



# COUNCIL WORK SESSION

Wednesday, March 16, 2022 at 1:00 PM

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## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below).

Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)

Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)

Phone | 503-397-6272

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## AGENDA

### CALL WORK SESSION TO ORDER

**VISITOR COMMENTS** - *Limited to five (5) minutes per speaker*

### PRESENTATION

1. Presentation of Plaque to John Brewington for Service on the Parks & Trails Commission

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m*

- [2.](#) Annual Report from City Auditor - *Conor Delaney with Pauly, Rogers & Co., PC*
- [3.](#) Semi-Annual Report from Senior Center - *Kathy Innocenti, Manager*
- [4.](#) Request from Keith Locke for Right of Way Vacation off N. 2nd Street - *Jacob*
- [5.](#) Review Right of Way Dedication Deed for 115 Little Street - *Jacob*
- [6.](#) Review New Job Description for Building Maintenance - Utility Worker I
- [7.](#) City Administrator John Walsh Report

### ADJOURN

### EXECUTIVE SESSION

*Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

**FOR YOUR INFORMATION**

Upcoming Dates to Remember:

- March 14, 4:00PM, Parks & Recreation Commission, Council Chambers/Zoom
- CANCELLED March 14, 7:15PM, Library Board
- March 16, 1:00PM, Council Work Session, Council Chambers/Zoom
- March 16, 5:30PM, Joint City Council/Planning Commission, Council Chambers/Zoom
- March 16, 7:00PM, Council Regular Session, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

- PH: April 6, 6:30PM, Planned Development on Property Located Beyond the Northern Termini of N. 10th, N. 9th, and N. 8th Streets North of Deer Island Road (North 8th Street, LLC)

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/89328068187?pwd=TDI3dTVUbHBMMGJrRHE5TXdWcGFiQT09>

Meeting ID: 893 2806 8187

Passcode: 040133

Dial: 253-215-8782

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The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.

**DRAFT**

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**FINANCIAL REPORT**

**2020-2021**

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

MAYOR AND CITY COUNCIL MEMBERS AS OF JUNE 30, 2021

NAME

TERM EXPIRES

**Rick Scholl – Mayor**  
555 N. 10<sup>th</sup> Street  
St. Helens, OR 97051

December 31, 2022

**Douglas Morten**  
484 Grey Cliffs Drive  
St. Helens, OR 97051

December 31, 2022

**Patrick Birkle**

December 31, 2024

**Stephen R. Topaz**  
360 St. Helens Street  
St. Helens, OR 97051

December 31, 2022

**Jessica Chilton**

December 31, 2024

CITY STAFF

John Walsh, City Administrator  
Matt Brown, Deputy City Administrator  
Kathy Payne, City Recorder  
Brian Greenway, Police Chief  
Mouhamad Zaher, Public Works Director  
Margaret Jeffries, Library Director  
Jacob Graichen, City Planner  
Mike DeRoia, Building Official

MAILING ADDRESS

City of St. Helens  
265 Strand Street  
St. Helens, OR 97051



**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

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**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

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**FINANCIAL  
SECTION**



**PAULY, ROGERS, AND CO., P.C.**  
 12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
 (503) 620-2632 ♦ (503) 684-7523 FAX  
[www.paulyrogersandcpcas.com](http://www.paulyrogersandcpcas.com)

DATE

To the Honorable Mayor and Members of the City Council  
 City of St. Helens, Oregon

## INDEPENDENT AUDITORS' REPORT

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of St. Helens as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of St. Helens, as of June 30, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information to be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison schedules presented as Required Supplementary Information, as listed in the table of contents, have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of St. Helens' basic financial statements. The supplementary information, as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated in all material respects in relation to the financial statements as a whole.

### *Other Information*

The listing of council members containing their term expiration dates, located before the table of contents, has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

## Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated **DATE**, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

**UNSIGNED - DRAFT**

**CITY OF ST. HELENS**  
**COLUMBIA COUNTY, OREGON**

**BASIC FINANCIAL STATEMENTS**

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**STATEMENT OF NET POSITION  
June 30, 2021**

ASSETS	GOVERNMENTAL	BUSINESS TYPE	TOTAL
Current Assets:			
Cash and Investments	\$ 6,600,804	\$ 12,592,545	\$ 19,193,349
Receivables	274,338	1,175,291	1,449,629
Prepaid Items	4,500	240,000	244,500
Internal Balances	260,612	(260,612)	-
Supply Inventory	22,024	114,955	136,979
Total Current Assets	7,162,278	13,862,179	21,024,457
Interfund Loan	(600,000)	600,000	-
Capital Assets, net	25,945,993	29,452,497	55,398,490
Total Assets	32,508,271	43,914,676	76,422,947
DEFERRED OUTFLOWS			
Pensions - GASB 68	3,286,371	1,360,205	4,646,576
OPEB - GASB 75	41,439	17,760	59,199
Total Deferred Outflows	3,327,810	1,377,965	4,705,775
LIABILITIES			
Current Liabilities:			
Accounts Payable and Accrued Liabilities	241,102	2,864	243,966
Deposits Payable	76,425	4,509	80,934
Current Portion of Long-Term Debt	444,388	1,325,244	1,769,632
Total Current Liabilities	761,915	1,332,617	2,094,532
Long-Term Liabilities			
Proportionate Share of the Net Pension Liability	8,111,759	3,357,399	11,469,158
Other Postemployment Benefits	254,472	109,060	363,532
Long-Term Debt, Net of Current Portion	1,960,000	8,744,461	10,704,461
Total Long-Term Liabilities	10,326,231	12,210,920	22,537,151
Total Liabilities	11,088,146	13,543,537	24,631,683
DEFERRED INFLOWS			
Pensions - GASB 68	622,993	257,853	880,846
OPEB - GASB 75	85,042	36,447	121,489
Total Deferred Inflows	708,035	294,300	1,002,335
NET POSITION			
Net Investment in Capital Assets	23,835,993	19,595,970	43,431,963
Restricted For:			
Community Enhancement	344,433	-	344,433
Urban Renewal Agency	53,328	-	53,328
Highways and Streets	2,143,899	-	2,143,899
Parks Capital Projects	744,838	-	744,838
Unrestricted	(3,082,591)	11,858,834	8,776,243
Total Net Position	\$ 24,039,900	\$ 31,454,804	\$ 55,494,704

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2021**

Functions/Programs	Expenses	Program Revenues		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General Government	\$ 1,146,264	\$ 1,151,622	\$ -	\$ -
Public Safety	4,937,584	263,203	-	-
Culture and Recreation	3,998,571	1,548,998	477,188	377,488
Highways and Streets	1,653,030	1,016,953	984,484	556,174
Total Governmental Activities	11,735,449	3,980,776	1,461,672	933,662
Business-Type Activities				
Water	4,330,655	4,062,291	-	-
Sewer	4,296,671	4,766,614	-	-
Storm	1,743,290	1,227,416	-	-
Total Business Activities	10,370,616	10,056,321	-	-
Total Primary Government	\$ 22,106,065	\$ 14,037,097	\$ 1,461,672	\$ 933,662

General Revenues

Property Taxes  
Franchise Taxes  
Transient Room Taxes  
Timber Harvest  
Unrestricted Grants and Contributions  
Unrestricted Investment Earnings  
Miscellaneous  
Capital Contributions  
Transfers

Total General Revenues and Transfers

Change in Net Position

Beginning Net Position

Ending Net Position

The accompanying notes are an integral part of the basic financial statements.

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Net Revenues (Expenses) and Changes in Net Position

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Governmental Activities	Business-Type Activities	Total
\$ 5,358	\$ -	\$ 5,358
(4,674,381)	-	(4,674,381)
(1,594,897)	-	(1,594,897)
904,581	-	904,581
(5,359,339)	-	(5,359,339)
-	(268,364)	(268,364)
-	469,943	469,943
-	(515,874)	(515,874)
-	(314,295)	(314,295)
(5,359,339)	(314,295)	(5,673,634)
2,191,631	-	2,191,631
1,896,665	-	1,896,665
127,244	-	127,244
1,464,216	-	1,464,216
671,269	-	671,269
-	15,000	15,000
512,330	75,857	588,187
1,171,580	(1,171,580)	-
(240,000)	240,000	-
7,794,935	(840,723)	6,954,212
2,435,596	(1,155,018)	1,280,578
21,604,304	32,609,822	54,214,126
\$ 24,039,900	\$ 31,454,804	\$ 55,494,704

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2021**

	GENERAL	STREET FUND	COMMUNITY ENHANCEMENT FUND	COMMUNITY DEVELOPMENT FUND
<b>ASSETS</b>				
Cash and Investments	\$ 2,896,472	\$ 455,747	\$ 344,433	\$ 442,299
Accounts Receivable	64,594	100,890	-	16,874
Property Taxes Receivable	91,980	-	-	-
Inventories	-	22,024	-	-
Prepays	-	-	-	4,500
Total Assets	<u>\$ 3,053,046</u>	<u>\$ 578,661</u>	<u>\$ 344,433</u>	<u>\$ 463,673</u>
<b>LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts Payable and Accrued Liabilities	\$ 241,102	\$ -	\$ -	\$ -
Deposits Payable	-	76,425	-	-
Total Liabilities	<u>241,102</u>	<u>76,425</u>	<u>-</u>	<u>-</u>
<b>Deferred Inflows:</b>				
Unavailable Revenue	<u>91,980</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances:</b>				
<b>Nonspendable:</b>				
Inventory	-	22,024	-	-
Prepays	-	-	-	4,500
<b>Restricted For:</b>				
Community Enhancement	-	-	344,433	-
Highways and Streets	-	480,212	-	-
Parks Capital	-	-	-	-
Urban Renewal Agency	-	-	-	-
<b>Committed For:</b>				
Economic Development	-	-	-	459,173
Unassigned	<u>2,719,964</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fund Balances	<u>2,719,964</u>	<u>502,236</u>	<u>344,433</u>	<u>463,673</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>\$ 3,053,046</u>	<u>\$ 578,661</u>	<u>\$ 344,433</u>	<u>\$ 463,673</u>

The accompanying notes are an integral part of the basic financial statements.

