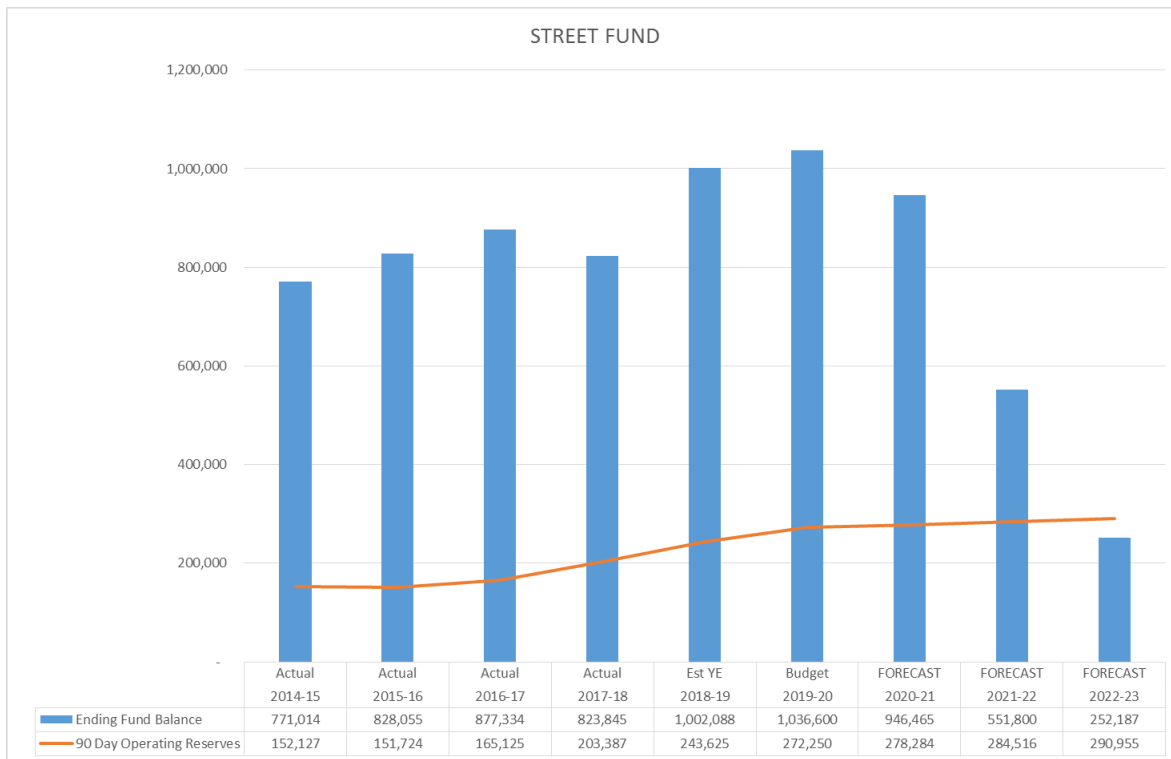
The Street Fund supports the City’s street utilities. The fund provides for the maintenance and repair of more than 52.5 miles of paved and unpaved streets, sidewalks and gutters along with the maintenance of the City’s traffic control and safety devices (street signage and striping). The Street Fund 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 2019/20

Sidewalk Improvements	\$10,000
Road Patching Projects	\$20,000
Street Sweeping Cleanup	\$25,000
North Vernonia Sidewalk	\$400,000
Wayfinding Signs - Grant Match	\$60,000
Crack Sealing	\$75,000
ADA Ramp Improvements	\$25,000

<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>	<u>FY 2019</u>
PW - Streets	Miles of Streets Maintained	105	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 5-Year Forecast**

The 5-year forecast shown to the left for the Street Fund is a constant and future issue that the City will need to address in future capital projects. The last 2 forecasted years weigh heavily on STP (State Grants) funds to assist with infrastructure projects that the City has on it’s transportation system plan that was adopted back in 2011. In the plan, lays out \$99M worth of projects. With an operating budget of \$2.5M, it leaves this fund in a previous situation if the City Council has plans to move forward with capital projects. Not included in that systems plan is the upcoming Corridor Master Plan that will include additional and significant street/sidewalk improvements throughout the City and new waterfront area. Changes in the upcoming years will need to be addressed to ensure that the fund does not drop below it’s 90 day reserve policy which will likely mean reduced funding for future projects and ongoing maintenance of our current streets.



Street Fund

RESOURCES	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>INTERGOVERNMENTAL</b>						
205-000-033008 Motor Vehicle Tax	785,419	839,703	960,000	1,000,000	1,000,000	1,000,000
205-000-033009 State Grants	70,918	307,536	235,000	415,000	415,000	415,000
205-000-033010 Street Sidewalk Development	6,040	18,268	20,000	15,000	15,000	15,000
<b>TOTAL INTERGOVERNMENTAL</b>	<b>862,378</b>	<b>1,165,506</b>	<b>1,215,000</b>	<b>1,430,000</b>	<b>1,430,000</b>	<b>1,430,000</b>
<b>MISCELLANEOUS</b>						
205-000-037004 Miscellaneous	84	80,803	65,000	2,000	2,000	2,000
205-000-037001 Interest	20,000	0	7,000	5,000	5,000	5,000
205-000-037030 Rental House Revenue	3,542	8,525	9,000	9,000	9,000	9,000
<b>TOTAL MISCELLANEOUS</b>	<b>23,626</b>	<b>89,328</b>	<b>81,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
205-000-038001 Transfers	0	0	0	117,600	117,600	117,600
205-000-039001 Fund Balance Available	828,055	877,334	833,588	1,000,000	1,000,000	1,000,000
<b>TOTAL RESOURCES</b>	<b>1,714,058</b>	<b>2,132,168</b>	<b>2,129,588</b>	<b>2,563,600</b>	<b>2,563,600</b>	<b>2,563,600</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
205-000-051016 PW Support Service Charge	0	400,000	404,000	461,500	461,500	461,500
205-000-051xxx Direct Labor Charge	325,202	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>325,202</b>	<b>400,000</b>	<b>404,000</b>	<b>461,500</b>	<b>461,500</b>	<b>461,500</b>
<b>MATERIALS &amp; SERVICES</b>						
205-000-052001 Operating Supplies	45,468	35,956	40,000	45,000	45,000	45,000
205-000-052003 Utilities	69,296	21,617	50,000	45,000	45,000	45,000
205-000-052019 Professional Services	10,427	17,939	50,000	30,000	30,000	30,000
205-000-052025 GFSS Fund Charges	0	144,652	197,000	255,000	255,000	255,000
205-000-052026 Equipment Fund Charges	69,500	95,042	97,000	125,000	125,000	125,000
205-000-052027 IT Fund Charges	0	0	0	7,000	7,000	7,000
205-000-052060 Lease	2,789	2,869	2,500	2,500	2,500	2,500
205-000-052063 PW Operation Fund Charges	0	36,000	94,000	58,000	58,000	58,000
205-000-xxxxxx Indirect Cost Allocation	137,920	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>335,399</b>	<b>354,074</b>	<b>530,500</b>	<b>567,500</b>	<b>567,500</b>	<b>567,500</b>
205-000-053001 Capital Outlay	121,255	494,775	190,000	440,000	440,000	440,000
<b>DEBT SERVICE</b>						
205-000-055001 Principle	0	42,320	60,000	44,500	44,500	44,500
205-000-055002 Interest	0	17,154	0	15,500	15,500	15,500
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>59,474</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
205-000-054001 Transfers	54,970	0	0	0	0	0
205-000-058001 Contingency	0	0	517,588	534,600	534,600	534,600
205-000-059001 Unapp Fund Balance	0	0	427,500	500,000	500,000	500,000
<b>TOTAL EXPENDITURES</b>	<b>836,724</b>	<b>1,308,323</b>	<b>2,129,588</b>	<b>2,563,600</b>	<b>2,563,600</b>	<b>2,563,600</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 2019/2020, 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.



	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
RESOURCES	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>						
206-000-034008 SDC Charges	90,213	35,018	200,000	50,000	50,000	50,000
<b>FUND BALANCE AVAILABLE</b>						
206-000-039001 Fund Balance Available	1,020,644	1,010,857	1,040,041	1,240,000	1,240,000	1,240,000
<b>TOTAL RESOURCES</b>	<b>1,110,857</b>	<b>1,045,875</b>	<b>1,240,041</b>	<b>1,290,000</b>	<b>1,290,000</b>	<b>1,290,000</b>

	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>						
206-000-052019 Professional Services	0	0	375,000	290,000	290,000	290,000
<b>CAPITALY OUTLAY</b>						
206-000-053001 Capital Outlay	0	0	860,041	1,000,000	1,000,000	1,000,000
<b>TRANSFERS</b>						
206-000-054001 Transfers	202,000	5,834	5,000	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>202,000</b>	<b>5,834</b>	<b>1,240,041</b>	<b>1,290,000</b>	<b>1,290,000</b>	<b>1,290,000</b>

# ENTERPRISE FUNDS



## Water Fund

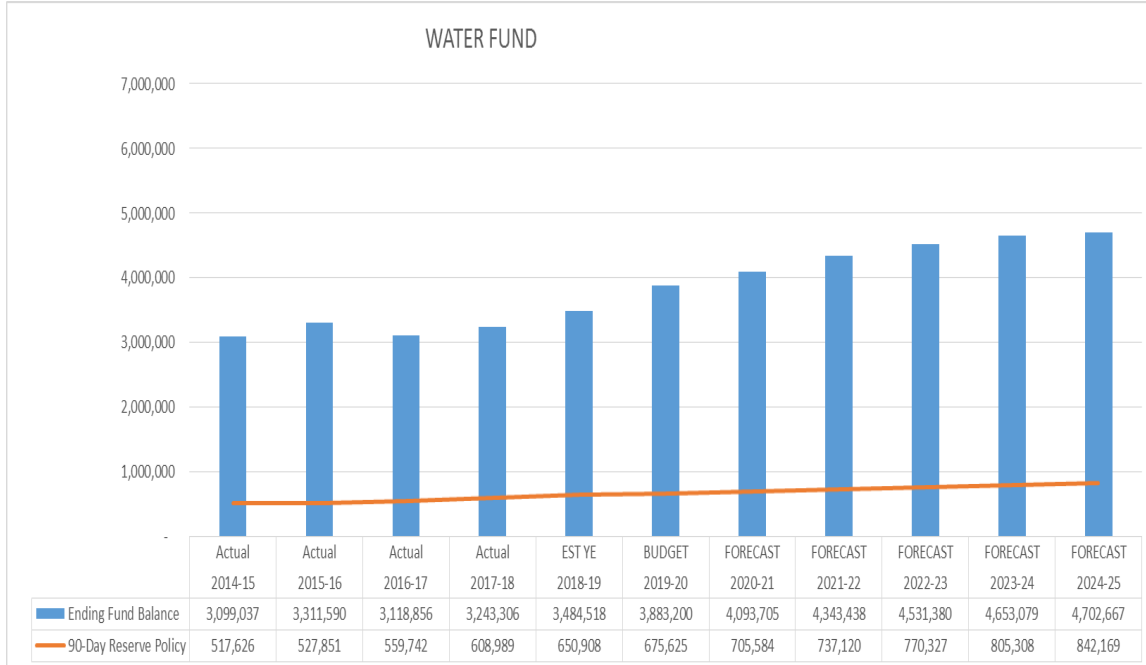
The Water Fund supports the City’s water utility which provides for the delivery of adequate quantities of safe, high quality water to domestic and commercial/ industrial water users. The Water Fund’s purpose is to operate and maintain the existing Water Filtration Facility, the existing wells and all 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 2019/2020 there are 4 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	\$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 - 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 Fund**

The Water Fund appears healthy over the next five years. With the potential significant changes in Sewer and Storm Funds, this may have an adverse affect on the Water Fund. This would likely come from a re-allocation of salaries and benefits of the Public Works Operations and Engineering Departments that are currently financed through the Enterprise Funds. The Water Master Plan is scheduled be completed in 2020/2021, after Sewer and Storm are completed and the assumption will be that additional projects will be recommended, so a Cost-of-Service analysis will need to be completed after the master plans are updated. This five-year forecast includes an anticipated 2% rate increase for all customers.