STREET SDC FUND	PARKS SDC FUND	URBAN RENEWAL AGENCY	TOTAL
\$ 1,663,687	\$ 744,838	53,328	\$ 6,600,804
-	-	-	182,358
-	-	-	91,980
-	-	-	22,024
-	-	-	4,500
<u>\$ 1,663,687</u>	<u>\$ 744,838</u>	<u>53,328</u>	<u>\$ 6,901,666</u>
\$ -	\$ -	-	\$ 241,102
-	-	-	76,425
-	-	-	317,527
-	-	-	91,980
-	-	-	22,024
-	-	-	4,500
-	-	-	344,433
1,663,687	-	-	2,143,899
-	744,838	-	744,838
-	-	53,328	53,328
-	-	-	459,173
-	-	-	2,719,964
<u>1,663,687</u>	<u>744,838</u>	<u>53,328</u>	<u>6,492,159</u>
<u>\$ 1,663,687</u>	<u>\$ 744,838</u>	<u>53,328</u>	<u>\$ 6,901,666</u>

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO STATEMENT OF NET POSITION  
June 30, 2021**

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position.

Fund Balances	\$	6,492,159
The cost of capital assets (land, buildings, improvements, machinery and equipment, infrastructure, and construction in progress) is reported as an expenditure in governmental funds. The statement of net position includes those capital assets among the assets of the City as a whole.		
Net Capital Assets		25,945,993
Accrued compensated absences are not due and payable in the current period and therefore are not reported in the funds.		
Accrued Vacation and Comp Time		(294,388)
Long term debt proceeds are reported as revenue in the governmental funds, but are increases to liabilities on the Statement of Net Position		
		(2,110,000)
Accrued interest on long term debt is reported on the Statement of Net Position but is not recorded in the funds until actually paid.		
		-
Internal balances result from transactions between the governmental activities, business-type activities, and internal service funds.		
		260,612
Interfund loans that are not due within one year are not reported in the funds		
		(600,000)
Estimated pension obligations and other postemployment benefits are reported on the Statement of Net Position. These items are not reported in the governmental funds		
Proportionate Share of the Net Pension Liability	\$	(8,111,759)
Other Postemployment Benefits		(254,472)
Deferred Outflows - GASB 68		3,286,371
Deferred Outflows - GASB 75		41,439
Deferred Inflows - GASB 68		(622,993)
Deferred Inflows - GASB 75		(85,042)
		<u>(5,746,456)</u>
The governmental funds report receivables for various items where the related revenue is not available in the current period, and therefore the funds report that revenue as unearned. The statement of net position considers the revenue to be earned immediately, and does not report a deferred inflow for unearned revenue.		
		<u>91,980</u>
Total Net Position	\$	<u><u>24,039,900</u></u>

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2021**

	GENERAL	STREET FUND	COMMUNITY ENHANCEMENT FUND	COMMUNITY DEVELOPMENT FUND
<b>REVENUES</b>				
Property Taxes	\$ 2,194,561	\$ -	\$ -	\$ -
Grants	15,400	556,175	624,535	211,238
Charges for Services	4,553,495	6,200	16,042	861,536
Transient Room Taxes	-	-	-	127,244
Licenses and Permits	1,429,914	-	-	-
Intergovernmental Revenues	671,268	984,484	-	-
Fines and Forfeitures	239,260	-	-	-
Miscellaneous	280,889	42,279	48,525	15,669
Total Revenues	9,384,787	1,589,138	689,102	1,215,687
<b>EXPENDITURES</b>				
General Government	3,111,370	-	-	-
Public Safety	4,323,920	-	-	-
Culture and Recreation	1,418,502	-	391,399	1,946,192
Highways and Streets	-	1,146,235	-	-
Debt Service	-	617,736	-	718,844
Capital Outlay	-	659,739	-	-
Total Expenditures	8,853,792	2,423,710	391,399	2,665,036
Excess, (Deficit) of Revenues Over, (Under) Expenditures	530,995	(834,572)	297,703	(1,449,349)
<b>Other Financing Sources, -Uses</b>				
Loan Proceeds	-	617,736	-	553,844
Timber Harvest	-	-	-	1,464,216
Transfers In	-	-	1,719	-
Transfers Out	(240,000)	(1,719)	-	-
Total Other Financing Sources, (Uses)	(240,000)	616,017	1,719	2,018,060
Net Change in Fund Balance	290,995	(218,555)	299,422	568,711
Beginning Fund Balance	2,428,969	720,791	45,011	(105,038)
Ending Fund Balance	\$ 2,719,964	\$ 502,236	\$ 344,433	\$ 463,673

The accompanying notes are an integral part of the basic financial statements.

STREET SDC FUND	PARKS SDC FUND	URBAN RENEWAL AGENCY	TOTAL
-	-	474	\$ 2,195,035
-	-	-	1,407,348
696,672	513,971	-	6,647,916
-	-	-	127,244
-	-	-	1,429,914
-	-	-	1,655,752
-	-	-	239,260
-	-	-	387,362
696,672	513,971	474	14,089,831
-	-	-	3,111,370
-	-	-	4,323,920
-	18,535	-	3,774,628
18,584	-	-	1,164,819
-	-	-	1,336,580
583,086	323,915	-	1,566,740
601,670	342,450	-	15,278,057
95,002	171,521	474	(1,188,226)
-	-	-	1,171,580
-	-	-	1,464,216
-	-	-	1,719
-	-	-	(241,719)
-	-	-	2,395,796
95,002	171,521	474	1,207,570
1,568,685	573,317	52,854	5,284,589
1,663,687	744,838	53,328	\$ 6,492,159

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES - GOVERNMENTAL FUNDS - TO STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2021**

Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balance and the government-wide statement of activities

Excess of Revenues over Expenditures \$ 1,207,570

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. Some expenditures however, are made on behalf of business-type activities and recorded as capital contributions on the Statement of Activities. Furthermore, the disposal of old capital assets creates a gain or loss that is allocated to the Statement of Activities. This is the total change in capital asset balances during the year:

Capitalized Expenditures	\$ 1,173,607		
Loss on Disposal of Capital Assets	-		
Depreciation Expense	<u>(461,025)</u>		<u>712,582</u>

Governmental funds record expenses for payments on long term loans. On the government wide statements, however, the principal portion of these payments are reported as a reduction in the carrying balance of the loans on the statement of net position. 1,336,580

Governmental funds record interest expense when paid. The statement of activities, however, records interest expense as it comes due. 17,238

On the statement of activities, compensated absences are recorded as expenses as soon as they are earned by employees. The governmental funds, however, only record an expense for compensated absences when they are paid out -

The government-wide statements accrue revenue as it is earned. The fund statements, however, only record revenue when it is available to pay for current expenditures. This is the change in the governmental funds' deferred inflow for unavailable revenue. (3,404)

The change in estimated pension obligations is reflected in the Statement of Activities. The governmental funds, however, only record pension expenses as they are paid

Pensions - GASB 68	\$ (866,830)		
OPEB - GASB 75	<u>11,486</u>		<u>(855,344)</u>

Internal service funds are used by management to allocate costs among the City's various funds. The net revenue (expense) of the internal service funds that are attributable to the governmental activities are recorded in the statement of activities 20,374

Change in Net Position \$ 2,435,596

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**STATEMENT OF PROPRIETARY NET POSITION  
June 30, 2021**

	ENTERPRISE FUNDS				INTERNAL SERVICE
	WATER	SEWER	STORM	TOTAL	
<b>ASSETS</b>					
Current Assets					
Cash and Investments	\$ 4,599,911	\$ 4,895,243	\$ 2,095,258	\$ 11,590,412	\$ 1,002,133
Accounts Receivable	483,261	542,166	149,864	1,175,291	-
Prepaid Expenses					240,000
Inventory	82,477	18,155	1,945	102,577	12,378
Total Current Assets	5,165,649	5,455,564	2,247,067	12,868,280	1,254,511
Noncurrent Assets					
Interfund Loan	300,000	300,000	-	600,000	-
Capital Assets, net	12,470,142	10,833,421	6,131,345	29,434,908	17,589
Total Noncurrent Assets	12,770,142	11,133,421	6,131,345	30,034,908	17,589
Total Assets	17,935,791	16,588,985	8,378,412	42,903,188	1,272,100
<b>DEFERRED OUTFLOWS</b>					
Pensions - GASB 68	474,491	664,285	221,429	1,360,205	-
OPEB - GASB 75	7,104	7,696	2,960	17,760	-
Total Deferred Outflows	481,595	671,981	224,389	1,377,965	-
<b>LIABILITIES</b>					
Current Liabilities					
Accounts Payable and Accrued Liabilities	2,864	-	-	2,864	-
Deposits Payable	4,509	-	-	4,509	-
Compensated Absences Payable	76,135	101,513	35,530	213,178	-
Current Portion of Long-Term Liabilities	506,033	606,033	-	1,112,066	-
Total Current Liabilities	589,541	707,546	35,530	1,332,617	-
Long-term Liabilities					
Proportionate Share of the Net Pension Liability	1,171,187	1,639,657	546,555	3,357,399	-
Other Post-Employment Benefits Obligation	43,625	47,259	18,176	109,060	-
Loans Payable, Net of Current Portion	3,198,547	5,545,914	-	8,744,461	-
Total Long-term Liabilities	4,413,359	7,232,830	564,731	12,210,920	-
Total Liabilities	5,002,900	7,940,376	600,261	13,543,537	-
<b>DEFERRED INFLOWS</b>					
Pensions - GASB 68	89,949	125,928	41,976	257,853	-
OPEB - GASB 75	14,579	15,794	6,074	36,447	-
Total Deferred Inflows	104,528	141,722	48,050	294,300	-
<b>NET POSITION</b>					
Net Investment in Capital Assets	8,765,562	4,681,474	6,131,345	19,578,381	17,589
Unrestricted	4,544,396	4,497,394	1,823,145	10,864,935	1,254,511
Total Net Position	\$ 13,309,958	\$ 9,178,868	\$ 7,954,490	30,443,316	\$ 1,272,100
Reconciliation to the Statement of Net Position:					
The assets and liabilities of the internal service funds have been included in business-type activities on the statement of net position as they provide services predominantly to the enterprise funds				1,272,100	
Internal balances result from transactions between the governmental activities, business-type activities, and internal service funds				(260,612)	
NET POSITION OF BUSINESS-TYPE ACTIVITIES				\$ 31,454,804	

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
PROPRIETARY FUNDS  
For the Year Ended June 30, 2021**

	ENTERPRISE FUNDS				INTERNAL SERVICE
	WATER	SEWER	STORM	TOTAL	
OPERATING REVENUES					
Utility Service Charges	\$ 3,423,764	\$ 3,966,090	1,082,731	\$ 8,472,585	\$ -
Other Service Charges	638,527	800,524	144,685	1,583,736	11,690
Internal Charges	-	-	-	-	4,417,000
Miscellaneous	-	-	-	-	11,500
Total Operating Revenues	4,062,291	4,766,614	1,227,416	10,056,321	4,440,190
OPERATING EXPENSES					
Cost of Sales and Services	3,282,915	3,425,688	1,522,601	8,231,204	4,571,031
Depreciation	863,838	566,851	189,296	1,619,985	8,127
Total Operating Expenses	4,146,753	3,992,539	1,711,897	9,851,189	4,579,158
Operating Income -Loss	(84,462)	774,075	(484,481)	205,132	(138,968)
NONOPERATING REVENUES, (EXPENSES)					
Transfers In	-	-	-	-	240,000
Interest	-	10,000	5,000	15,000	-
Miscellaneous	18,020	15,202	-	33,222	19,445
Capital Contributions	(585,791)	(585,789)	-	(1,171,580)	-
Loan Interest Expense	(106,013)	(230,882)	-	(336,895)	-
Total Nonoperating Revenues -Expenses	(673,784)	(791,469)	5,000	(1,460,253)	259,445
Change in Net Position	(758,246)	(17,394)	(479,481)	(1,255,121)	120,477
NET POSITION, Beginning of Year	14,068,204	9,196,262	8,433,971	31,698,437	1,151,623
NET POSITION, End of Year	\$ 13,309,958	\$ 9,178,868	7,954,490	\$ 30,443,316	\$ 1,272,100
Reconciliation to the Statement of Activities:					
Change in Net Position (from above)				(1,255,121)	
Net revenue/(expense) of internal service funds				120,477	
Change in internal balances between governmental and business-type activities				(20,374)	
CHANGE IN NET POSITION OF BUSINESS-TYPE ACTIVITIES				\$ (1,155,018)	

The accompanying notes are an integral part of the basic financial statements.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
For the Year Ended June 30, 2021**

	ENTERPRISE FUNDS				INTERNAL SERVICE
	WATER	SEWER	STORM	TOTAL	
Cash Flows from Operating Activities:					
Cash Received from Customers	\$ -	\$ -	-	\$ -	\$ 4,440,190
Cash Paid to Suppliers	-	-	-	-	(4,571,031)
Cash Paid to Employees	-	-	-	-	-
Net Cash Provided -Used by Operating Activities	-	-	-	-	(130,841)
Cash Flows from Noncapital Financing Activities:					
Miscellaneous Receipts	-	-	-	-	19,445
Transfers	-	-	-	-	240,000
Net Cash Provided -Used by Noncapital Financing Activities	-	-	-	-	259,445
Cash Flows from Capital and Related Financing Activities:					
Payment of Principal on Long Term Debt	-	-	-	-	-
Payment of Interest on Long Term Debt	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Net Cash Provided -Used by Capital and Related Financing Activities	-	-	-	-	-
Cash Flows from Investing Activities:					
Capital Purchases	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Net Cash Provided -Used by Investing Activities	-	-	-	-	-
Net Increase -Decrease in Cash and Cash Equivalents	-	-	-	-	128,604
Cash and Investments at Beginning of Year	-	-	-	-	-
Cash and Investments at End of Year	\$ -	\$ -	-	\$ -	\$ 128,604
Reconciliation of Operating Income to Net Cash Provided by Operating Activities					
Operating Income, -Loss	\$ -	\$ -	-	\$ -	\$ (138,968)
Noncash Items Included in Income:					
Depreciation	-	-	-	-	-
Pension Estimate	-	-	-	-	-
Decrease -Increase in Accounts Receivable	-	-	-	-	-
Decrease -Increase in Inventory	-	-	-	-	-
Increase -Decrease in Accounts Payable and Accrued Liabilities	-	-	-	-	-
Increase -Decrease in Accrued Vacation Payable	-	-	-	-	-
Increase -Decrease in Customer Deposits	-	-	-	-	-
Net Cash Provided -Used by Operating Activities	\$ -	\$ -	-	\$ -	\$ (138,968)
<b>OTHER NON-CASH TRANSACTIONS</b>					
Capital contribution - assets purchased by other funds	\$ -	\$ -	-	\$ -	\$ -
Loss on disposal of capital assets	-	-	-	-	-

The accompanying notes are an integral part of the basic financial statements.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting policies. The more significant of the accounting policies are described below.

**A. THE FINANCIAL REPORTING ENTITY**

The City of St. Helens was chartered in 1889 through an act of the state legislature. In 1903, the City became the Columbia County Seat.

The City is a municipal corporation governed by an elected mayor and city council. Administrative functions are delegated to individuals who report to and are responsible to the mayor and council. The chief administrative officer is the city administrator.

Accounting principles generally accepted in the United States of America require that these financial statements present the City (the primary government) and all component units, if any. Blended component units are, in substance, part of the primary government's operations, even though they are legally separate entities. Thus, blended component units are appropriately presented as funds of the primary government. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government. The City Council serves as the governing board of the City of St. Helens Urban Renewal Agency, an entity that was established for the direct benefit of development within the City. Therefore, the accounts of the Agency are included in the financial statements of the City as a fund. The Agency also issues their financial statements individually.

**B. BASIS OF PRESENTATION – FUND ACCOUNTING**

Financial operations are accounted for in the following major governmental and proprietary funds:

**GENERAL FUND**

This fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund. The principal revenue sources are property taxes, fees, licenses and state apportionments.

**STREET FUND**

This fund accounts for revenues received from state gas taxes that are expended on street construction and maintenance.

**COMMUNITY ENHANCEMENT FUND**

The purpose of this fund is to encourage opportunities for art and culture. Principal revenue sources are donations and transfers which are used to fund a number of community projects.

**COMMUNITY DEVELOPMENT FUND**

This fund encompasses tourism related activities and four major areas of development including economic planning, the Boise White Paper property, the Boise Veneer Property and Forestry. Principal revenue sources are hotel occupancy taxes, tourism related events, lease payments and property tax reimbursements.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**B. BASIS OF PRESENTATION – FUND ACCOUNTING (continued)**

**STREET SDC FUND**

The Street SDC Fund receives revenue from systems development charges that are paid on development projects that happen throughout the City. The funds are used for increasing capacity needs based on the specific projects outlined by the City.

**PARKS SDC FUND**

The Parks SDC Fund receives revenue from systems development charges in which an assessment is 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. All monies are budgeted to be spent as general capital outlay for any projects that come up throughout the fiscal year.

**URBAN RENEWAL AGENCY**

The City of St. Helens Urban Renewal Agency was established to provide improved infrastructure and amenities to support new development in the City. The Agency receives property taxes from Columbia County that will accumulate until projects are authorized as part of the urban renewal plan.

**WATER FUND**

This proprietary fund accounts for water system operations. The fund is predominantly self-supported through user charges to customers.

**SEWER FUND**

This proprietary fund accounts for sewer system operations. The fund is predominantly self-supported through user charges to customers.

**STORM FUND**

This proprietary fund accounts for all projects and maintenance related to the City's stormwater system. The fund is predominantly self-supported through user charges to customers.