Water FundWater Fund Summary

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
601-000-034007	Water Sales - Residential	3,385,872	2,206,952	2,416,500	2,600,000	2,600,000	2,600,000
601-000-034009	Late Reconnection Tamper Fees	0	145,060	70,000	175,000	175,000	175,000
601-000-034014	Connection Charge	0	10,005	6,500	6,000	6,000	6,000
601-000-034018	Collections	0	6,834	2,000	2,000	2,000	2,000
601-000-034022	Water Sales - Comm/Industrial	0	826,462	700,000	800,000	800,000	800,000
601-000-034026	Water Sales - Outside	0	169,171	80,000	180,000	180,000	180,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>3,385,872</b>	<b>3,364,484</b>	<b>3,275,000</b>	<b>3,763,000</b>	<b>3,763,000</b>	<b>3,763,000</b>
<b>MISCELLANEOUS</b>							
601-000-037001	Interest	33,000	0	10,000	10,000	10,000	10,000
601-000-037004	Miscellaneous - General	35,785	27,027	15,000	15,000	15,000	15,000
<b>TOTAL MISCELLANEOUS</b>		<b>68,785</b>	<b>27,027</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
601-000-038001	Transfers	0	0	175,000	221,700	221,700	221,700
601-000-027500	Fund Balance Available	3,311,590	3,133,143	3,254,111	3,450,000	3,450,000	3,450,000
<b>TOTAL RESOURCES</b>		<b>6,766,247</b>	<b>6,524,654</b>	<b>6,729,111</b>	<b>7,459,700</b>	<b>7,459,700</b>	<b>7,459,700</b>

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
Dept 731	Dept 731 - Personnel Services	744,470	655,000	641,000	702,000	702,000	702,000
Dept 732	Dept 732 - Personnel Services	245,941	261,564	268,000	267,000	267,000	267,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>990,411</b>	<b>916,564</b>	<b>909,000</b>	<b>969,000</b>	<b>969,000</b>	<b>969,000</b>
<b>MATERIALS &amp; SERVICES</b>							
Dept 731	Dept 731 - M&S	1,085,756	1,348,942	1,571,000	1,551,500	1,551,500	1,551,500
Dept 732	Dept 732 - M&S	162,802	170,451	177,500	182,000	182,000	182,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>1,248,558</b>	<b>1,519,393</b>	<b>1,748,500</b>	<b>1,733,500</b>	<b>1,733,500</b>	<b>1,733,500</b>
<b>DEBT SERVICE</b>							
601-000-055001	Principle	382,000	392,000	405,000	410,000	410,000	410,000
601-000-055002	Interest	116,842	107,748	105,000	89,000	89,000	89,000
<b>TOTAL DEBT SERVICE</b>		<b>498,842</b>	<b>499,748</b>	<b>510,000</b>	<b>499,000</b>	<b>499,000</b>	<b>499,000</b>
601-000-053001	Capital Outlay	0	45,644	455,000	375,000	375,000	375,000
601-000-057001	Transfers	909,580	300,000	0	0	0	0
601-000-058001	Contingency	0	0	358,111	1,883,200	1,883,200	1,883,200
601-000-059001	Unapp Fund Balance	0	0	2,748,500	2,000,000	2,000,000	2,000,000
<b>TOTAL EXPENDITURES</b>		<b>3,647,391</b>	<b>3,281,348</b>	<b>6,729,111</b>	<b>7,459,700</b>	<b>7,459,700</b>	<b>7,459,700</b>



Water Fund

Department 731 - Water Operations

	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES - WATER DISTRIBUTION	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
601-731-051016 PW Support Service Charge	0	655,000	641,000	702,000	702,000	702,000
601-731-051xxx Direct Labor Charge	744,470	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>744,470</b>	<b>655,000</b>	<b>641,000</b>	<b>702,000</b>	<b>702,000</b>	<b>702,000</b>
<b>MATERIALS &amp; SERVICES</b>						
601-731-052001 Operating Supplies	65,329	89,138	70,000	70,000	70,000	70,000
601-731-052003 Utilities	35,956	33,816	35,000	35,000	35,000	35,000
601-731-052010 Telephone	2,099	952	1,000	1,000	1,000	1,000
601-731-052016 Insurance - General	46,760	38,609	43,000	49,000	49,000	49,000
601-731-052019 Professional Services	14,872	16,499	35,000	35,000	35,000	35,000
601-731-052021 Equipment Maintenance	0	1,181	0	0	0	0
601-731-052024 Miscellaneous	0	2,750	0	0	0	0
601-731-052025 GFSS Fund Charges	0	529,262	607,000	660,000	660,000	660,000
601-731-052026 Equipment Fund Charges	83,400	205,117	220,000	200,000	200,000	200,000
601-731-052060 Lease	195	1,000	0	0	0	0
601-731-052063 PW Operation Fund Charges	0	74,000	183,000	115,000	115,000	115,000
601-731-052064 Lab Testing	9,038	8,486	12,000	10,500	10,500	10,500
601-731-052065 Uncollectable Accounts	11,184	0	0	0	0	0
601-731-052067 In Lieu of Franchise Fee	329,898	348,133	365,000	376,000	376,000	376,000
601-731-052xxx Indirect Cost Allocation	487,025	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,085,756</b>	<b>1,348,942</b>	<b>1,571,000</b>	<b>1,551,500</b>	<b>1,551,500</b>	<b>1,551,500</b>
<b>TOTAL EXPENDITURES</b>	<b>1,830,226</b>	<b>2,003,942</b>	<b>2,212,000</b>	<b>2,253,500</b>	<b>2,253,500</b>	<b>2,253,500</b>

Water FundDepartment 732 - Water Filtration

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES - WATER FILTRATION		Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
601-732-051001	Regular Wages	128,342	130,740	134,000	139,000	139,000	139,000
601-732-051004	Overtime	16,875	33,458	22,000	22,000	22,000	22,000
601-732-051005	Health Dental Benefits	35,259	35,641	51,000	37,000	37,000	37,000
601-732-051006	VEBA	960	960	1,000	1,000	1,000	1,000
601-732-051007	Retirement	33,282	39,693	41,000	50,000	50,000	50,000
601-732-051008	FICA	12,032	12,548	11,000	11,000	11,000	11,000
601-732-051009	Workers Comp	3,853	7,020	5,000	5,000	5,000	5,000
601-732-051011	Longevity Pay	960	1,120	2,000	1,000	1,000	1,000
601-732-051014	Disability Life Ins	384	384	1,000	1,000	1,000	1,000
601-732-051016	Standby Pay	12,384	-	-	-	-	-
601-732-051xxx	Direct Labor Charge	1,610	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>245,941</b>	<b>261,564</b>	<b>268,000</b>	<b>267,000</b>	<b>267,000</b>	<b>267,000</b>
<b>MATERIALS &amp; SERVICES</b>							
601-732-052001	Operating Supplies	18,834	21,463	51,500	52,000	52,000	52,000
601-732-052003	Utilities	72,603	69,083	65,000	70,000	70,000	70,000
601-732-052004	Office Supplies	213	180	-	-	-	-
601-732-052010	Telephone	9,520	2,157	2,500	2,500	2,500	2,500
601-732-052018	Professional Development	1,756	1,226	3,000	3,000	3,000	3,000
601-732-052022	Fuel/Oil	-	1,927	-	-	-	-
601-732-052023	Facility Maintenance	688	30,282	8,000	8,000	8,000	8,000
601-732-052027	IT Fund Charges	449	-	-	-	-	-
601-732-052064	Lab Testing	7,760	5,609	5,500	4,500	4,500	4,500
601-732-052083	Chemicals	34,263	38,525	42,000	42,000	42,000	42,000
601-732-052xxx	Indirect Cost Allocation	16,715	-	-	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>162,802</b>	<b>170,451</b>	<b>177,500</b>	<b>182,000</b>	<b>182,000</b>	<b>182,000</b>
<b>TOTAL EXPENDITURES</b>		<b>408,743</b>	<b>432,015</b>	<b>445,500</b>	<b>449,000</b>	<b>449,000</b>	<b>449,000</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 2019/2020 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**

<b>RESOURCES</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
602-000-034008	SDC Charges	90,070	55,897	60,000	50,000	50,000	50,000
<b>TRANSFERS</b>							
602-000-038001	Transfers	500,000	0	0	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
602-000-039001	Fund Balance Available	555,201	598,491	638,513	690,000	690,000	690,000
<b>TOTAL RESOURCES</b>		<b>1,145,271</b>	<b>654,388</b>	<b>698,513</b>	<b>740,000</b>	<b>740,000</b>	<b>740,000</b>
<b>EXPENDITURES</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
602-000-052019	Professional Services	4,502	11,229	200,000	305,000	305,000	305,000
<b>CAPITALY OUTLAY</b>							
602-000-053001	Capital Outlay	542,278	0	493,513	435,000	435,000	435,000
<b>TRANSFERS</b>							
602-000-054001	Transfers	0	4,646	5,000	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>546,780</b>	<b>15,875</b>	<b>698,513</b>	<b>740,000</b>	<b>740,000</b>	<b>740,000</b>

## Sewer Fund

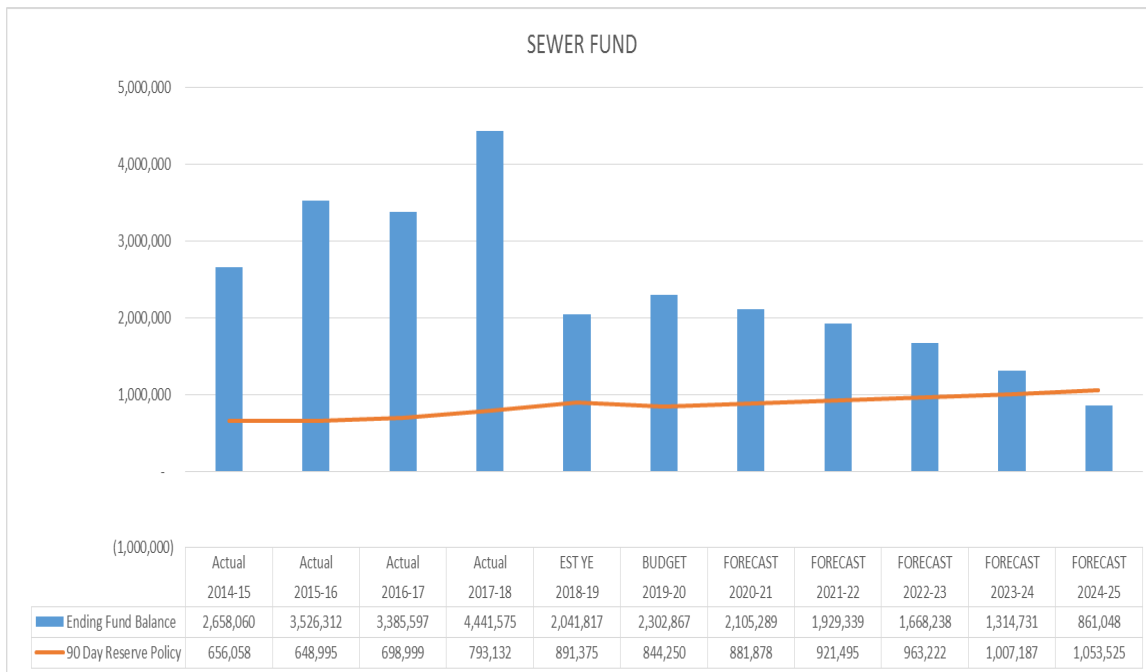
The Sewer Fund supports the City’s Wastewater utilities which ensures the safe collection and discharge of wastewater effluent under the requirements of the City’s National Pollutant Discharge Elimination System (NPDES) Permit. This fund is an enterprise fund meaning that it is designed and budgeted 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.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 Fund**

The Sewer Fund currently has no immediate issues. A new Master Plan is on the docket for 2019/2020 that will likely see an increase in Sewer projects. A potential updated Cost-of-Service analysis may need to be completed after all three enterprises (Water, Sewer, and Storm) have finalized and updated master plans, which should be by 2020/2021. The five-year forecast shown anticipates a 2% rate increase ever year for all customers.