**COMBINED INTERNAL SERVICE FUNDS**

These proprietary funds, which include the Information Technology, Equipment, Public Works Operations and Facility Major Maintenance funds, are combined and presented as one individual fund in the proprietary fund financial statements. These funds account for services provided to other departments within the City that benefit from the funds' services.

**C. GOVERNMENT WIDE FINANCIAL STATEMENTS**

The government-wide financial statements (i.e. the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and the proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses result from providing, producing, and delivering goods in connection with a proprietary fund's principal ongoing operations.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be measurable to accrue as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received.

**E. GRANTS**

Unreimbursed grant expenditures due from grantor agencies are recorded in the basic financial statements as receivables and revenues. Cash received from grantor agencies in excess of related grant expenditures is recorded as Deferred Revenue in the combined balance sheet.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**F. PROPERTY TAXES RECEIVABLE**

*Ad valorem* property taxes are a lien on all taxable property as of July 1. Property taxes are levied and payable on November 15. Taxes are administrated by the County. Collection dates are November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

Uncollected property taxes are shown in the combined balance sheet. Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. Property taxes collected within approximately sixty days of fiscal year-end are recognized as revenue. The remaining balance of taxes receivable is recorded as deferred revenue because it is not deemed available to finance operations of the current period.

**G. BUDGETS**

A budget is prepared for all funds in accordance with the modified accrual basis of accounting and legal requirements set forth in the Oregon Local Budget Law. For governmental fund types, the budgetary basis of accounting is the same as generally accepted accounting principles. The budget process begins early in each fiscal year with the establishment of the Budget Committee. Recommendations are developed through late winter with the Budget Committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The Council may amend the budget prior to adoption, however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is then adopted, appropriations are made and the tax levy declared no later than June 30th.

The levels of control are combined in various ways throughout the funds to make up the master appropriated amounts. Expenditures cannot legally exceed the master appropriation levels except in the case of restricted revenues which could not be estimated at the time of budget adoption. Appropriation authority may be transferred from one level of control to another by Council resolution. Appropriations lapse at the fiscal year end. Supplemental appropriations may occur if the Council approves them due to a need which exists which was not determined at the time the budget was adopted.

Budget amounts shown in the basic financial statements reflect the original budget amounts and three appropriation transfers and one supplemental budget. Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2021, except for the following cases:

1. Street Fund – Debt Service (\$557,736)
2. Community Development Fund – Debt Service (\$543,844)
3. Water Fund – Debt Service (584,022)
4. Sewer Fund – Debt Service (\$583,789)

The excess debt service over appropriations was purely due to the City re-financing multiple debt obligations. All amounts were offset by proceeds from the new debt.

**H. SUPPLY INVENTORY**

Inventories are stated at the lower of cost or market, using the first-in, first-out method and are recognized as expenses in the funds as they are consumed.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**I. CAPITAL ASSETS**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined as assets with an initial, individual cost of more than \$10,000 and an estimated useful life extending beyond a single financial reporting period. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets in the proprietary fund types are stated at cost, or the estimated fair market value at the date of receipt for gifts or projects constructed by others and accepted for ownership and maintenance by the City. Maintenance and repairs are expensed as incurred. Replacements which improve or extend the lives of property are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the related assets. Upon disposal of such assets, the accounts are relieved of the related costs and accumulated depreciation and resulting gains or losses are reflected in operations. Estimated useful lives used in computing depreciation are:

Buildings and improvements	25 to 40 years
Improvements other than buildings	20 to 30 years
Equipment and machinery	5 to 20 years
Vehicles	5 to 15 years
Infrastructure	25 to 50 years

**J. LONG-TERM OBLIGATIONS**

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflow of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**L. COMPENSATED ABSENCES**

The City has a policy which permits full-time employees to earn sick leave at the rate of one day per month and accumulate a maximum of 150 days or 1200 hours. Sick leave, which does not vest, is recognized in the funds when the leave is taken.

Each employee earns vacation at rates determined by their length of employment. An employee can accumulate a maximum of 600 hours. Vacation leave is accrued as it is earned. For governmental funds, the non-current portion ( the amount estimated to be used in subsequent fiscal years) is maintained separately and represents a reconciling item between the fund-level and government-wide presentations. Only the current portion is reported in the governmental funds, and is calculated based on historical trends. In business type/enterprise funds, both the current and long-term liabilities are recorded.

**M. RETIREMENT PLANS**

Substantially all of the City's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. GASB Statements 68 and 71 have been implemented as of July 1, 2014.

**N. FUND BALANCE**

In March 2009, the GASB issued Statement No. 54, Fund Balance Reporting and Governmental Fund-type Definitions. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications.

- Nonspendable fund balance represents amounts that are not in a spendable form. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**N. FUND BALANCE (continued)**

The governing body has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

The governing body has adopted a minimum fund balance policy for the General Fund. Per the policy, the General Fund's ending fund balance is not to be reduced below 20% of operating expenditures.

**O. NET POSITION**

Net position is comprised of the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net investment in capital assets – consists of all capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position – consists of all other assets not included in the other categories previously mentioned.

If both restricted and unrestricted net position are available for use, restricted net position is assumed to be utilized first.

**P. INTERFUND TRANSACTIONS**

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Operating interfund transactions are reported as transfers.

**Q. CASH AND CASH EQUIVALENTS**

For financial reporting purposes, the City considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

For purposes of the statement of cash flows, the Proprietary Funds consider cash to include their proportional share of the cash and investment common pool since it has the general characteristics of demand deposit accounts in that the Proprietary Funds may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**R. ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**S. FAIR VALUE INPUTS, METHODOLOGIES AND HIERARCHY**

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based up on the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access.

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market–corroborated inputs)

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund’s own assumptions used in determining the fair value of investments)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**2. CASH AND INVESTMENTS**

Cash management policies are governed by state statutes. Statutes authorized investing in bankers acceptances, time certificates of deposit, repurchase agreements, obligations of the United States and its agencies and instrumentalities, and the Oregon State Treasurer's Local Government Investment Pool.

A cash pool is maintained that is available for use by all funds. Each fund type's portion of this pool is reported on the combined balance sheet as Cash and Investments. In addition, cash is separately held by some of the funds.

Cash and Investments (recorded at cost) consisted of:

Deposits With Financial Institutions:

Demand Deposits	\$ 361,852
Investments	18,777,497
	<u>\$ 19,139,349</u>

**Investments**

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund appears to be in compliance with all portfolio guidelines at June 30, 2021. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value.

The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. As of June 30, 2021, the fair value of the position in the LGIP is 100.40% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial statements can be found at:

[http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx)

If the link has expired please contact the Oregon Short Term Fund directly.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**2. CASH AND INVESTMENTS (continued)**

Interest Rate Risk

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There were no investments that have a maturity date in excess of 18 months.

Credit Risk

Oregon Revised Statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool. The statutes do not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE. The State Investment Pool is not rated.

There were the following investments and maturities:

Investment	Rating	Fair Value	Maturity Date	Fair Value Activity Level
State Treasurer's Investment Pool	N/A	\$ 17,772,942	N/A	Quoted Market Price, Level 1
Federal Bonds	AA+	1,004,555	9/10/2021	Quoted Market Price, Level 1
Total		<u>\$ 18,777,497</u>		

Concentration of Credit/Deposit Risk

At year-end, the City's net carrying amount of deposits was \$361,852 and the bank balance was \$1,897,035. Of these deposits, \$421,824 was covered by federal depository insurance. Any deposits not covered by federal depository insurance are collateralized by the State of Oregon.

**3. RECEIVABLES**

The details for the City's receivables at June 30, 2021 were as follows:

	Governmental Activities/Funds			Proprietary Funds			
	General	Street	Community Development	Water	Sewer	Storm	Totals
Accounts	\$ -	\$ -	\$ -	\$ 500,948	\$ 530,986	\$ 149,864	\$ 1,181,798
Liens/LIDs	-	-	-	-	30,639	-	30,639
Community Rec Fees	11,195	-	-	-	-	-	11,195
Property Taxes - June Turnover	23,732	-	-	-	-	-	23,732
Property Taxes - Uncollected	91,980	-	-	-	-	-	91,980
Franchise Taxes	4,421	-	-	-	-	-	4,421
Cigarette Taxes	1,225	-	-	-	-	-	1,225
Alcohol Taxes	23,871	-	-	-	-	-	23,871
Motor Vehicle Taxes	-	100,890	-	-	-	-	100,890
Motel/Hotel Taxes	-	-	16,874	-	-	-	16,874
Other	150	-	-	-	-	-	150
Allowance for Doubtful Accounts	-	-	-	(17,687)	(19,459)	-	(37,146)
Total	<u>\$ 156,574</u>	<u>\$ 100,890</u>	<u>\$ 16,874</u>	<u>\$ 483,261</u>	<u>\$ 542,166</u>	<u>\$ 149,864</u>	<u>\$ 1,449,629</u>

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**4. CAPITAL ASSETS**

Changes in capital assets of the governmental activities for the year ended June 30, 2021 are as follows:

	June 30, 2020	Additions	Retirements	June 30, 2021
Capital Assets Not Being Depreciated:				
Land	\$ 6,841,613	\$ -	\$ -	\$ 6,841,613
Right-Of-Way	5,259,111	-	-	5,259,111
Library Collection	1,043,893	-	-	1,043,893
Construction in Progress	2,818,593	-	-	2,818,593
Total	15,963,210	-	-	15,963,210
Depreciable Assets:				
Buildings and Improvements	5,164,013	554,812	-	5,718,825
Equipment	1,813,569	-	-	1,813,569
Infrastructure	7,305,980	618,795	-	7,924,775
Total	14,283,562	1,173,607	-	15,457,169
Less Accumulated Depreciation:				
Buildings and Improvements	(1,468,075)	(131,639)	-	(1,599,714)
Equipment	(800,150)	(112,471)	-	(912,621)
Infrastructure	(2,745,136)	(216,915)	-	(2,962,051)
Total	(5,013,361)	(461,025)	-	(5,474,386)
Total Capital Assets Being Depreciated (Net)	9,270,201	712,582	-	9,982,783
Total Capital Assets, Governmental Activities (Net)	\$ 25,233,411			\$ 25,945,993

Governmental depreciation was allocated to the functions as follows:

General Government	\$ 115,915
Public Safety	161,089
Culture and Recreation	140,625
Highways and Streets	43,396
Total Governmental Activities	\$ 461,025

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**4. CAPITAL ASSETS (continued)**

Changes in Business-Type capital assets for the year ended June 30, 2021 are as follows:

Depreciation expense for business-type activities is charged to the functions and programs as follows:

	June 30, 2020	Adjustments	Additions	Retirements	June 30, 2021
Capital Assets Not Being Depreciated:					
Land	\$ 975,600	\$ -	\$ -	\$ -	\$ 975,600
Total	975,600	-	-	-	975,600
Depreciable Assets:					
Buildings and Improvements	29,151,281	-	-		29,151,281
Equipment	5,133,262	-	80,664	-	5,213,926
Infrastructure	16,560,676	-	40,146	-	16,600,822
Total	50,845,219	-	120,810	-	50,966,029
Less Accumulated Depreciation:					
Buildings and Improvements	(13,723,571)	-	(937,665)	-	(13,723,571)
Equipment	(5,107,942)	-	(254,293)	-	(5,107,942)
Infrastructure	(9,825,968)	-	(436,154)	-	(10,763,633)
Total	(20,861,020)	\$ -	\$ (1,628,112)	\$ -	(22,489,132)
Total Capital Assets Being Depreciated (Net)	29,984,199				28,476,897
Total Net Capital Assets					
Business-Type Activities	<u>\$ 30,959,799</u>				<u>\$ 29,452,497</u>

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**5. DEFINED BENEFIT PENSION PLAN**

Plan Description – The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Annual Comprehensive Financial Report which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2020-CAFR.pdf>

If the link is expired please contact Oregon PERS for this information.

- a. **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.
  - i. **Pension Benefits.** The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, and 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier 1 general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier 2 members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.
  - ii. **Death Benefits.** Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following contributions are met:
    - member was employed by PERS employer at the time of death,
    - member died within 120 days after termination of PERS covered employment,
    - member died as a result of injury sustained while employed in a PERS-covered job, or
    - member was on an official leave of absence from a PERS-covered job at the time of death.
  - iii. **Disability Benefits.** A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.
  - iv. **Benefit Changes After Retirement.** Members may choose to continue participation in their variable account after retiring and may experience annual benefit fluctuations due to changes in the fair value of the underlying global equity investments of that account. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes (COLA). The COLA is capped at 2.0 percent.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. DEFINED BENEFIT PENSION PLAN (continued)**

b. **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.

i. **Pension Benefits.** This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

*Police and fire:* 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

*General service:* 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

ii. **Death Benefits.** Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member. The surviving spouse may elect to delay payment of the death benefit, but payment must commence no later than December 31 of the calendar year in which the member would have reached 70½ years.

iii. **Disability Benefits.** A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

**Contributions** – PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2018 actuarial valuation, which became effective July 1, 2020. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2021 were \$1,445,019 excluding amounts to fund employer specific liabilities. In addition, the City picked up approximately \$310,470 of required employee contributions. At June 30, 2021, the City reported a net pension liability of \$11,469,158 for its proportionate share of the net pension liability. The pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation dated December 31, 2018. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of the measurement date of June 30, 2021 and 2020, the City's proportion was .053 percent and .058 percent, respectively. Pension expense for the year ended June 30, 2021 was \$1,225,604.

The rates in effect for the year ended June 30, 2021 were:

- (1) Tier 1/Tier 2 – 29.62%
- (2) OPSRP general services – 22.22%

**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. DEFINED BENEFIT PENSION PLAN (continued)**

	Deferred Outflow of Resources	Deferred Inflow of Resources
Difference between expected and actual experience	\$ 504,782	\$ -
Changes in assumptions	615,513	21,566
Net difference between projected and actual earnings on pension plan investments	1,348,624	-
Net changes in proportionate share	586,073	824,782
Differences between City contributions and proportionate share of contributions	146,565	34,498
Subtotal - Amortized Deferrals (below)	3,201,557	880,846
City contributions subsequent to measuring date	1,445,019	-
Deferred outflow (inflow) of resources	<u>\$ 4,646,576</u>	<u>\$ 880,846</u>

The amount of contributions subsequent to the measurement date will be included as a reduction of the net pension liability in the fiscal year ended June 30, 2022.

Amounts reported as deferred outflows or inflow of resources related to pension will be recognized in pension expense as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 528,856
2023	759,256
2024	706,509
2025	360,411
2026	(34,321)
Thereafter	-
Total	<u>\$ 2,320,711</u>

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated March 5, 2021. Oregon PERS produces an independently audited ACFR which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2020-CAFR.pdf>

**Actuarial Valuations** – The employer contribution rates effective July 1, 2019 through June 30, 2021, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year), (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. DEFINED BENEFIT PENSION PLAN (continued)**

**Actuarial Methods and Assumptions:**

Valuation date	December 31, 2018
Experience Study Report	2018, Published July 24, 2019
Actuarial cost method	Entry Age Normal
Amortization method	Level percentage of payroll
Asset valuation method	Market value of assets
Inflation rate	2.50 percent
Investment rate of return	7.20 percent
Discount rate	7.20 percent
Projected salary increase	3.50 percent
Cost of Living Adjustment	Blend of 2% COLA and graded COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision, blend based on service
Mortality	Healthy retirees and beneficiaries: Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Active members: Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Disabled retirees: Pub-2010 Disabled Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2018 Experience Study which is reviewed for the four-year period ending December 31, 2018.

**Assumed Asset Allocation:**

Asset Class/Strategy	Low Range	High Range	OIC Target
Debt Securities	15.0%	25.0%	20.0%
Public Equity	27.5%	37.5%	32.5%
Real Estate	9.5%	15.5%	12.5%
Private Equity	14.0%	21.0%	17.5%
Alternative Investments	7.5%	17.5%	15.0%
Opportunity Portfolio	0.0%	3.0%	0.0%
Risk Parity	0.0%	2.5%	2.5%
Total			100.0%

(Source: June 30, 2020 PERS ACFR; p. 102)

**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. DEFINED BENEFIT PENSION PLAN (continued)**

**Long-Term Expected Rate of Return:**

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in May 2019 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Compound Annual (Geometric) Return</b>
Core Fixed Income	9.60%	4.07%
Short-Term Bonds	9.60%	3.68%
Bank/Leveraged Loans	3.60%	5.19%
High Yield Bonds	1.20%	5.74%
Large/Mid Cap US Equities	16.17%	6.30%
Small Cap US Equities	1.35%	6.68%
Micro Cap US Equities	1.35%	6.79%
Developed Foreign Equities	13.48%	6.91%
Emerging Market Equities	4.24%	7.69%
Non-US Small Cap Equities	1.93%	7.25%
Private Equity	17.50%	8.33%
Real Estate (Property)	10.00%	5.55%
Real Estate (REITS)	2.50%	6.69%
Hedge Fund of Funds - Diversified	1.50%	4.06%
Hedge Fund - Event-driven	38.00%	5.59%
Timber	1.13%	5.61%
Farmland	1.13%	6.12%
Infrastructure	2.25%	6.67%
Commodities	1.13%	3.79%
<i>Assumed Inflation - Mean</i>		2.50%

(Source: June 30, 2020 PERS ACFR; p. 74)

**Discount Rate** – The discount rate used to measure the total pension liability was 7.20 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. DEFINED BENEFIT PENSION PLAN (continued)**

Sensitivity of the City's proportionate share of the net pension liability to changes in the discount rate – the following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.20 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percent lower (6.20 percent) or one percent higher (8.20 percent) than the current rate.

	1% Decrease (6.20%)	Discount Rate (7.20%)	1% Increase (8.20%)
City's proportionate share of the net pension liability	\$ 17,030,753	\$ 11,469,158	\$ 6,805,503

**Changes Subsequent to the Measurement Date**

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting change, if available.

There are no changes subsequent to the June 30, 2020 Measurement Date that meet this requirement and thus would require a brief description under the GASB standard.

**Deferred Compensation Plan**

A deferred compensation plan is available to employees wherein they may execute an individual agreement with the City for amounts earned by them to not be paid until a future date when certain circumstances are met. These circumstances are: termination by reason of resignation, death, disability, or retirement; unforeseeable emergency; or by requesting a de minimis distribution from inactive accounts valued less than \$5,000. Payment to the employee will be made over a period not to exceed 15 years. The deferred compensation plan is one which is authorized under IRC Section 457 and has been approved in its specifics by a private ruling from the Internal Revenue Service. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the City.