Sewer FundSewer Fund Summary

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
603-000-034011	Sewer Service Charges	3,414,403	2,902,094	3,050,000	3,100,000	3,100,000	3,100,000
603-000-034012	Secondary Boise	462,201	1,472,885	910,000	800,000	800,000	800,000
603-000-034013	Sludge Disposal Charge	136,211	146,700	160,000	160,000	160,000	160,000
603-000-034014	Connection Charge	3,425	1,620	1,000	1,500	1,500	1,500
603-000-034015	Sewer LID Payments	7,960	19,412	10,000	25,000	25,000	25,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>4,024,200</b>	<b>4,542,710</b>	<b>4,131,000</b>	<b>4,086,500</b>	<b>4,086,500</b>	<b>4,086,500</b>
<b>MISCELLANEOUS</b>							
603-000-037001	Interest	40,000	0	12,000	12,000	12,000	12,000
603-000-037004	Miscellaneous	15,658	1,500	1,000	1,500	1,500	1,500
<b>TOTAL MISCELLANEOUS</b>		<b>55,658</b>	<b>1,500</b>	<b>13,000</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>
603-000-038001	Transfers	0	1,700,000	175,000	316,050	316,050	316,050
603-000-027500	Fund Balance Available	3,526,312	3,346,684	4,571,277	2,000,000	2,000,000	2,000,000
<b>TOTAL RESOURCES</b>		<b>7,606,170</b>	<b>9,590,893</b>	<b>8,890,277</b>	<b>6,416,050</b>	<b>6,416,050</b>	<b>6,416,050</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
Dept 735	PS Totals for Dept	644,955	575,000	638,000	703,000	703,000	703,000
Dept 736	PS Totals for Dept	166,880	136,000	187,000	158,000	158,000	158,000
Dept 737	PS Totals for Dept	179,191	181,000	249,000	211,000	211,000	211,000
Dept 738	PS Totals for Dept	127,260	136,000	187,000	158,000	158,000	158,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,118,286</b>	<b>1,028,000</b>	<b>1,261,000</b>	<b>1,230,000</b>	<b>1,230,000</b>	<b>1,230,000</b>
<b>MATERIALS &amp; SERVICES</b>							
Dept 735	M&S Totals for Dept	953,415	1,288,611	1,579,000	1,439,000	1,439,000	1,439,000
Dept 736	M&S Totals for Dept	232,261	160,021	176,000	117,500	117,500	117,500
Dept 737	M&S Totals for Dept	409,408	667,051	711,000	555,000	555,000	555,000
Dept 738	M&S Totals for Dept	82,624	28,844	40,500	35,500	35,500	35,500
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>1,677,708</b>	<b>2,144,527</b>	<b>2,506,500</b>	<b>2,147,000</b>	<b>2,147,000</b>	<b>2,147,000</b>
<b>DEBT SERVICE</b>							
603-000-055001	Principle	384,659	536,170	550,000	436,000	436,000	436,000
603-000-055002	Interest	352,630	160,862	140,000	142,000	142,000	142,000
603-000-055003	Loan Fee	30,550	30,040	30,000	0	0	0
<b>TOTAL DEBT SERVICE</b>		<b>767,839</b>	<b>727,072</b>	<b>705,000</b>	<b>578,000</b>	<b>578,000</b>	<b>578,000</b>
603-000-053001	Capital Outlay	9,000	549,719	300,000	200,000	200,000	200,000
603-000-057001	Transfers	647,740	700,000	2,100,000	0	0	0
603-000-058001	Contingency	0	0	664,277	1,261,050	1,261,050	1,261,050
603-000-059001	Unapp Fund Balance	0	0	1,338,500	1,000,000	1,000,000	1,000,000
<b>TOTAL EXPENDITURES</b>		<b>4,220,573</b>	<b>5,149,318</b>	<b>8,890,277</b>	<b>6,416,050</b>	<b>6,416,050</b>	<b>6,416,050</b>

Sewer FundDepartment 735 - Sewer Collection

	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES SEWER COLLECTION	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
603-735-051016 PW Support Services Charge	0	575,000	638,000	703,000	703,000	703,000
603-735-051xxx Direct Labor Charge	644,955	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>644,955</b>	<b>575,000</b>	<b>638,000</b>	<b>703,000</b>	<b>703,000</b>	<b>703,000</b>
<b>MATERIALS &amp; SERVICES</b>						
603-735-052001 Operating Supplies	35,000	8,591	25,000	20,000	20,000	20,000
603-735-052003 Utilities	0	87	0	0	0	0
603-735-052019 Professional Services	45,000	24,760	20,000	20,000	20,000	20,000
603-735-052025 GFSS Fund Charges	0	543,222	663,000	695,000	695,000	695,000
603-735-052026 Equipment Fund Charges	41,700	160,063	146,000	130,000	130,000	130,000
603-735-052063 PW Operation Fund Charges	0	88,500	333,000	154,000	154,000	154,000
603-735-052065 Uncollectable Accounts	14,080	0	0	0	0	0
603-735-052067 In Lieu of Franchise Fee	351,000	463,388	392,000	420,000	420,000	420,000
603-735-052xxx Indirect Labor Charge	466,635	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>953,415</b>	<b>1,288,611</b>	<b>1,579,000</b>	<b>1,439,000</b>	<b>1,439,000</b>	<b>1,439,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,598,370</b>	<b>1,863,611</b>	<b>2,217,000</b>	<b>2,142,000</b>	<b>2,142,000</b>	<b>2,142,000</b>

Department 736 - Primary Treatment

	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES PRIMARY TREATMENT	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>						
603-736-051016 PW Support Services Charge	0	136,000	187,000	158,000	158,000	158,000
603-736-051xxx Direct Labor Charge	166,880	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>166,880</b>	<b>136,000</b>	<b>187,000</b>	<b>158,000</b>	<b>158,000</b>	<b>158,000</b>
<b>MATERIALS &amp; SERVICES</b>						
603-736-052001 Operating Supplies	20,000	27,157	30,000	20,000	20,000	20,000
603-736-052003 Utilities	42,200	42,669	43,000	0	0	0
603-736-052004 Office Supplies	0	170	0	0	0	0
603-736-052006 Computer Maintenance	2,000	0	0	0	0	0
603-736-052010 Telephone	3,110	2,941	3,500	0	0	0
603-736-052016 Insurance	32,520	25,482	30,000	34,000	34,000	34,000
603-736-052018 Professional Development	2,000	1,441	2,000	1,500	1,500	1,500
603-736-052019 Professional Services	6,000	1,450	5,000	2,000	2,000	2,000
603-736-052021 Equipment Maintenance	0	5,254	2,500	2,000	2,000	2,000
603-736-052023 Facility Maintenance	2,500	4,199	0	2,000	2,000	2,000
603-736-052024 Miscellaneous	0	0	0	1,000	1,000	1,000
603-736-052026 Equipment Fund Charges	27,800	202	0	0	0	0
603-736-052064 Lab Testing	15,000	18,846	25,000	25,000	25,000	25,000
603-736-052083 Chemicals	33,000	30,210	35,000	30,000	30,000	30,000
603-736-052xxx Indirect Cost Allocation	46,131	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>232,261</b>	<b>160,021</b>	<b>176,000</b>	<b>117,500</b>	<b>117,500</b>	<b>117,500</b>
<b>TOTAL EXPENDITURES</b>	<b>399,141</b>	<b>296,021</b>	<b>363,000</b>	<b>275,500</b>	<b>275,500</b>	<b>275,500</b>

Sewer FundDepartment 737 - Secondary Treatment

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES SECONDARY TREATMENT</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
603-737-051016	PW Support Services Charge	179,191	181,000	249,000	211,000	211,000	211,000
<b>MATERIALS &amp; SERVICES</b>							
603-737-052001	Operating Supplies	20,000	93,357	50,000	40,000	40,000	40,000
603-737-052003	Utilities	116,500	501,797	543,000	400,000	400,000	400,000
737-052004	Office Supplies	0	162	0	0	0	0
603-737-052006	Computer Maintenance	2,000	0	0	0	0	0
603-737-052010	Telephone	3,000	1,957	3,000	0	0	0
603-737-052016	Insurance	32,550	26,254	31,000	34,000	34,000	34,000
603-737-052017	Insurance - Self	870	0	0	0	0	0
603-737-052018	Professional Development	2,000	1,423	2,000	1,500	1,500	1,500
603-737-052019	Professional Services	0	1,388	3,000	1,000	1,000	1,000
737-052021	Equipment Maintenance	0	0	0	500	500	500
603-737-052023	Facility Maintenance	2,500	5,978	4,000	3,000	3,000	3,000
603-737-052024	Miscellaneous	0	133	0	0	0	0
603-737-052026	Equipment Fund Charges	41,700	202	0	0	0	0
603-737-052064	Lab Testing	30,000	33,420	40,000	40,000	40,000	40,000
603-737-052066	Permit Fees	35,000	980	35,000	35,000	35,000	35,000
603-737-052xxx	Indirect Labor Allocation	123,288	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>409,408</b>	<b>667,051</b>	<b>711,000</b>	<b>555,000</b>	<b>555,000</b>	<b>555,000</b>
<b>TOTAL EXPENDITURES</b>		<b>588,599</b>	<b>848,051</b>	<b>960,000</b>	<b>766,000</b>	<b>766,000</b>	<b>766,000</b>

Department 738 - Pump Services

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES PUMP SERVICES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
603-738-051016	PW Support Services Charge	0	136,000	187,000	158,000	158,000	158,000
603-738-051xxx	Direct Labor Charge	127,260	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>127,260</b>	<b>136,000</b>	<b>187,000</b>	<b>158,000</b>	<b>158,000</b>	<b>158,000</b>
<b>MATERIALS &amp; SERVICES</b>							
603-738-052001	Operating Supplies	30,000	17,936	30,000	25,000	25,000	25,000
603-738-052003	Utilities	8,500	8,881	8,000	8,500	8,500	8,500
603-738-052010	Telephone	9,000	2,028	2,500	2,000	2,000	2,000
603-738-052xxx	Indirect Cost Allocation	35,124	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>82,624</b>	<b>28,844</b>	<b>40,500</b>	<b>35,500</b>	<b>35,500</b>	<b>35,500</b>
<b>TOTAL EXPENDITURES</b>		<b>209,884</b>	<b>164,844</b>	<b>227,500</b>	<b>193,500</b>	<b>193,500</b>	<b>193,500</b>

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 2019/2020 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    \$150,000



Sewer SDC Fund

<b>RESOURCES</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
604-000-034008	SDC Charges	80,000	65,062	65,000	50,000	50,000	50,000
<b>TRANSFERS</b>							
604-000-038001	Transfers	270,000	0	0	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
604-000-039001	Fund Balance Available	1,266,622	1,147,249	1,202,372	1,266,000	1,266,000	1,266,000
<b>TOTAL RESOURCES</b>		<b>1,616,622</b>	<b>1,212,311</b>	<b>1,267,372</b>	<b>1,316,000</b>	<b>1,316,000</b>	<b>1,316,000</b>

<b>EXPENDITURES</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
604-000-052019	Professional Services	0	0	500,000	505,000	505,000	505,000
<b>CAPITALY OUTLAY</b>							
604-000-053001	Capital Outlay	404,000	0	757,372	811,000	811,000	811,000
<b>TRANSFERS</b>							
604-000-054001	Transfers	0	9,939	10,000	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>404,000</b>	<b>9,939</b>	<b>1,267,372</b>	<b>1,316,000</b>	<b>1,316,000</b>	<b>1,316,000</b>



**Storm Fund**

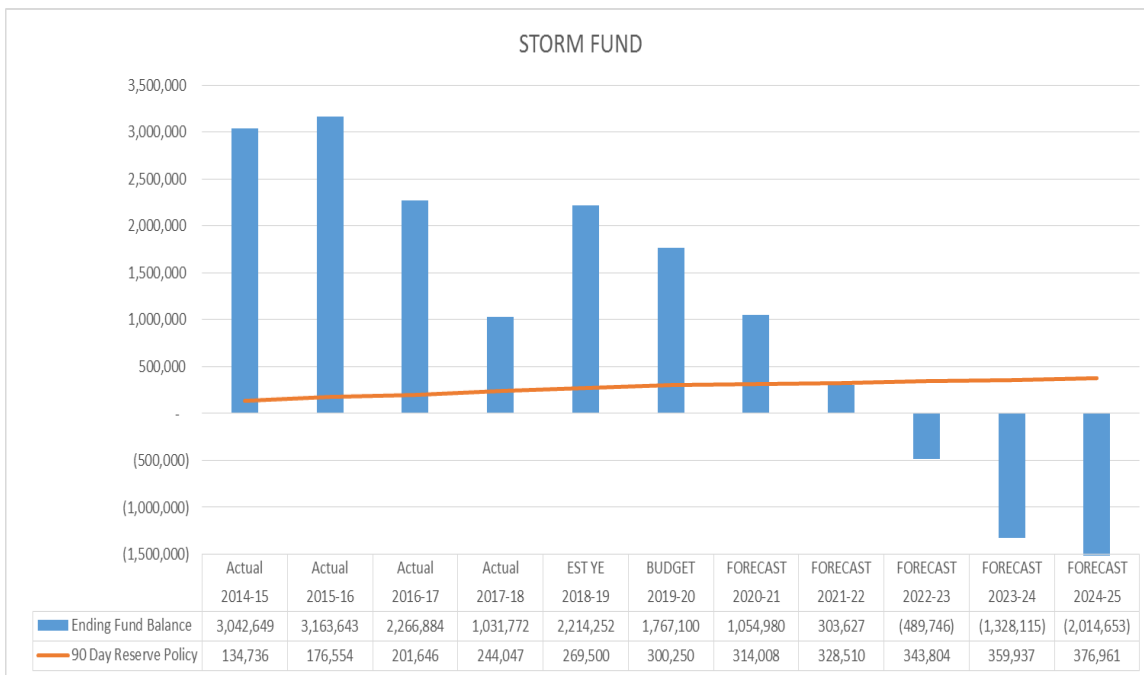
The Storm Fund is a new fund that was created in the fiscal year 2017/2018. In previous budgets the Storm Department was co-mingled with the Sewer Fund as a separate department. In FY 2017/18, this department will be a new fund created as an enterprise fund, which means that this fund should be self-supporting through revenue of charges for Utility service.

For 2019/2020, there are 2 specific Storm Fund Capital Improvement Projects that are scheduled:

STM.002 - Storm Line Replacement	\$250,000
STM.006 - Street Sweeping Cleanup	\$25,000

<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 - 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**

The Storm Fund will be a focus of the upcoming year in planning. A majority of this fund’s costs are associated with operations and limited capital improvement projects. There is one major capital project that is on the docket to begin in 2020/2021, which is an \$800,000 upgrade in the City’s Middle Trunk. This large scale project, may need to be deferred or financed separately as the project becomes closer to starting. The City anticipates a new master plan being completed this fiscal year, which will address future capital projects and potential options for separate financing if needed for specific projects. This five-year forecast includes an anticipated 2% rate increase in the future years for all customers.

**Storm Fund**

RESOURCES	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>						
605-000-034017 Storm Service Charge	871,895	1,043,078	910,000	920,000	920,000	920,000
605-000-034014 Connection Charge	0	540	500	500	500	500
<b>TOTAL CHARGES FOR SERVICES</b>	<b>871,895</b>	<b>1,043,618</b>	<b>910,500</b>	<b>920,500</b>	<b>920,500</b>	<b>920,500</b>
<b>MISCELLANEOUS</b>						
605-000-037001 Interest	0	3,563	5,000	5,000	5,000	5,000
605-000-037004 Miscellaneous	0	0	1,000	0	0	0
<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>3,563</b>	<b>6,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>TRANSFERS</b>						
605-000-038001 Transfers	0	400,000	2,100,000	117,600	117,600	117,600
<b>FUND BALANCE AVAILABLE</b>						
605-000-039001 Fund Balance Available	3,163,643	2,266,884	1,041,752	2,200,000	2,200,000	2,200,000
<b>TOTAL RESOURCES</b>	<b>4,035,538</b>	<b>3,714,065</b>	<b>4,058,252</b>	<b>3,243,100</b>	<b>3,243,100</b>	<b>3,243,100</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
605-000-051016 PW Support Services Charge	0	375,000	415,000	475,000	475,000	475,000
605-000-051xxx Direct Labor	349,100	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>349,100</b>	<b>375,000</b>	<b>415,000</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>
<b>MATERIALS &amp; SERVICES</b>						
605-000-052001 Operating Supplies	28,696	17,319	25,000	25,000	25,000	25,000
605-000-052003 Utilities	1,131	851	1,000	1,000	1,000	1,000
605-000-052019 Professional Services	868	1,873	15,000	10,000	10,000	10,000
605-000-052025 GFSS Fund Charges	0	332,864	395,000	440,000	440,000	440,000
605-000-052026 Equipment Fund Charges	13,900	115,012	58,000	100,000	100,000	100,000
605-000-052063 PW Operations Fund Charges	0	43,500	94,000	58,000	58,000	58,000
605-000-052065 Uncollectable Accounts	4,000	0	0	0	0	0
605-000-052067 In Lieu of Franchise Fee	87,189	89,768	90,000	92,000	92,000	92,000
605-000-052xxx Indirect Cost Allocation	321,700	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>457,483</b>	<b>601,186</b>	<b>678,000</b>	<b>726,000</b>	<b>726,000</b>	<b>726,000</b>
<b>CAPITALY OUTLAY</b>						
605-000-053001 Capital Outlay	962,070	6,107	965,000	275,000	275,000	275,000
<b>TRANSFERS</b>						
605-000-057001 Transfers	0	1,700,000	0	0	0	0
<b>CONTINGENCY</b>						
605-000-058001 Contingency	0	0	952,252	767,100	767,100	767,100
<b>UNAPPROPRIATED FUND BALANCE</b>						
605-000-059001 Unapp Fund Balance	0	0	1,048,000	1,000,000	1,000,000	1,000,000
<b>TOTAL EXPENDITURES</b>	<b>1,768,654</b>	<b>2,682,293</b>	<b>4,058,252</b>	<b>3,243,100</b>	<b>3,243,100</b>	<b>3,243,100</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 2019/2020 there is only 1 specific Storm SDC Fund Capital Improvement Project that is scheduled:

STM.007 - Storm Water Master Plan      \$100,000

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
RESOURCES		Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
606-000-034008	SDC Charges	20,000	19,382	20,000	50,000	50,000	50,000
<b>MISCELLANEOUS</b>							
606-000-037004	Miscellaneous - General	400,000	0	0	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
606-000-027500	Fund Balance Available	88,617	180,617	198,681	248,000	248,000	248,000
<b>TOTAL RESOURCES</b>		<b>508,617</b>	<b>199,999</b>	<b>218,681</b>	<b>298,000</b>	<b>298,000</b>	<b>298,000</b>

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
EXPENDITURES		Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
606-000-052019	Professional Services	0	0	100,000	155,000	155,000	155,000
<b>CAPITALY OUTLAY</b>							
606-000-053001	Capital Outlay	328,000	0	116,181	143,000	143,000	143,000
<b>TRANSFERS</b>							
606-000-054001	Transfers	0	1,318	2,500	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>328,000</b>	<b>1,318</b>	<b>218,681</b>	<b>298,000</b>	<b>298,000</b>	<b>298,000</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.

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
607-000-034008	SDC Charges	25,000	24,128	20,000	25,000	25,000	25,000
<b>GRANTS &amp; INTERGOVERNMENTAL</b>							
607-000-033007	Grants - Parks	57,700	-	-	-	-	-
<b>TRANSFERS</b>							
607-000-038001	Transfers	17,000	-	-	-	-	-
<b>FUND BALANCE AVAILABLE</b>							
607-000-039001	Fund Balance Available	201,806	181,506	203,241	227,000	227,000	227,000
<b>TOTAL RESOURCES</b>		<b>301,506</b>	<b>205,634</b>	<b>223,241</b>	<b>252,000</b>	<b>252,000</b>	<b>252,000</b>

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>MATERIALS &amp; SERVICES</b>							
607-000-052019	Professional Services	-	-	130,000	105,000	105,000	105,000
<b>CAPITALY OUTLAY</b>							
607-000-053001	Capital Outlay	120,000	-	90,741	147,000	147,000	147,000
<b>TRANSFERS</b>							
607-000-054001	Transfers	-	2,393	2,500	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>120,000</b>	<b>2,393</b>	<b>223,241</b>	<b>252,000</b>	<b>252,000</b>	<b>252,000</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 any equipment over \$5,000 owned by the City of St. Helens. The Public Works department maintains a replacement schedule for vehicles and equipment that is reviewed by the Public Works Director each year. From this replacement cycle, a selection of vehicles and equipment are replaced as needed. The Equipment Fund also funds two City mechanics that perform regular maintenance work on all City vehicles.

2019/20 Changes:

In late 2018/19, the City of St. Helens signed an agreement with Enterprise to begin leasing vehicles instead of general replacement. This process began with the Police Department and during 2019/20 will grow to include City Hall vehicles and potentially certain vehicles within Public Works. The City made the decision to begin the leasing program because of an ongoing struggle of funding to replace existing vehicles along with having Enterprise Fleet Management include all maintenance done to the vehicles. Vehicles are maintained at local shops for all regular maintenance, increasing the City's desire to "stay local". Public Works will continue to use their replacement schedule for certain vehicles and heavy duty equipment that Enterprise cannot offer options, like Water Trucks, Backhoes, and other specialized equipment. The anticipated result will be a more reliable fleet management program for staff and the City as well as providing a more stable financial platform for replacing vehicles and helping control costs of personnel in the future.

<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**

<b>RESOURCES</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
701-000-034019	Equipment Fund Charges	278,000	676,553	663,000	575,000	575,000	575,000
<b>MISCELLANEOUS</b>							
701-000-037004	Miscellaneous - General	10,500	0	0	0	0	0
<b>TRANSFERS</b>							
701-000-038001	Transfers	630,000	0	32,599	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
701-000-039001	Fund Balance Available	33,738	491,485	609,715	670,000	670,000	670,000
<b>TOTAL RESOURCES</b>		<b>952,238</b>	<b>1,168,038</b>	<b>1,305,314</b>	<b>1,245,000</b>	<b>1,245,000</b>	<b>1,245,000</b>

<b>EXPENDITURES</b>		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
701-000-051001	Regular Wages	113,900	135,535	140,000	145,000	145,000	145,000
701-000-051004	Overtime	560	1,840	1,000	0	0	0
701-000-051005	Health Dental Benefits	44,140	47,249	70,000	58,000	58,000	58,000
701-000-051006	VEBA	2,160	2,376	2,500	2,500	2,500	2,500
701-000-051007	Retirement	31,840	44,203	45,000	52,000	52,000	52,000
701-000-051008	FICA	8,900	10,597	9,000	9,500	9,500	9,500
701-000-051009	Workers Comp	3,080	4,713	4,500	4,500	4,500	4,500
701-000-051011	Longevity Pay	1,800	1,980	0	2,000	2,000	2,000
701-000-051012	Certification & Incentive	0	288	0	0	0	0
701-000-051014	Disability Life Ins	420	422	500	500	500	500
701-000-051015	Direct Labor Charge	1,610	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>208,410</b>	<b>249,205</b>	<b>272,500</b>	<b>274,000</b>	<b>274,000</b>	<b>274,000</b>
<b>MATERIALS &amp; SERVICES</b>							
701-000-052001	Operating Supplies	46,000	62,467	110,000	50,000	50,000	50,000
701-000-052010	Telephone	0	927	0	500	500	500
701-000-052016	Insurance - General	4,490	39,834	45,000	50,000	50,000	50,000
701-000-052021	Equipment Maintenance	0	238	0	0	0	0
701-000-052022	Fuel/Oil	0	11	0	0	0	0
701-000-052023	Facility Maintenance	14,000	708	30,000	14,000	14,000	14,000
701-000-052027	IT Fund Charges	1,000	0	0	7,000	7,000	7,000
701-000-xxxxxx	Indirect Cost Allocation	18,080	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>83,570</b>	<b>104,185</b>	<b>185,000</b>	<b>121,500</b>	<b>121,500</b>	<b>121,500</b>
<b>CAPITALY OUTLAY</b>							
701-000-053001	Capital Outlay	159,611	198,443	425,000	335,000	335,000	335,000
<b>CONTINGENCY</b>							
701-000-058001	Contingency	0	0	422,814	514,500	514,500	514,500
<b>UNAPPROPRIATED FUND BALANCE</b>							
701-000-059001	Unapp Fund Balance	9,162	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>460,753</b>	<b>551,833</b>	<b>1,305,314</b>	<b>1,245,000</b>	<b>1,245,000</b>	<b>1,245,000</b>



**Information Technology Fund**

The IT Fund is an internal service fund where each department is charged a specific amount for the general replacement of their IT equipment, their percentage share of the IT services, as well as any other IT related activities that are shared amongst the entire City.

2019/20 Changes:

In late 2018/19 the City Council approved a full time IT Specialist position for the City. This position was hired in April and is overseen by the Administration Department and Finance Director. The IT Specialist position was approved out of a need for the City to have a more reliable source of IT Management. The current contractor for IT Services will continue working with the City on an as-needed basis. Personnel Services are new to this fund, however the cost of this one employee will be shared across all departments within the City.

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
IT Services	Number of IT Equipment pieces	0	0	0	0	0
IT Services	Number of service tickets	0	0	0	0	0

<u>DEPARTMENT</u>	<u>STAFFING IN IT SERVICES</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
IT Services	IT Specialist	0	0	0	0	1.0



Analysis & Reporting



Server Configuration & Expert Analysis



On-Demand Administration



24/7/365 Rapid Response

**COMPLETE ALL-INCLUSIVE SERVER MANAGEMENT**



Security & Vulnerability Assessments



Performance Monitoring



Ongoing Maintenance



Disaster Planning & Recovery

RESOURCES		2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>CHARGES FOR SERVICES</b>							
702-000-034009	IT Fund Charges	0	280,085	369,000	226,000	226,000	226,000
<b>MISCELLANEOUS</b>							
702-000-037004	Miscellaneous	0	2,827	0	0	0	0
<b>TRANSFERS</b>							
702-000-038001	Transfers	0	0	0	85,000	85,000	85,000
<b>FUND BALANCE AVAILABLE</b>							
702-000-039001	Fund Balance Available	0	65,659	88,155	140,000	140,000	140,000
<b>TOTAL RESOURCES</b>		<b>0</b>	<b>348,571</b>	<b>457,155</b>	<b>451,000</b>	<b>451,000</b>	<b>451,000</b>
EXPENDITURES		2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
<b>PERSONNEL SERVICES</b>							
702-000-051001	Regular Wages	0	0	14,850	75,000	75,000	75,000
702-000-051005	Health Dental Benefits	0	0	3,000	26,000	26,000	26,000
702-000-051006	VEBA	0	0	0	1,500	1,500	1,500
702-000-051007	Retirement	0	0	0	21,000	21,000	21,000
702-000-051008	FICA	0	0	1,400	6,000	6,000	6,000
702-000-051009	Workers Comp	0	0	50	500	500	500
702-000-051012	Certification & Incentive	0	0	150	500	500	500
702-000-051014	Disability Life Ins	0	0	50	500	500	500
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>19,500</b>	<b>131,000</b>	<b>131,000</b>	<b>131,000</b>
<b>MATERIALS &amp; SERVICES</b>							
702-000-052001	Operating Supplies	0	8,578	4,500	10,000	10,000	10,000
702-000-052003	Utilities	0	16,867	18,500	18,000	18,000	18,000
702-000-052004	Office Supplies	0	0	0	5,000	5,000	5,000
702-000-052005	Small Equipment	0	53,461	20,000	60,000	60,000	60,000
702-000-052006	Computer Maintenance	0	88,772	142,000	130,000	130,000	130,000
702-000-052010	Telephone	0	21,106	24,000	25,000	25,000	25,000
702-000-052019	Professional Services	0	71,633	83,000	42,000	42,000	42,000
702-000-052028	Projects & Programs	0	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>0</b>	<b>260,416</b>	<b>292,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>
<b>CAPITALY OUTLAY</b>							
702-000-053001	Capital Outlay	0	0	18,000	0	0	0
<b>CONTINGENCY</b>							
702-000-058001	Contingency	0	0	127,655	30,000	30,000	30,000
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>260,416</b>	<b>457,155</b>	<b>451,000</b>	<b>451,000</b>	<b>451,000</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).