**OPSRP Individual Account Program (OPSRP IAP)**

*Plan Description:*

Employees of the City are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003. Chapter 238A created the Oregon Public Service Retirement Plan (OPSRP), which consists of the Defined Benefit Pension Program and the Individual Account Program (IAP). Membership includes public employees hired on or after August 29, 2003. PERS members retain their existing defined benefit plan accounts, but member contributions are deposited into the member's IAP account. OPSRP is part of OPERS, and is administered by the OPERS Board.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**5. DEFINED BENEFIT PENSION PLAN (continued)**

*Pension Benefits:*

Participants in OPERS defined benefit pension plans also participate in their defined contribution plan. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

*Death Benefits:*

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

*Contributions:*

Employees of the City pay six (6) percent of their covered payroll. The City made approximately \$310,470 in contributions to member IAP accounts for the year ended June 30, 2021.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online, or by contacting PERS at the following address: PO Box 23700 Tigard, OR 97281-3700.

<http://www.oregon.gov/pers/EMP/Pages/GASB.aspx>

**6. OTHER POSTEMPLOYMENT BENEFIT PLAN – RHIA**

**Plan Description:**

As a member of Oregon Public Employees Retirement System (OPERS) the City contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants after January 1, 2004. OPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700.

**Funding Policy:**

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 dollars or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of \$60 dollars shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**6. OTHER POSTEMPLOYMENT BENEFIT PLAN - RHIA (continued)**

must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating cities are contractually required to contribute to RHIA at a rate assessed each year by OPERS, and the City currently contributes 0.00% of annual covered OPERF payroll and 0.06% of OPSRP payroll under a contractual requirement in effect until June 30, 2021. Consistent with GASB Statement 75, the OPERS Board of Trustees sets the employer contribution rates as a measure of the proportionate relationship of the employer to all employers consistent with the manner in which contributions to the OPEB plan are determined. The basis for the employer's portion is determined by comparing the employer's actual, legally required contributions made during the fiscal year to the plan with the total actual contributions made in the fiscal year of all employers. The City's contributions to RHIA for the years ended June 30, 2019, 2020 and 2021 were \$21,277, 2,818 and \$964 respectively, which equaled the required contributions each year.

At June 30, 2021, the City's net OPEB liability/(asset) and deferred inflows and outflows were not considered significant by management and were not accrued on the government wide statements.

**7. OTHER POST EMPLOYMENT BENEFIT PLAN – HEALTHCARE SUBSIDY**

**Post-employment Health Insurance Subsidy**

Plan Description

The City administers a single-employer defined benefit healthcare plan that covers both active and retired participants. The plan provides post-retirement healthcare benefits for eligible retirees and their dependents through the City's group health insurance plans. The City's post-retirement plan was established in accordance with Oregon Revised Statutes (ORS) 243.303 which states, in part, that for the purposes of establishing healthcare premiums, the calculated rate must be based on the cost of all plan members, including both active employees and retirees. Because claim costs are generally higher for retiree groups than for active members, the premium amount does not represent the full cost of coverage for retirees. The resulting additional cost, or implicit subsidy, is required to be valued under GASB Statement 75 related to Other Post-Employment Benefits (OPEB). Calculations are based on the OPEB benefits provided under the terms of the substantive plan in effect at the time of each valuation and on the pattern of sharing of costs between the employer and plan members to that point. Actuarial valuations for OPEB plans involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as results are compared to past expectations and new estimates are made about the future. Actuarial calculations of the OPEB plan reflect a long-term perspective. The valuation date was July 1, 2020 and the measurement date was June 30, 2021.

Funding Policy

The City has not established a trust fund to finance the cost of post-employment health care benefits related to implicit rate subsidies. Premiums are paid by retirees based on the rates established for active employees. Additional costs related to an implicit subsidy are paid by the City on a pay-as-you-go basis. There is no obligation on the part of the City to fund these benefits in advance. The City considered the liability to be solely the responsibility of the City as a whole and it is allocated to the governmental statements.

Actuarial Methods and Assumptions

The City engaged an actuary to perform a valuation as of July 1, 2020 using the Entry Age Actuarial Cost Method. Mortality rates were based on the Pub-2010 General and Safety Employee and Healthy retiree tables, sex distinct for members and dependents, with a one-year setback for male general service and female safety employees.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**7. OTHER POST EMPLOYMENT BENEFIT PLAN – HEALTHCARE SUBSIDY (continued)**

Health Care Cost Trend	Medical and vision:																						
	<table> <tr> <th>Year</th><th>Pre-65 Trend</th></tr> <tr> <td>2020</td><td>3.75%</td></tr> <tr> <td>2021</td><td>5.75%</td></tr> <tr> <td>2022</td><td>5.25%</td></tr> <tr> <td>2023-2025</td><td>5.00%</td></tr> <tr> <td>2026-2040</td><td>4.75%</td></tr> <tr> <td>2041-2049</td><td>5.00%</td></tr> <tr> <td>2050-2064</td><td>4.75%</td></tr> <tr> <td>2065-2067</td><td>4.50%</td></tr> <tr> <td>2068-2071</td><td>4.25%</td></tr> <tr> <td>2072+</td><td>4.00%</td></tr> </table>	Year	Pre-65 Trend	2020	3.75%	2021	5.75%	2022	5.25%	2023-2025	5.00%	2026-2040	4.75%	2041-2049	5.00%	2050-2064	4.75%	2065-2067	4.50%	2068-2071	4.25%	2072+	4.00%
Year	Pre-65 Trend																						
2020	3.75%																						
2021	5.75%																						
2022	5.25%																						
2023-2025	5.00%																						
2026-2040	4.75%																						
2041-2049	5.00%																						
2050-2064	4.75%																						
2065-2067	4.50%																						
2068-2071	4.25%																						
2072+	4.00%																						
General Inflation	2.50% per year, used to develop other economic assumptions																						
Annual Pay Increases	3.50% per year, based on general inflation and the likelihood of raises throughout participants' careers																						
Mortality	Pub-2010 General and Safety Employee and Healthy Retiree tables, sex distinct for members and dependents, with a one-year setback for male general service and female safety employees.																						
Disability	Not used																						
Withdrawal	Based on Oregon PERS assumptions. Annual rates are based on employment classification, gender, and duration from hire date.																						
Retirement	Based on Oregon PERS assumptions. Annual rates are based on age, Tier/OPSRP, duration of service, and employment classification.																						
Excluded Employees	Temporary employees not eligible for PERS are excluded.																						
Past PERS Service	PERS service as of the valuation date was estimated based upon the elapsed time from date of hire.																						
Future PERS Service	Projected PERS service for retirement eligibility is generally assumed to accrue at a rate of 1% per year until retirement.																						
Future Retiree Coverage	40% of active members were assumed to elect coverage at retirement. 60% of male members and 35% of female members are also assumed to elect spouse coverage.																						
Lapse Rate	Retirees for whom the employer will never pay any portion of the healthcare premiums are assumed to have a 5% probability of lapsing (dropping) per year.																						
Spouse Age	Female spouses are assumed to be two years younger than male spouses.																						

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**7. OTHER POST EMPLOYMENT BENEFIT PLAN – HEALTHCARE SUBSIDY (continued)**

Changes in the Net OPEB Liability

	Increase/ (Decrease)
<b>Total OPEB Liability at June 30, 2020</b>	<b>\$ 419,663</b>
<b>Changes for the year:</b>	
Service cost	30,409
Interest	15,140
Changes in benefit terms	-
Differences between expected and actual experience	(58,693)
Changes of assumptions or other input	(7,700)
Benefit payments	(35,287)
<b>Balance as of June 30, 2021</b>	<b><u>\$ 363,532</u></b>

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Trend Rates

The following analysis presents the net OPEB liability using a discount rate of 2.21%, as well as what the City's net OPEB liability would be if it was calculated using a discount rate that is one percentage point lower (1.21%) or one percentage point higher (3.21%) than the current rate, a similar sensitivity analysis is presented for the changes in the healthcare trend assumption:

	1% Decrease 1.21%	Current Discount Rate 2.21%	1% Increase 3.21%
Total OPEB Liability	\$ 396,867	\$ 363,532	\$ 332,558

	1% Decrease Healthcare	Current Trend Rate Healthcare	1% Increase Healthcare
Total OPEB Liability	\$ 316,563	\$ 363,532	\$ 420,410

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB Benefits

The City reports information on deferred outflows and deferred inflows of resources at year end as well as a schedule of amounts of those deferred outflows of resources and deferred inflows of resources that will be recognized in other post-employment benefit expense for the following five years.