2019/20 Changes:

With the recent retirement of the PW Operations Director, the City Council will be reviewing the overall operations of the Public Works Departments and potentially looking at staff changes and updates within the department. Shown in the Public Works Operations Fund is an outgoing transfer of \$820,000. This transfer is made up of \$735,000 of a reimbursement to the Enterprise Funds (Streets, Water, Sewer and Storm) for unused funds from the previous year. The remaining \$85,000 is a transfer to the IT Services Fund for the new Incode Software for Utility Billing and GIS Services.

<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**

Engineering and Operations Department Detail budgets are on the following 2 pages.

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CHARGES FOR SERVICES</b>							
703-000-034010	PW Support Services Charge	271,530	2,700,000	3,334,000	3,223,000	3,223,000	3,223,000
<b>Lice, Perm, Fees</b>							
703-000-035017	Engineering Fees	500	49,678	20,000	30,000	30,000	30,000
<b>Miscellaneous</b>							
703-000-037004	Miscellaneous - General	0	2,967	30,000	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
703-000-039001	Fund Balance Available	76,979	76,979	139,701	720,000	720,000	720,000
<b>TOTAL RESOURCES</b>		<b>349,009</b>	<b>2,829,624</b>	<b>3,523,701</b>	<b>3,973,000</b>	<b>3,973,000</b>	<b>3,973,000</b>

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
733 - Engineering	Total Personnel Services	19,650	370,354	408,000	413,000	413,000	413,000
734 - Operations	Total Personnel Services	0	2,090,346	2,283,000	2,446,000	2,446,000	2,446,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>19,650</b>	<b>2,460,701</b>	<b>2,691,000</b>	<b>2,859,000</b>	<b>2,859,000</b>	<b>2,859,000</b>
<b>MATERIALS &amp; SERVICES</b>							
733 - Engineering	Total Materials & Services	25,350	32,195	39,000	23,500	23,500	23,500
734 - Operations	Total Materials & Services	227,030	212,323	368,000	263,000	263,000	263,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>252,380</b>	<b>244,518</b>	<b>407,000</b>	<b>286,500</b>	<b>286,500</b>	<b>286,500</b>
<b>TRANSFERS</b>							
703-000-054001	Transfers	0	0	0	820,000	820,000	820,000
<b>CONTINGENCY</b>							
703-000-058001	Contingency	0	0	425,701	7,500	7,500	7,500
<b>TOTAL EXPENDITURES</b>		<b>272,030</b>	<b>2,705,219</b>	<b>3,523,701</b>	<b>3,973,000</b>	<b>3,973,000</b>	<b>3,973,000</b>

Public Works Operations FundDepartment 733 - Engineering

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
703 -733-051001	Regular Wages	244,190	222,446	258,000	255,000	255,000	255,000
703 -733-051002	Part Time Wages	0	17,146	5,000	0	0	0
703 -733-051004	Overtime	2,000	0	0	0	0	0
703 -733-051005	Health Dental Benefits	41,080	39,709	43,000	46,000	46,000	46,000
703 -733-051006	VEBA	2,640	2,828	4,000	4,000	4,000	4,000
703 -733-051007	Retirement	59,030	65,507	72,000	85,000	85,000	85,000
703 -733-051008	FICA	19,000	18,306	18,000	16,000	16,000	16,000
703 -733-051009	Workers Comp	2,920	1,622	3,000	3,000	3,000	3,000
703 -733-051011	Longevity Pay	2,160	2,025	3,000	2,000	2,000	2,000
703 -733-051012	Certification & Incentive	600	219	1,000	1,000	1,000	1,000
703 -733-051014	Disability Life Ins	630	547	1,000	1,000	1,000	1,000
703 -733-051xxx	Direct Labor Charge	(354,600)	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>19,650</b>	<b>370,354</b>	<b>408,000</b>	<b>413,000</b>	<b>413,000</b>	<b>413,000</b>
<b>MATERIALS &amp; SERVICES</b>							
703 -733-052004	Office Supplies	750	161	500	1,000	1,000	1,000
703 -733-052006	Computer Maintenance	3,500	3,381	4,000	4,000	4,000	4,000
703 -733-052010	Telephone	1,160	2,817	1,700	1,500	1,500	1,500
703 -733-052017	Insurance - Self	940	0	0	0	0	0
703 -733-052018	Professional Development	4,000	3,356	4,900	4,000	4,000	4,000
703 -733-052019	Professional Services	2,000	1,220	3,900	2,000	2,000	2,000
703 -733-052026	Equipment Fund Charges	0	11,260	12,000	0	0	0
703 -733-052027	IT Fund Charges	13,000	10,000	12,000	11,000	11,000	11,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>25,350</b>	<b>32,195</b>	<b>39,000</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>
<b>TOTAL ENGINEERING DEPT EXPENDITURES</b>		<b>45,000</b>	<b>402,549</b>	<b>447,000</b>	<b>436,500</b>	<b>436,500</b>	<b>436,500</b>

**Public Works Operations Fund****Department 734 - Operations**

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>							
703-734-051001	Regular Wages	999,580	1,138,726	1,122,000	1,345,000	1,345,000	1,345,000
703-734-051002	Part Time Wages	52,260	36,391	31,000	36,000	36,000	36,000
703-734-051004	Overtime	14,100	72,522	70,000	23,000	23,000	23,000
703-734-051005	Health Dental Benefits	339,700	349,420	476,000	455,000	455,000	455,000
703-734-051006	VEBA	15,240	16,134	22,000	18,000	18,000	18,000
703-734-051007	Retirement	244,700	330,442	405,000	432,000	432,000	432,000
703-734-051008	FICA	83,440	95,399	99,000	88,000	88,000	88,000
703-734-051009	Workers Comp	28,330	37,217	41,000	37,000	37,000	37,000
703-734-051011	Longevity Pay	8,640	9,011	10,000	5,000	5,000	5,000
703-734-051012	Certification & Incentive	5,400	1,475	2,000	2,000	2,000	2,000
703-734-051013	Unemployment	0	0	0	0	0	0
703-734-051014	Disability Life Ins	3,780	3,610	5,000	5,000	5,000	5,000
703-734-051015	Standby Pay	15,630	0	0	0	0	0
703-734-051xxx	Direct Labor Charge	(1,810,800)	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>2,090,346</b>	<b>2,283,000</b>	<b>2,446,000</b>	<b>2,446,000</b>	<b>2,446,000</b>
<b>MATERIALS &amp; SERVICES</b>							
703-734-052001	Operating Supplies	11,000	11,828	14,000	12,500	12,500	12,500
703-734-052003	Utilities	7,500	7,895	8,500	7,000	7,000	7,000
703-734-052004	Office Supplies	0	1,017	0	0	0	0
703-734-052005	Small Equipment	1,500	0	0	0	0	0
703-734-052010	Telephone	7,000	6,281	7,000	3,000	3,000	3,000
703-734-052016	Insurance - General	98,240	78,762	98,000	108,000	108,000	108,000
703-734-052017	Insurance - Self	5,790	0	0	0	0	0
703-734-052018	Professional Development	12,000	8,483	12,000	10,000	10,000	10,000
703-734-052019	Professional Services	17,500	10,332	18,000	18,000	18,000	18,000
703-734-052021	Equipment Maintenance	0	670	0	0	0	0
703-734-052022	Fuel/Oil	55,000	38,995	45,500	50,000	50,000	50,000
703-734-052023	Facility Maintenance	4,500	5,877	17,000	30,000	30,000	30,000
703-734-052027	IT Fund Charges	7,000	40,000	148,000	21,000	21,000	21,000
703-734-052028	Projects & Programs	0	692	0	1,000	1,000	1,000
703-734-052084	Abatement Expense	0	1,492	0	2,500	2,500	2,500
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>227,030</b>	<b>212,323</b>	<b>368,000</b>	<b>263,000</b>	<b>263,000</b>	<b>263,000</b>
<b>TOTAL PW OPERATIONS DEPT EXPENDITURES</b>		<b>227,030</b>	<b>2,302,669</b>	<b>2,651,000</b>	<b>2,709,000</b>	<b>2,709,000</b>	<b>2,709,000</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.

**2019/20 Changes:**

In the 2018/19 Fiscal Year, the Budget Committee and City Council approved a one-time transfer of \$500,000 for Park Improvements shown in the 2015 Master Plan. The City began some of the projects in 2018/2019 and will continue those projects into 2019/2020. The Utility Billing and Court offices next to City Hall will see some updates in the 2019/2020 fiscal year that will include similar work that the front office saw in City Hall. The City will also conduct a feasibility study on the potential first/second floors of the City Hall building to open discussions about accessibility to the second floor which will include a discussion and cost estimate for the addition of an elevator or similar lift options to the second floor of City Hall.





FACILITY MAJOR MAINTENANCE RESOURCES		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
704-000-037020	Facility Maintenance	0	50,000	65,000	60,000	60,000	60,000
<b>INTERGOVERNMENTAL REVENUE</b>							
704-000-033005	Grants	0	12,500	80,000	0	0	0
<b>MISCELLANEOUS</b>							
704-000-037004	Miscellaneous	0	0	717,000	0	0	0
<b>TRANSFERS</b>							
704-000-038001	Transfers	0	24,129	0	0	0	0
<b>FUND BALANCE AVAILABLE</b>							
704-000-039001	Fund Balance Available	0	254,825	200,392	630,000	630,000	630,000
<b>TOTAL RESOURCES</b>		<b>0</b>	<b>341,454</b>	<b>1,062,392</b>	<b>690,000</b>	<b>690,000</b>	<b>690,000</b>

EXPENDITURES		2016-17	2017-18	2018-19	2018-19	2018-19	2018-19
		Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
704-000-052019	Professional Services	0	0	5,000	0	0	0
704-000-052028	Projects & Programs	0	106,915	5,000	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>0</b>	<b>106,915</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>							
704-000-053001	Capital Outlay - General	0	28,358	0	0	0	0
704-000-053012	Capital Outlay - Parks	0	3,775	42,000	250,000	250,000	250,000
704-000-053013	Capital Outlay - Library	0	0	20,000	50,000	50,000	50,000
704-000-053017	Capital Outlay - Rec Center	0	0	134,000	10,000	10,000	10,000
704-000-053018	Capital Outlay - City Hall	0	2,014	79,000	35,000	35,000	35,000
704-000-053022	Capital Outlay - Veterans Proj			97,000	0	0	0
704-000-053023	Capital Outlay - Gcliffs Proj	0	0	102,000	0	0	0
704-000-053024	Capital Outlay - Police Station	0	0	76,000	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>34,147</b>	<b>550,000</b>	<b>345,000</b>	<b>345,000</b>	<b>345,000</b>
<b>CONTINGENCY</b>							
704-000-058001	Contingency	0	0	502,392	345,000	345,000	345,000
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>141,062</b>	<b>1,062,392</b>	<b>690,000</b>	<b>690,000</b>	<b>690,000</b>

City of St. Helens  
Capital Improvement Plan  
FY 2020 - FY 2024



This section is a summary of the Capital Improvement Projects that are scheduled for the next five years for the City of St. Helens. These projects are reviewed yearly and can change throughout the year depending on funding resources and development throughout the City. Each specific project is shown in more detail with information pertaining to each project specifically. If you have questions about a specific project you see listed, please reach out to the Public Works Department 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 of those specific areas.