	Deferred Inflows of Resources	Deferred Outflows of Resources
Difference between expected and actual experience	\$ (52,515)	\$ 12,055
Changes in assumptions or other input	(68,974)	11,173
Benefit Payments	-	35,971
Deferred (inflow)/outflow of resources	<u>\$ (121,489)</u>	<u>\$ 59,199</u>

**NOTES TO BASIC FINANCIAL STATEMENTS**

**7. OTHER POST EMPLOYMENT BENEFIT PLAN – HEALTHCARE SUBSIDY (continued)**

Amounts reported as deferred outflows or inflow of resources related to pension will be recognized in pension expense as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ (13,433)
2023	(13,433)
2024	(13,433)
2025	(13,433)
2026	(13,433)
Thereafter	(31,095)
Total	<u>\$ (98,260)</u>

**8. DEBT**

Long term obligations for governmental activities included compensated absences and direct borrowings. Changes were as follows for the year ended June 30, 2021:

<u>Debt Item</u>	<u>June 30, 2020</u>	<u>Additions</u>	<u>Reductions</u>	<u>June 30, 2021</u>	<u>One Year</u>
Compensated Absences	\$ 294,388	\$ -	\$ -	\$ 294,388	\$ 294,388
Boise White Paper Note	2,275,000	-	(165,000)	2,110,000	150,000
Columbia Bank Note	553,844	-	(553,844)	-	-
US Bank Note	617,736	-	(617,736)	-	-
Total Long-Term Obligations	<u>\$ 3,740,968</u>	<u>\$ -</u>	<u>\$ (1,336,580)</u>	<u>\$ 2,404,388</u>	<u>\$ 444,388</u>

Details of governmental direct borrowings are as follows:

**Boise White Paper Note**

The City financed \$3,000,000 of a purchase of real property from Boise White Paper, LLC through a promissory note. The note has no stated interest rate and principal payments are to be made in monthly installments equal to one half of all rent collected from current or future leases on the real estate secured by the deed of trust. The remaining principal balance if not paid in full by the end of the year 2035 shall be forgiven. Based on current rents, future principal payments are projected at \$150,000 per year through fiscal year 2035 and \$25,000 in fiscal year 2036. In the event of default, lender has the right to charge interest at an annual rate of 6%

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

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**NOTES TO BASIC FINANCIAL STATEMENTS**

**8. DEBT (continued)**

Long term obligations for business-type activities consisted of compensated absences, direct borrowings and direct placements. Long term obligations changed as follows for the year ended June 30, 2021:

Debt Item	Balance June 30, 2020	Issued	Matured and Redeemed	Balance June 30, 2021	Due Within One Year
<b>Direct Borrowings:</b>					
DEQ Loan (R06801)	\$ 1,150,000	\$ -	\$ (100,000)	\$ 1,050,000	\$ 100,000
DEQ Loan (R80163)	4,008,622	-	(4,008,622)	-	-
Capital One - Water Refunding Note	3,578,000	-	(3,578,000)	-	-
Capital One - Sewer Refunding Note	939,000	-	(939,000)	-	-
<b>Total Direct Borrowings</b>	<b>\$ 9,675,622</b>	<b>\$ -</b>	<b>\$ (8,625,622)</b>	<b>\$ 1,050,000</b>	<b>\$ 100,000</b>
<b>Direct Placements:</b>					
2020 Full-Faith and Credit Obligations	\$ -	\$ 8,775,000	\$ (785,000)	\$ 7,990,000	\$ 910,000
Unamortized Premium	-	918,593	(102,066)	816,527	102,066
<b>Total Direct Placements</b>	<b>\$ -</b>	<b>\$ 9,693,593</b>	<b>\$ (887,066)</b>	<b>\$ 8,806,527</b>	<b>\$ 1,012,066</b>
<b>Compensated Absences</b>	<b>\$ 213,178</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213,178</b>	<b>\$ 213,178</b>
<b>Total Long-Term Obligations</b>	<b>\$ 9,888,800</b>	<b>\$ 9,693,593</b>	<b>\$ (9,512,688)</b>	<b>\$ 10,069,705</b>	<b>\$ 1,325,244</b>

Details for business-type direct borrowings as of June 30, 2021 were as follows:

State of Oregon Department of Environmental Quality (Loan R06801)

This is an interest free loan. The City makes principal payments of \$50,000 on a semi-annual basis. Net operating revenues of the sewer system have been pledged.

In the event of default, the State of Oregon may:

- a) Declare the outstanding loan amount plus any unpaid accrued interest, fees and any other immediately due and payable.
- b) Cease making disbursement of loan proceeds.
- c) Appoint a receiver to operate the facility that produces pledged revenues and collect gross revenues.
- d) Set and collect utility rates and charges
- e) Pay or settle any liens on the facility of the project or pay other sums required to be paid by the borrower in connection with the project, at DEQs discretion, using the loan proceeds and such additional money as may be required.
- f) Direct the State Treasurer to withhold any amounts otherwise due to the City from the State.
- g) Pursue any other legal remedies available.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**8. DEBT (continued)**

Details for business-type direct placements as of June 30, 2021 were as follows:

2020 Full-Faith and Credit Obligations

In November, 2020, the City issued \$8,775,000 of Full-Faith and Credit Refunding Obligations for the purpose of refinancing a majority of its previously outstanding debt. Debt items paid off included the Columbia Bank and US Bank notes which were obligations of the City's governmental funds. Savings from the refinance was such that the balance of those notes could be absorbed by the Water and Sewer funds without a substantial increase in total required debt service in future years.

The obligations bear interest at 3% annually and are scheduled to be paid off in 2029.

In the event of default the Escrow agent may proceed, and upon written request the Owners of not less than a majority in aggregate principal amount of Obligations then Outstanding may take whatever action may appear necessary to enforce the Financing Agreement or to protect any of the rights vested in the Escrow Agent or the Owners of Obligations by the Escrow Agreement or by the Obligations, either at law or in equity or in bankruptcy or otherwise. The Escrow Agent will not have the right to declare the unpaid principal components immediately due and payable however.

Future maturities of business-type debt are as follows:

Fiscal Year	DEQ R06801		2020 FF&C Obligations		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2021-2022	100,000	-	910,000	239,700	1,010,000	239,700
2022-2023	100,000	-	935,000	212,400	1,035,000	212,400
2023-2024	100,000	-	965,000	184,350	1,065,000	184,350
2024-2025	100,000	-	990,000	155,400	1,090,000	155,400
2025-2026	100,000	-	1,020,000	125,700	1,120,000	125,700
2026-2031	500,000	-	3,170,000	189,750	3,670,000	189,750
2031-2032	50,000	-	-	-	50,000	-
Total	\$ 1,050,000	\$ -	\$ 7,990,000	\$ 1,107,300	\$ 9,040,000	\$ 1,107,300

**9. INTERFUND BALANCES AND TRANSFERS**

Interfund Loans (Long Term):

In August of 2017, the City Council approved a capital loan for \$600,000 (half paid by the Water Fund and half paid by the Sewer Fund) to the Community Development Fund. The purpose of the loan was to help the fund finance its expenditures during 2017-2018. The loan bears no interest and is due to be paid back in 2022-2023.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**9. INTERFUND BALANCES AND TRANSFERS (CONTINUED)**

Interfund transfers during the year ended June 30, 2021 were as follows:

Governmental Funds	Transfers	
	In	Out
General	\$ -	\$ 240,000
Street	-	1,719
Community Enhancement	1,719	-
<u>Proprietary Funds</u>		
Internal Service	240,000	-
Total Transfers	<u>\$ 241,719</u>	<u>\$ 241,719</u>

Transfers were used to fund operations between funds.

**10. CAPITAL CONTRIBUTIONS**

In certain cases, the governmental and proprietary funds will receive resources or pay costs for each other. When this happens, the transaction must be recorded as a capital contribution in the government-wide statements so that the resources are allocated correctly between the governmental and business-type activities. During 2020-2021, Debt absorbed by the Water and Sewer Funds after the City's overall debt was refinanced created a capital contribution to the governmental activities of \$1,171,580.

**11. PROPERTY TAX LIMITATIONS**

The State of Oregon has a constitutional limit on property taxes for schools and nonschool government operations. The limitation provides that property taxes for nonschool operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt.

An additional limit reduces the amount of operating property tax revenues available to the City for its 1997-98 fiscal year, and thereafter. This reduction was accomplished by rolling property values back to their 1995-96 values less 10% and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The Constitution also sets restrictive voter approval requirements for most tax and many fee increases and new bond issues.

**12. CONTINGENCIES**

Portions of accumulated sick leave at any point in time can be expected to be redeemed before termination of employment; however, such redemptions cannot be reasonably estimated. Additionally, eligible retirees of the City are allowed to request to have accumulated sick leave up to 960 hours deposited into their Voluntary Employee Benefit Association (VEBA) account.

The Covid-19 outbreak in the United States has caused disruption through mandated closure of both government and business activities. These developments are expected to impact the City's revenue. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration. Therefore, while the City expects this matter to negatively impact its operating results, the related financial impact and duration cannot be reasonably estimated at this time.