**ST. HELENS CAPITAL IMPROVEMENT PROJECT SUMMARY**

<b>CIP #</b>	<b>PROJECT</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>CIP TOTAL</b>
<b><u>PARKS &amp; RECREATION DEPARTMENT</u></b>							
PKS.002	Picnic Table Replacements	5,000	5,000	5,000	5,000	5,000	25,000
PKS.003	Dock Repairs/Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
PKS.004	Master Plan Improvement Projects	200,000	200,000	-	-	-	400,000
PKS.005	Individual Park Master Plans	25,000	30,000	35,000	-	-	90,000
	<b>Parks Total =</b>	<b>240,000</b>	<b>245,000</b>	<b>50,000</b>	<b>15,000</b>	<b>15,000</b>	<b>565,000</b>
<b><u>STREETS DEPARTMENT</u></b>							
STS.002	1st Street Improvements	-	-	-	300,000	-	300,000
STS.003	Sidewalk Improvements	10,000	10,000	10,000	10,000	10,000	50,000
STS.004	AC Overlays	-	-	200,000	-	-	200,000
STS.006	Replace Light at OPR & S. 18th	-	-	200,000	-	-	200,000
STS.007	Road Patching Projects	20,000	20,000	20,000	20,000	20,000	100,000
STS.008	Street Sweeping Cleanup	25,000	-	-	-	-	25,000
STS.009	North Vernonia Sidewalk	400,000	-	-	-	-	400,000
STS.010	S. 1st & St. Helens Intersection Imp.	25,000	100,000	-	-	-	125,000
STS.011	Wayfinding Signs - Grant Match	60,000	-	-	-	-	60,000
STS.012	Crack Sealing	75,000	-	-	-	-	75,000
STS.013	ADA Ramp Improvements	25,000	-	-	-	-	25,000
	<b>Streets Total =</b>	<b>640,000</b>	<b>130,000</b>	<b>430,000</b>	<b>330,000</b>	<b>30,000</b>	<b>1,560,000</b>
<b><u>WATER DEPARTMENT</u></b>							
WTR.002	Land Purchase	250,000	-	-	-	-	250,000
WTR.003	Water Meter Replacement	25,000	25,000	25,000	25,000	25,000	125,000
WTR.004	Water Main Replacements	200,000	200,000	200,000	200,000	200,000	1,000,000
WTR.006	Waterproof Reservoir Exterior	50,000	-	-	-	-	50,000
WTR.007	Pittsburg Rd / Milton Creek Bypass	100,000	100,000	-	-	-	200,000
WTR.010	Water Master Plan Update	-	150,000	-	-	-	150,000
	<b>Water Total =</b>	<b>625,000</b>	<b>475,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>1,775,000</b>
<b><u>SEWER DEPARTMENT</u></b>							
SWR.001	Primary Dredge Lagoon	-	100,000	-	-	-	100,000
SWR.002	Sewer Main Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
SWR.005	Sewer Master Plan	150,000	-	-	-	-	150,000
	<b>Sewer Total =</b>	<b>350,000</b>	<b>300,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,250,000</b>
<b><u>STORM DEPARTMENT</u></b>							
STM.002	Storm Line Replacement	250,000	200,000	200,000	200,000	200,000	1,050,000
STM.003	Middle Trunk Upgrade	-	200,000	200,000	200,000	200,000	800,000
STM.006	Street Sweeping Cleanup	25,000	-	-	-	-	25,000
STM.007	Storm Master Plan	100,000	-	-	-	-	100,000
	<b>Storm Total =</b>	<b>375,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>1,975,000</b>
<b><u>EQUIPMENT FUND</u></b>							
EQP.001	Equipment Fund Purchases	335,000	80,000	125,000	250,000	200,000	990,000
	<b>Equipment Total =</b>	<b>335,000</b>	<b>80,000</b>	<b>125,000</b>	<b>250,000</b>	<b>200,000</b>	<b>990,000</b>
		<b>2,565,000</b>	<b>1,630,000</b>	<b>1,430,000</b>	<b>1,420,000</b>	<b>1,070,000</b>	<b>8,115,000</b>
	<b>TOTAL 5-Year CIP</b>						



**PARKS DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>PKS.002</b>	<b>Picnic Table Replacement</b>				
<b>Project Description:</b>	<b>Picnic Table replacement around all parks</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	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>	<b>Dock Repairs and Annual Maintenance</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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	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>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>PKS.004</b>	<b>Master Plan Improvements</b>				
<b>Project Description:</b>	<b>Multiple Master Plan Projects</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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	-	-	-	400,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>
<b>FUNDING</b>						
Facility Major Maint.	200,000	200,000	-	-	-	400,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>

<b>Project # and Title:</b>	<b>PKS.005</b>	<b>Individual Park Master Plans</b>				
<b>Project Description:</b>	<b>Master Plans for Individual Parks</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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	25,000	30,000	35,000	-	-	90,000
<b>TOTAL</b>	<b>25,000</b>	<b>30,000</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>
<b>FUNDING</b>						
Parks SDC	25,000	30,000	35,000	-	-	90,000
<b>TOTAL</b>	<b>25,000</b>	<b>30,000</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>

**PARKS DEPARTMENT - FUTURE PROJECTS**

<b>Name</b>	<b>Estimate Cost</b>	<b>Forecast Year</b>	<b>Funding Source</b>
6th Street Park - Level Baseball Fields	\$ 24,000	2019-2025	Reinvestment
6th Street Park - Replace Dugouts (all 4)	\$ 53,000	2019-2025	Reinvestment
Campbell Park - Upgrade Restroom	\$ 20,000	2019-2025	Reinvestment
Campbell Park - Rehabilitate Tennis Courts - Flex Court	\$ 100,000	2019-2025	Reinvestment
Campbell Park - Upgrade Picnic Shelters w/ Utilities	\$ 10,000	2019-2025	Reinvestment
Godfrey Park - Playground Installation	\$ 8,000	2019-2025	Reinvestment
Godfrey Park - ADA swing seat	\$ 3,000	2019-2025	Reinvestment
Grey Cliffs Park - Non-motorized Boat Launch	\$ 300	2019-2025	Reinvestment
Grey Cliffs Park - Sprinkler System	\$ 1,500	2019-2025	Reinvestment
McCormick Park - Flex Court Installation	\$ 35,000	2019-2025	Reinvestment
McCormick Park - New Landscape Flowerbed / Park Sign	\$ 500	2019-2025	Reinvestment
McCormick Park - ADA Swing	\$ 3,000	2019-2025	Reinvestment
Sand Island Marine Park - Dock Rehabilitation	\$ 50,000	2019-2025	Reinvestment
Campbell Park - Covered Picnic Shelters w/ Utilities	\$ 50,000	2026-2035	Reinvestment
Columbia View Park - Coverd Picnic Shelter w/ Amentities	\$ 75,000	2026-2035	Reinvestment
McCormick Park - Covered Picnic Shelters	\$ 150,000	2026-2035	Reinvestment
McCormick Park - Rehabilitate Baseball Fields	\$ 20,000	2026-2035	Reinvestment
Sand Island Marine Park - Feasability Plan	\$ 40,000	2026-2035	Reinvestment
Walnut Tree Park - Concrete Pad for Picnic Table	\$ 150	2026-2035	Reinvestment
Millard Road Property - Park Master Plan	\$ 20,000	2026-2035	Parks SDC
6th Street Park - Restrooms	\$ 40,000	2036-2045	Reinvestment
Campbell Park - Create Off-Leash Pet Area	\$ 11,000	2036-2045	Reinvestment
Civic Pride Park - Full-size Splash Garden	\$ 200,000	2036-2045	Reinvestment
Civic Pride Park - Restroom (2 stalls)	\$ 40,000	2036-2045	Reinvestment
Civic Pride Park - Sprinkler System	\$ 3,500	2036-2045	Reinvestment
Civic Pride Park - Playground Equipment w/ ADA	\$ 30,000	2036-2045	Reinvestment
Columbia View Park - Band shell installation	\$ 1,000,000	2036-2045	Reinvestment
Columbia Botanical Garden - Information Kiosk	\$ 1,500	2036-2045	Reinvestment
Columbia Botanical Garden - Interpretive Signage	\$ 5,000	2036-2045	Reinvestment
Godfrey Park - Sprinkler System	\$ 5,000	2036-2045	Reinvestment
Godfrey Park - Restrooms	\$ 40,000	2036-2045	Reinvestment
Grey Cliffs Park - Fishing Pier	\$ 75,000	2036-2045	Reinvestment
Grey Cliffs Park - Covered Picnic Shelter	\$ 50,000	2036-2045	Reinvestment
McCormick Park - Regional Destination Signage	\$ 500	2036-2045	Reinvestment
McCormick Park - Repair & Update Skatepark	\$ 20,100	2036-2045	Reinvestment
Millard Road Property - Restrooms	\$ 50,000	2036-2045	Reinvestment
Millard Road Property - Playground Equipment	\$ 50,000	2036-2045	Reinvestment
Millard Road Property - Covered Picnic Shelter	\$ 50,000	2036-2045	Reinvestment
Millard Road Property - Flex court installation	\$ 40,000	2036-2045	Reinvestment
Riverfront Trail	\$ 1,145,942	Future	Unknown
West Columbia Blvd Trail	\$ 118,125	Future	Unknown
5th Street Trail	\$ 199,800	Future	Unknown
4th Street Trail	\$ 289,697	Future	Unknown
Dalton Lake Trail	\$ 198,180	Future	Unknown



**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>Project Costs</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Project Total</b>
	Forecast	Forecast	Forecast	Forecast	Forecast	
<b>EXPENSES</b>						
Capital Outlay	-	-	-	300,000	-	300,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>
<b>FUNDING</b>						
Street Fund	-	-	-	300,000	-	300,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</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>Project Costs</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Project Total</b>
	Forecast	Forecast	Forecast	Forecast	Forecast	
<b>EXPENSES</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>						
Street Fund / 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>Project Costs</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Project Total</b>
	Forecast	Forecast	Forecast	Forecast	Forecast	
<b>EXPENSES</b>						
Capital Outlay	-	-	200,000	-	-	200,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>FUNDING</b>						
Street Fund	-	-	200,000	-	-	200,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

<b>Project # and Title:</b>	<b>STS.006</b>	<b>Replace Light at OPR &amp; S. 18th</b>				
<b>Project Description:</b>	<b>Replace Light at OPR &amp; S. 18th</b>					
<b>Project Costs</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Project Total</b>
	Forecast	Forecast	Forecast	Forecast	Forecast	
<b>EXPENSES</b>						
Capital Outlay	-	-	200,000	-	-	200,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>FUNDING</b>						
Street Fund	-	-	200,000	-	-	200,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

**STREET DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>STS.007</b>	<b>Road Patching Projects</b>				
<b>Project Description:</b>	<b>Misc road patching projects around City limits</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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>						
Capital Outlay	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>						
Street Fund / 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>

<b>Project # and Title:</b>	<b>STS.008</b>	<b>Street Sweeping Cleanup</b>				
<b>Project Description:</b>	<b>Cleaning up for Street Sweeping Debris</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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>						
Capital Outlay	25,000	-	-	-	-	25,000
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>FUNDING</b>						
Street Fund	25,000	-	-	-	-	25,000
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</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>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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>						
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>						
Street Fund	200,000	-	-	-	-	200,000
Street SDC Fund	200,000	-	-	-	-	200,000
<b>TOTAL</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>

<b>Project # and Title:</b>	<b>STS.010</b>	<b>S. 1st &amp; St. Helens Intersection Improvements</b>				
<b>Project Description:</b>	<b>Intersection Improvements for Pedestrians and Safety</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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>						
Capital Outlay	25,000	100,000	-	-	-	125,000
<b>TOTAL</b>	<b>25,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>FUNDING</b>						
Street Fund / STP	25,000	100,000	-	-	-	125,000
<b>TOTAL</b>	<b>25,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>

**STREET DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>STS.011</b>	<b>Wayfinding Signage - Grant Match</b>				
<b>Project Description:</b>	<b>Installation of Wayfinding Signs</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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>						
Capital Outlay	60,000	-	-	-	-	60,000
<b>TOTAL</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>
<b>FUNDING</b>						
Street Fund / STP	60,000	-	-	-	-	60,000
<b>TOTAL</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>

<b>Project # and Title:</b>	<b>STS.012</b>	<b>Crack Sealing</b>				
<b>Project Description:</b>	<b>Crack Sealing around the City streets</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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>						
Capital Outlay	75,000	-	-	-	-	75,000
<b>TOTAL</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>
<b>FUNDING</b>						
Street Fund / STP	75,000	-	-	-	-	75,000
<b>TOTAL</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>

<b>Project # and Title:</b>	<b>STS.013</b>	<b>ADA Ramp Improvements</b>				
<b>Project Description:</b>	<b>ADA Ramp Improvements around City streets</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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>						
Capital Outlay	25,000	-	-	-	-	25,000
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>FUNDING</b>						
Street Fund / STP	25,000	-	-	-	-	25,000
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>



**STREET DEPARTMENT - FUTURE PROJECTS**

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



**STREET DEPARTMENT - FUTURE PROJECTS**

<b>Name</b>	<b>Estimate Cost</b>	<b>Forecast Year</b>	<b>Funding Source</b>
Bicycle - 18th St (Columbia Blvd to Old Portland Rd)	242,000	Future	Unknown
Bicycle - Matzen St (Columbia Blvd to Sykes Rd)	51,000	Future	Unknown
Bicycle - Old Portland Rd (Gable Rd to St Helens St)	1,048,000	Future	Unknown
Bicycle - Old Portland Rd (Millard Rd to Gable Rd)	872,000	Future	Unknown
Bicycle - Old Portland Rd (City Limits to Millard Rd)	517,000	Future	Unknown
Pedestrian - 18th St (Columbia Blvd to Old Portland Rd)	683,000	Future	Unknown
Pedestrian - Old Portland Rd (Gable Rd to St Helens St)	2,199,000	Future	Unknown
Pedestrian - Matzen St (Columbia Blvd to Sykes Rd)	94,000	Future	Unknown
Roadway - US 30 / Gable Rd	485,000	Future	Unknown
Roadway - US 30 / Pittsburg Rd	400,000	Future	Unknown
Roadway - US 30 / Vernonia Rd	400,000	Future	Unknown
Roadway - 12th St / Columbia Blvd	250,000	Future	Unknown
Roadway - Old Portland Rd / Gable Rd	2,785,000	Future	Unknown
Roadway - Achilles Road Extension	2,952,000	Future	Unknown
Roadway - Industrial Way Extension	1,000,000	Future	Unknown
Roadway - Plymouth to 1st St Extension	1,505,000	Future	Unknown
Roadway - Firlock Park Extension	2,260,000	Future	Unknown
Roadway - Milton Way Extension	1,767,000	Future	Unknown
Roadway - US 30 / Millard Rd	15,000	Future	Unknown
Bicycle - Pittsburg Rd (Barr Rd to Vernonia Rd)	562,000	Future	Unknown
Bicycle - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	242,000	Future	Unknown
Bicycle - Port Avenue (Milton Way to Old Portland Rd)	340,000	Future	Unknown
Bicycle - Milton Way (Port Ave to Columbia Blvd)	709,000	Future	Unknown
Pedestrian - Pittsburg Rd (Barr Rd to Vernonia Rd)	680,000	Future	Unknown
Pedestrian - Pittsburg Rd (Vernonia Rd to Sunset Blvd)	402,000	Future	Unknown
Pedestrian - Port Ave (Milton Way to Old Portland Rd)	453,000	Future	Unknown
Pedestrian - Milton Way (Port Ave to Columbia Blvd)	756,000	Future	Unknown
Pedestrian - Oregon Street (West St to Rutherford Parkway)	841,000	Future	Unknown
Pedestrian - Deer Island Rd (Us 30 to West St)	591,000	Future	Unknown
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	Unknown
Options - Ped Intersect. Improv. (Multiple Projects per TSP)	475,000	2023-2050	Unknown
Options - Bike Lane Improv. (Multiple Projects per TSP)	8,622,000	2023-2050	Unknown
Options - Bike Cross Improv. (Multiple Projects per TSP)	10,000	2023-2050	Unknown
Options - Street Improv. (Multiple Projects per TSP)	15,649,000	2023-2050	Unknown
Options - Intersect Improv. (Multiple Projects per TSP)	7,134,000	2023-2050	Unknown
Options - Rail Intersect Improv. (Multiple Projects per TSP)	6,995,000	2023-2050	Unknown



**WATER DEPARTMENT PROJECTS**

<b>Project # and Title:</b>	<b>WTR.002</b>	<b>Land Purchase</b>				
<b>Project Description:</b>	<b>Land purchase for future water reservoirs</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 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>	<b>Yearly Replacement of Water Meters</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 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>	<b>Yearly Replacements of Water Main Lines</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 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>

<b>Project # and Title:</b>	<b>WTR.006</b>	<b>Waterproof Reservoir Exterior</b>				
<b>Project Description:</b>	<b>Waterproof Reservoir Exterior</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	50,000	-	-	-	-	50,000
<b>TOTAL</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
<b>FUNDING</b>						
Water Fund	50,000	-	-	-	-	50,000
<b>TOTAL</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>

**WATER DEPARTMENT PROJECTS**

<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>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	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>						
Water Fund	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>Project # and Title:</b>	<b>WTR.010</b>	<b>Water Master Plan Update</b>				
<b>Project Description:</b>	<b>Update Master Plan</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Professional Services	-	150,000	-	-	-	150,000
<b>TOTAL</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>FUNDING</b>						
Water SDC Fund	-	150,000	-	-	-	150,000
<b>TOTAL</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>

**WATER DEPARTMENT - FUTURE PROJECTS**

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
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 Primary Dredge Lagoon</b>					
<b>Project Description:</b>	<b>Dredging Sludge in Primary Lagoon restoring capacity</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Capital Outlay	-	100,000	-	-	-	100,000
<b>TOTAL</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>FUNDING</b>						
Sewer Fund	-	100,000	-	-	-	100,000
<b>TOTAL</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

<b>Project # and Title:</b>	<b>SWR.002 Sewer Main Replacement</b>					
<b>Project Description:</b>	<b>Ongoing replacement of Sewer Main Lines</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 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>						
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 Sewer Master Plan</b>					
<b>Project Description:</b>	<b>Master Plan Update</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>2023-24 Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Professional Services	150,000	-	-	-	-	150,000
<b>TOTAL</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>FUNDING</b>						
Sewer SDC	150,000	-	-	-	-	150,000
<b>TOTAL</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>

**SEWER DEPARTMENT - FUTURE PROJECTS**

Proj #	Name	Estimate Cost	Forecast Year	Funding Source
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>	<b>STM.002</b>	<b>Storm Drain Maintenance</b>				
<b>Project Description:</b>	<b>Yearly Maintenance and Replacement of Storm Lines</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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	200,000	200,000	200,000	200,000	1,050,000
<b>TOTAL</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,050,000</b>
<b>FUNDING</b>						
Storm Fund	250,000	200,000	200,000	200,000	200,000	1,050,000
<b>TOTAL</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,050,000</b>

<b>Project # and Title:</b>	<b>STM.003</b>	<b>Middle Trunk Upgrade</b>				
<b>Project Description:</b>	<b>Middle Trunk Upgrade</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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	800,000
<b>TOTAL</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>800,000</b>
<b>FUNDING</b>						
Storm Fund	-	200,000	200,000	200,000	200,000	800,000
<b>TOTAL</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>800,000</b>

<b>Project # and Title:</b>	<b>STM.006</b>	<b>Street Sweeping Cleanup</b>				
<b>Project Description:</b>	<b>Cleaning up for Street Sweeping Debris</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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	25,000	-	-	-	-	25,000
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>FUNDING</b>						
Storm Fund	25,000	-	-	-	-	25,000
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>

<b>Project # and Title:</b>	<b>STR.007</b>	<b>Storm Master Plan</b>				
<b>Project Description:</b>	<b>Update Storm Master Plan</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</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	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>						
Storm SDC	100,000	-	-	-	-	100,000
<b>TOTAL</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

**STORM DEPARTMENT - FUTURE PROJECTS**

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

**EQUIPMENT FUND PURCHASES**

<b>Project # and Title:</b>	<b>EQP.001 City Equipment Fund Purchases</b>					
<b>Project Description:</b>	<b>Fleet and Equipment purchases</b>					
<b>Estimated Completion:</b>	<b>Ongoing</b>					
<b>Project Costs</b>	<b>2019-20 Budget</b>	<b>2020-21 Forecast</b>	<b>2021-22 Forecast</b>	<b>2021-22 Forecast</b>	<b>2022-23 Forecast</b>	<b>Project Total</b>
<b>EXPENSES</b>						
Equipment Purchases	335,000	80,000	125,000	250,000	200,000	990,000
<b>TOTAL</b>	<b>335,000</b>	<b>80,000</b>	<b>125,000</b>	<b>250,000</b>	<b>200,000</b>	<b>990,000</b>
<b>FUNDING</b>						
Equipment Fund	335,000	80,000	125,000	250,000	200,000	990,000
<b>TOTAL</b>	<b>335,000</b>	<b>80,000</b>	<b>125,000</b>	<b>250,000</b>	<b>200,000</b>	<b>990,000</b>

<b>VEHICLE PURCHASE</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>
Chipper	50,000	-	-	-	-
Water Truck	70,000	-	-	-	-
Eng/Plan SUV	45,000	-	-	-	-
Bucket Truck	125,000	-	-	-	-
PW Pickup	45,000	-	-	-	-
Mini Excavator	-	80,000	-	-	-
Backhoe	-	-	125,000	-	-
Flusher Truck	-	-	-	250,000	-
Street Sweeper	-	-	-	-	200,000

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**Schedule of Debt Service Requirements**

**Debt Service Summaries by Fund -**

**Water Fund**

Capital One  
 Original Amount: \$6,142,000    Start Date: Sept 2016    End Date: Dec 2029  
 Principal Balance as of 6/30/20: \$4,557,000

**Sewer Fund**

Clean Water Revolving Loan (R06801)  
 Original Amount: \$2,000,000    Start Date: March 2012    End Date: Sept 2031  
 Principal Balance as of 6/30/20: \$1,150,000

Capital One  
 Original Amount: \$1,912,000    Start Date: Sept 2016    End Date: Dec 2025  
 Principal Balance as of 6/30/20: \$1,343,000

Clean Water Revolving Loan (R80163)  
 Original Amount: \$4,558,019    Start Date: Mar 2017    End Date: Sept 2036  
 Principal Balance as of 6/30/20: \$4,008,662

**Community Development Fund**

Columbia State Bank  
 Original Amount: \$1,000,000    Start Date: Dec 2015    End Date: June 2025  
 Principal Balance as of 6/30/20: \$553,843

Interfund Loan  
 Original Amount: \$600,000    Start Date: Dec 2017    End Date: Dec 2022  
 Principal Balance as of 6/30/20: \$600,000

**Street Fund**

US Bank  
 Original Amount: \$747,861    Start Date: Jul 2017    End Date: Jul 2031  
 Principal Balance as of 6/30/20: \$617,926

Home Purchase on Old Portland Road (Future Development Site - Riverfront Connector Plan)  
 Original Amount: \$125,255    Start Date: Mar 2018    End Date: URA Purchase  
 Principal Balance as of 6/30/20: \$93,813



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**

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

**Schedule of Debt Service Requirements****Sewer Fund - Clean Water Revolving Loan (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

POSITION - AFSCME Union Employees		MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
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
Front Office Specialist	AFSCME	2,715	2,851	2,993	3,143	3,300
Library Technician 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
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 Technician II	AFSCME	3,302	3,467	3,640	3,824	4,012
Utility, Banking, & Court Specialist	AFSCME	3,370	3,539	3,717	3,903	4,098
Recreation Coordinator	AFSCME	3,427	3,599	3,780	3,969	4,168
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
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
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
WWTP Utility 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
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
Building Maintenance Utility Worker	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
Engineering Technician 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
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
Engineering Technician 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 III / Pretreatment Cord.	AFSCME	4,868	5,111	5,365	5,636	5,918
Building Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918
Communications Officer	AFSCME	4,868	5,111	5,365	5,636	5,918
Engineering Technician - Project Manager	AFSCME	5,365	5,636	5,918	6,216	6,527

**Salary and Classification Plan**

POSITION - Police Union Employees	MONTHLY SALARY RANGE					
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Records Specialist	3,143	3,327	3,513	3,710	3,928	4,147
Code Enforcement Officer	3,368	3,609	3,851	4,092	4,331	4,575
Police Support Specialist	3,410	3,580	3,760	3,947	4,145	4,353
Patrol Officer	4,174	4,477	4,735	5,069	5,438	5,616
Detective						5,897

POSITION - Unrepresented Employees		MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Seasonal Public Works Summer Crew Leader	Unrep	10.75	11.00	11.25		
Seasonal Recreation Youth Program Lead	Unrep	12.00				
Recreation Assistant	Unrep	10.75				
Accounting Assistant	Unrep	3,775	3,961	4,159	4,368	4,583
Development Coordinator	Unrep	3,775	3,961	4,159	4,368	4,583
Deputy City Recorder	Unrep	3,775	3,961	4,159	4,368	4,583
Accounting Technician	Unrep	4,416	4,634	4,865	5,108	5,362
Field Supervisor / Safety Coordinator	Unrep	5,073	5,327	5,592	5,874	6,166
Water Filtration Facility Supervisor	Unrep	5,073	5,327	5,592	5,874	6,166
WWTP Operator IV	Unrep	5,073	5,327	5,592	5,874	6,166
IT Specialist	Unrep	5,224	5,499	5,788	6,077	6,381
Public Works Supervisor	Unrep	5,477	5,765	6,068	6,388	6,724
City Recorder	Unrep	5,586	5,864	6,156	6,457	6,779
Sergeant	Unrep					7,004
WWTP Superintendent	Unrep	5,934	6,236	6,550	6,875	7,223
Building Official	Unrep	6,523	6,849	7,192	7,552	7,929
City Planner	Unrep	6,523	6,849	7,192	7,552	7,929
Library Director	Unrep	6,531	6,859	7,167	7,543	7,937
Public Works Engineering Director	Unrep	6,590	6,919	7,265	7,628	8,010
Public Works Operations Director	Unrep	6,590	6,919	7,265	7,628	8,010
Lieutenant	Unrep	6,729	7,064	7,417	7,787	8,178
Finance Director	Unrep	7,270	7,633	8,014	8,416	8,835
Public Works Director	Unrep	7,489	7,861	8,255	8,668	9,102
Chief of Police	Unrep	7,675	8,055	8,459	8,882	9,323
City Administrator	Unrep	8,441	8,746	9,304	9,767	10,256

**Inter-Fund Transfer Summary**

<b><u>FROM</u></b>	<b><u>AMOUNT</u></b>	<b><u>TO</u></b>	<b><u>DESCRIPTION</u></b>
<i>PW Operations Fund</i>	<i>\$183,750</i>	<i>Water Fund</i>	<i>Re-Appropriation of Unused Funds</i>
<i>PW Operations Fund</i>	<i>\$316,050</i>	<i>Sewer Fund</i>	<i>Re-Appropriation of Unused Funds</i>
<i>PW Operations Fund</i>	<i>\$117,600</i>	<i>Storm Fund</i>	<i>Re-Appropriation of Unused Funds</i>
<i>PW Operations Fund</i>	<i>\$117,600</i>	<i>Street Fund</i>	<i>Re-Appropriation of Unused Funds</i>
<i>PW Operations Fund</i>	<i>\$85,000</i>	<i>IT Fund</i>	<i>Utility Billing Software Purchase</i>



## Financial Policies

### **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**

### **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.
- 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. This is described briefly as a "balanced budget".
- 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.



## Financial Policies

### **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.

## Financial Policies

### **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.
- 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.
  - 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.

## Financial Policies

### CITY OF ST. HELENS INVESTMENT POLICY

#### I. Purpose

This Investment Policy defines the parameters within which funds are to be invested by the City of St. Helens (“the City”). The City is a local municipal government whose purpose is to service the residents of the City of St. Helens. This policy also formalizes the framework, pursuant to ORS 294.135, for the City of St. Helens’ investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

#### II. Governing Authority

The City’s investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

#### III. Scope

This policy applies to activities of the City with regard to investing the financial assets of all funds. Funds managed by the City that are governed by other investment policies are excluded from this policy; however, all funds are subject to Oregon Law. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$1 million and \$5 million.

#### IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. **Preservation of Invested Capital.** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.
2. **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.
3. **Return.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity.

#### V. Standards of Care

##### 1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

## Financial Policies

The "prudent person" standard states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

### 2. **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

### 3. **Delegation of Authority and Responsibilities**

#### i. **Governing Body**

The City Council will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.

#### ii. **Delegation of Authority**

Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures and internal controls is granted to the Finance Director, hereinafter referred to as Investment Officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

#### iii. **Investment Municipal Advisor**

The City Council may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Investment Officer and compliant with this Investment Policy. If the City hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of the City.

## Financial Policies

### VI. Transaction Counterparties, Investment Advisors, and Depositories

#### 1. Broker/Dealers

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
  - A. Be registered with the Securities and Exchange Commission (SEC)
  - B. Be registered with the Financial Industry Regulatory Authority (FINRA)
  - C. Provide most recent audited financials
  - D. Provide FINRA Focus Report filings
- ii. Approved broker/dealer employees who execute transactions with the City must meet the following minimum criteria:
  - A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
  - B. Be licensed by the state of Oregon;
  - C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.
- iii. The Investment Officer may want to establish policy for engaging broker/dealer firms and registered representatives that are more restrictive than states in this policy. Additional requisites or due diligence items may include:
  - A. Positive references from at least three other local government clients.
  - B. As part of the periodic due diligence review, inquiries with other local government clients with regard to their recent experiences with broker/dealer firms or registered representatives and any change in relationship status.
  - C. Requirement that approved registered representatives provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
  - D. Requirement that prospective registered representatives have an established history of advising local governments with similar amounts of assets under management.
- iv. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:
  - A. Pending investigations by securities regulators
  - B. Significant changes in net capital
  - C. Pending customer arbitration cases
  - D. Regulatory enforcement actions

#### 2. Direct Issuers

Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.

#### 3. Investment Advisors

A list will be maintained of approved advisers selected by conducting a process of due diligence.

- i. The Following items are required for all approved Investment Advisors:
  - A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon.



## Financial Policies

- B. All investment adviser firm representatives conducting investment transactions on behalf of the City must be registered representatives with FINRA
  - C. All investment adviser firm representatives conducting investment transactions on behalf of the City must be licensed by the state of Oregon.
  - D. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- ii. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:
- A. Pending investigations by securities regulators
  - B. Significant changes in net capital
  - C. Pending customer arbitration cases
  - D. Regulatory enforcement actions
- iii. The Investment Officer may want to establish guidelines or policy for engaging investment advisers' services that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
- A. Positive references from at least three other local government clients of a prospective investment adviser firm.
  - B. As part of the periodic due diligence review, inquiries with other local government clients of approved investment advisers with regard to their recent experiences with the adviser and any change in the relationship status.
  - C. Requirement that approved investment advisers provide notification within 30 days of a relationship termination by an Oregon based local government.
  - D. Requirement that approved investment adviser provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
  - E. Requirement that prospective investment advisers have an established history of advising local governments with similar amounts of assets under management.

#### 4. Depositories

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

#### 5. Competitive Transactions

- i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price. However, the Investment Officer is encouraged to document quotations on comparable securities.
- iv. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

## Financial Policies

### VII. Administration and Operations

#### 1. Delivery vs Payment

All trades are marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds.

#### 2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. All securities will be evidenced by safekeeping receipts in the City name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

#### 3. Internal Controls

The Investment Officer and City Council are jointly responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment Policy and, protected from loss, theft, or misuse. Specifics for the internal control shall be documented in writing. The established control structure shall be reviewed and updated periodically by the City Council.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgements by management. The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
- ii. Control of collusion
- iii. Separation of transaction authority from accounting and record keeping
- iv. Custodial safekeeping
- v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical verifiable electronic form
- vi. Clear delegation of authority to subordinate staff members
- vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
- viii. Dual authorizations of wire and automated clearing house (ACH) transfers
- ix. Staff training
- x. Review, maintenance and monitoring of security procedures both manual and automated

4. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and the City's policies and procedures.

## Financial Policies

### VIII. Suitable and Authorized Investments

#### 1. Permitted Investments

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810. (Note: Permitted investments may be more restrictive than ORS 294.035 and 294.810).

US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.

US Agency Obligations: Senior debenture obligations of U.S. federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).

Oregon Short Term Fund

Corporate Indebtedness

Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the Securities Act of 1933.

Corporate Bonds

Repurchase Agreements

Municipal Debt

Lawfully issued debt obligations of the agencies and instrumentalities of the State of Oregon and its political subdivisions. Lawfully issued debt obligations of the States of California, Idaho, and Washington and the political subdivisions of those states.

Bankers Acceptances

Qualified Institution Time Deposits/Savings Accounts/Certificates of Deposit

#### 2. Approval of Permitted Investments

If additional types of securities are considered for investment, pre Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by the City.

#### 3. Prohibited Investments

##### i. Private Placement or "144A" Securities

Private placement or "144A" Securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.

##### ii. US Agency Mortgage-backed Securities

US Agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.

##### iii. Securities Lending

The City shall not lend securities nor directly participate in a securities lending program

#### 4. Demand Deposits and Time Deposits

i. All demand deposits and time deposits (Examples of time deposits are: certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.

ii. Demand deposits in qualified depository institutions are considered cash vehicles are not investments and are therefore outside the scope of restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.

#### 5. Repurchase Agreements

i. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board.

ii. ORS 294.035 (2) limits the maximum term of any repurchase agreement to 90 days.

iii. The OSTF Board has adopted the following margins:

A. US Treasury Securities: 102%

B. US Agency Discount and Coupon Securities: 102%

C. Mortgage Backed and Other\*: 103%

\*Limited to those securities described in ORS 294.035(1)

## Financial Policies

### IX. Investment Parameters

#### 1. Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

**i. Diversification**

It is the policy of the City to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance; issuer, and security type. Allowed security types and Investment exposure limitations are detailed in the table below.

**ii. Recognized Credit Ratings**

Investments must have a rating from at least one of the following nationally recognized statistical ratings organizations (NRSRO): Moody’s Investors Service; Standard and Poor’s; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.

**iii. Portfolio Average Credit Rating**

The minimum weighted average credit rating of the portfolio’s rated investments shall be Aa/AA/AA by Moody’s Investors Service; Standard & Poor’s; and Fitch Ratings Service respectively.

**iv. Exposure Constraints and Minimum Investment Credit Ratings**

The following table limits exposures among investments permitted by this policy.

ISSUE TYPE	MAXIMUM % HOLDINGS	MINIMUM RATINGS Moody’s / S&P / Fitch
US Treasury Obligations	100%	-
US Agency Securities	100%	-
- Per Agency (Senior Obligations Only)	50%	-
Oregon Short Term Fund	Maximum allowed per ORS 294.810	-
Banker’s Acceptances	25% *	A1+ / P1 / F1+
Time Deposits/Savings Accounts/Certifications of Deposit **	50%	-
- Per Institution	25%	-
Repurchase Agreements	5%	-
Corporate Debt (Total)	15% ***	-
Corporate Commercial Paper	15% ***	-
Per Issuer	2.5% ****	A1 / P1 / F1
Corporate Bonds	10% ***	-
Per Issuer	2.5% ****	Aa / AA / AA
Municipal Debt (Total)	10%	-
Municipal Commercial Paper	10%	A1 / P1 / F1
Municipal Bonds	10%	Aa / AA / AA

\* 25% Maximum per ORS 294.035(D)

\*\* As Authorized by ORS 294.035(3)(d)

\*\*\* 35% Maximum per ORS 294.035(D)

\*\*\*\* 5% Maximum per ORS 294.035(D)

## Financial Policies

**v. Determining a Security’s Rating**

A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor’s, Moody’s Investor Services and Fitch Ratings respectively.

**vi. Restriction on Issuers With Prior Default History**

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal of or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

**2. Liquidity Risk**

Liquidity risk is the risk that an investment may not be easily marketable or redeemable. The following strategies will be employed to mitigate liquidity risks:

i. The value of at least 25% of funds available for investing or six months of budgeted operating expenditures will be invested in the Oregon Short Term Fund, with a qualified depository institution , or investments maturing in less than 60 days to provide sufficient liquidity for expected disbursements.

ii. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

**Total Portfolio Maturity Constraints:**

MATURITY CONSTRAINTS	MINIMUM % OF TOTAL PORTFOLIO
Under 60 Days	25% or six months of Estimated Operating Expenditures
Under 2 Years	50%
Under 5 Years	100%

iii. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

iv. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.

v. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

ISSUE TYPE	MAXIMUM % OF ISSUANCE* (PAR)
US Agency Securities	50%
Corporate Debt (Total)	-
Corporate Commercial Paper	100%
Corporate Bonds	25%
Municipal Bonds	25%



## Financial Policies

### 3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- i. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.
- ii. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate reinvestment risk.
- iii. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
- iv. The maximum percent of callable securities in the portfolio shall be 50%;
- v. the Maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy.
- vi. The maximum portfolio average maturity (measured with stated final maturity) shall be 2.5 years.

### X. Investment of Proceeds from Debt Issuance

1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

### XI. Investment of Reserve or Capital Improvement Funds

1. Pursuant of ORS 294.135(1)(b), reserve or capital improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment of investments made with the funds may occur when the funds are expected to be used.

## Financial Policies

### XII. Guideline Measurement and Adherence

#### 1. Guideline Measurement

Guideline measurements will use market value of investments

#### 2. Guideline Compliance

- i. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio into compliance in a prudent manner and as soon as prudently feasible.
- ii. Violations of portfolio guidelines as a result of transactions actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back in compliance shall be documented and reported to the City Council.
- iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need to be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

### XIII. Reporting and Disclosure

#### 1. Compliance

The Investment Officer shall prepare a report at least quarterly that allows the City Council to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:

- i. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- ii. Average maturity of the portfolio at period-end
- iii. Maturity distribution of the portfolio at period-end
- iv. Average portfolio credit quality of the portfolio at period-end
- v. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- vi. Distribution by type of investment
- vii. Transactions since last report
- viii. Distribution of transactions among financial counterparties such as broker/dealers
- ix. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

#### 2. Performance Standards / Evaluation

At least annually, the Investment Officer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years).

## Financial Policies

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

**3. Marking to Market**

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

**4. Audits**

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

### **XIV. Policy Maintenance and Considerations**

**1. Review**

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

**2. Exemptions**

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

**3. Policy Adoption and Amendment**

This investment policy and any modifications to this policy must be formally approved in writing by the City Council of the City.

This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

- i. This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the City Council, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)).

And either:

- A. This policy has never been submitted to the OSTF Board for comment;

Or

- B. Material changes have been made since the last review by the OSTF Board.

Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to the City Council for approval.

**GLOSSARY****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.

**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

**Beginning Fund Balance**

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

**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

**GLOSSARY****Capital Expenditure**

A result of 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

**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 Fund 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

**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



**GLOSSARY****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

**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.

**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

**GLOSSARY****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.