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**13. RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Commercial insurance is purchased to minimize its exposure to these risks. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**14. PROPERTY TAX ABATEMENTS**

As of June 30, 2021, the City provides tax abatements through an Enterprise Zone (ORS 285C.175). The Oregon Enterprise Zone program is a State of Oregon economic development program established, that allows for property tax exemptions for up to five years. In exchange for receiving property tax exemption, participating firms are required to meet the program requirements set by state statute and the local sponsor. The Enterprise Zone program allows industrial firms that will be making a substantial new capital investment a waiver of 100% of the amount of real property taxes attributable to the new investment for a 5-year period after completion. Land or existing machinery or equipment is not tax exempt; therefore, there is no loss of current property tax levies to local taxing jurisdiction. For the fiscal year ended June 30, 2021, the City abated property taxes totaling \$21,512 under this program.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**REQUIRED SUPPLEMENTARY INFORMATION  
For the fiscal year ended June 30, 2021**

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**

Year Ended June 30,	(a) Employer's proportion of the net pension liability (NPL)	(b) Employer's proportionate share of the net pension liability (NPL)	(c) City's covered payroll	(b/c) NPL as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2021	0.05 %	\$ 11,469,158	\$ 5,218,565	219.8 %	75.8 %
2020	0.06	10,031,457	4,812,064	208.5	80.2
2019	0.05	7,560,929	4,518,396	167.3	82.1
2018	0.05	6,866,507	4,232,437	162.2	83.1
2017	0.06	8,459,661	4,069,867	207.9	80.5
2016	0.06	3,696,876	3,973,045	93.0	91.9
2015	0.07	(1,497,881)	3,874,533	(38.7)	103.6
2014	0.07	3,372,241	3,775,459	89.3	92.0

The amounts presented for each fiscal year were actuarially determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**SCHEDULE OF CONTRIBUTIONS**

	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a percent of covered payroll
2021	\$ 1,445,983	\$ 1,445,983	\$ -	\$ 5,515,160	26.2 %
2020	1,336,996	1,336,996	-	5,218,565	25.6
2019	1,058,654	1,058,654	-	4,812,064	22.0
2018	994,047	994,047	-	4,518,396	22.0
2017	776,489	776,489	-	4,232,437	18.3
2016	762,343	762,343	-	4,069,867	18.7
2015	693,888	693,888	-	3,973,045	17.5
2014	681,758	681,758	-	3,874,533	17.6

The amounts presented for each fiscal year were actuarially determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF CHANGES IN OTHER POST-EMPLOYMENT BENEFITS LIABILITY AND RELATED RATIOS  
For the Year Ended June 30, 2021**

	2021	2020	2019	2018
<b>Total Other Post Employment Benefits Liability, Beginning of Year</b>	<b>\$ 419,663</b>	<b>\$ 400,468</b>	<b>\$ 463,479</b>	<b>\$ 520,494</b>
<u>Changes for the year:</u>				
Service Cost	30,409	26,900	32,783	35,110
Interest	15,140	15,821	16,623	14,727
Changes in Benefit Terms	-	-	-	-
Effect of economic/demographic gains or losses	(58,693)	13,933	17,149	-
Changes in assumptions or other input	(7,700)	-	(65,157)	(28,564)
Employer Contributions	-	-	-	-
Benefit Payments	(35,287)	(37,459)	(64,409)	(78,288)
Net changes for the year	(56,131)	19,195	(63,011)	(57,015)
<b>Total Other Post Employment Benefits Liability, End of Year</b>	<b>\$ 363,532</b>	<b>\$ 419,663</b>	<b>\$ 400,468</b>	<b>\$ 463,479</b>
<b>Fiduciary Net Position - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Contributions - Employer	35,287	37,459	64,409	78,288
Contributions - Employee	-	-	-	-
Net Investment Income	(35,287)	(37,459)	(64,409)	(78,288)
Benefit Payments	-	-	-	-
Administrative Expense	-	-	-	-
Net changes for the year	-	-	-	-
<b>Fiduciary Net Position - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Liability for Other Post Employment Benefits - End of Year</b>	<b>\$ 363,532</b>	<b>\$ 419,663</b>	<b>\$ 400,468</b>	<b>\$ 463,479</b>
Fiduciary Net Position as a percentage of the total Single Employer Pension Liability	0%	0%	0%	0%
Covered Payroll	\$ 5,218,565	\$ 4,812,064	\$ 4,518,396	\$ 4,232,437
Net Single Employer Pension Plan as a Percentage of Covered Payroll	7%	9%	9%	11%

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>GENERAL FUND</u>			VARIANCE POSITIVE (NEGATIVE)
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
<b>REVENUES</b>				
Local Taxes	\$ 2,000,000	\$ 2,160,000	\$ 2,194,561	\$ 34,561
Intergovernmental Revenue	640,000	697,000	671,268	(25,732)
Grants	-	15,000	15,400	400
Charges for Services	4,715,000	4,447,000	4,553,495	106,495
Licenses, Permits, Fees	542,000	1,198,000	1,429,914	231,914
Fines	217,000	217,000	239,260	22,260
Miscellaneous	367,000	337,000	280,889	(56,111)
Total Revenues	8,481,000	9,071,000	9,384,787	313,787
<b>EXPENDITURES</b>				
Administration	523,000	595,000 (1)	566,567	28,433
City Recorder	317,000	356,500 (1)	339,282	17,218
City Council	104,000	200,000 (1)	187,793	12,207
Court	425,000	435,500 (1)	416,421	19,079
Police	3,819,000	3,954,000 (1)	3,907,499	46,501
Library	855,000	830,000 (1)	791,629	38,371
Finance	845,000	930,000 (1)	896,344	33,656
Parks	457,000	430,000 (1)	408,290	21,710
Recreation	267,000	240,000 (1)	218,583	21,417
Planning	374,000	355,500 (1)	346,002	9,498
Building	338,000	481,500 (1)	479,727	1,773
Non-Departmental	248,000	298,000 (1)	295,655	2,345
Contingency	1,109,000	925,000 (1)	-	925,000
Total Expenditures	9,681,000	10,031,000	8,853,792	1,177,208
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(1,200,000)	(960,000)	530,995	1,490,995
<b>OTHER FINANCING SOURCES, (USES)</b>				
Transfers Out	-	(240,000) (1)	(240,000)	-
Total Other Financing Sources, (Uses)	-	(240,000)	(240,000)	-
Net Change in Fund Balance	(1,200,000)	(1,200,000)	290,995	1,490,995
Beginning Fund Balance	2,200,000	2,200,000	2,428,969	228,969
Ending Fund Balance	\$ 1,000,000	\$ 1,000,000	\$ 2,719,964	\$ 1,719,964

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>STREET FUND</u>			
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
<b>REVENUES</b>				
Intergovernmental	\$ 1,050,000	\$ 800,000	\$ 984,484	\$ 184,484
Grants	450,000	315,000	556,175	241,175
Charges for Services	20,000	12,000	6,200	(5,800)
Miscellaneous	15,000	56,000	42,279	(13,721)
<b>Total Revenues</b>	<b>1,535,000</b>	<b>1,183,000</b>	<b>1,589,138</b>	<b>406,138</b>
<b>EXPENDITURES</b>				
Personnel Services	558,000	558,000 (2)	558,000	-
Materials and Services	633,000	600,000 (2)	588,235	11,765
Debt Service	60,000	60,000 (1)	617,736	(557,736)
<b>Total Streets</b>	<b>1,251,000</b>	<b>1,218,000</b>	<b>1,763,971</b>	<b>(545,971)</b>
Capital Outlay	585,000	650,000 (2)	659,739	(9,739)
Contingency	424,000	38,000 (1)	-	38,000
<b>Total Expenditures</b>	<b>2,260,000</b>	<b>1,906,000</b>	<b>2,423,710</b>	<b>(517,710)</b>
Excess, (Deficit) of Revenues Over (Under) Expenditures	(725,000)	(723,000)	(834,572)	(111,572)
<b>OTHER FINANCING SOURCES, (USES)</b>				
Contributions - Loan Payoff	-	-	617,736	617,736
Transfers Out	-	(2,000) (1)	(1,719)	281
<b>Total Other Financing Sources, (Uses)</b>	<b>-</b>	<b>(2,000)</b>	<b>616,017</b>	<b>618,017</b>
<b>Net Change in Fund Balance</b>	<b>(725,000)</b>	<b>(725,000)</b>	<b>(218,555)</b>	<b>506,445</b>
<b>Beginning Fund Balance</b>	<b>725,000</b>	<b>725,000</b>	<b>720,791</b>	<b>(4,209)</b>
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 502,236</b>	<b>\$ 502,236</b>

(1) Appropriation Level

(2) Combined Appropriations

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

COMMUNITY ENHANCEMENT FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Grants	\$ 20,000	\$ 485,000	\$ 624,535	\$ 139,535
Charges for Services	1,500	15,500	16,042	542
Miscellaneous	4,000	54,500	48,525	(5,975)
Total Revenues	25,500	555,000	689,102	134,102
EXPENDITURES				
Materials and Services	56,500	586,000 (1)	391,399	194,601
Total Expenditures	56,500	586,000	391,399	194,601
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(31,000)	(31,000)	297,703	328,703
OTHER FINANCING SOURCES, (USES)				
Transfers In	-	-	1,719	1,719
Total Other Financing Sources, -Uses	-	-	1,719	1,719
Net Change in Fund Balance	(31,000)	(31,000)	299,422	330,422
Beginning Fund Balance	31,000	31,000	45,011	14,011
Ending Fund Balance	\$ -	\$ -	\$ 344,433	\$ 344,433

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

COMMUNITY DEVELOPMENT FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
<b>REVENUES</b>				
Property Tax Reimbursement	\$ 100,000	100,000	-	(100,000)
Grants	110,000	\$ 220,000	\$ 211,238	\$ (8,762)
Miscellaneous	710,000	2,355,000	2,468,665	113,665
Total Revenues	920,000	2,675,000	2,679,903	4,903
<b>EXPENDITURES</b>				
Materials and Services	857,000	2,005,000	1,946,192	58,808
Total Operations	857,000	2,005,000	(1) 1,946,192	58,808
Debt Service	276,000	175,000	(1) 718,844	(543,844)
Contingency	192,000	900,000	(1) -	900,000
Total Expenditures	1,325,000	3,080,000	2,665,036	414,964
<b>OTHER FINANCING SOURCES, -USES</b>				
Contributions - Loan Payoff	-	-	553,844	553,844
Total Other Financing Sources, -Uses	-	-	553,844	553,844
Net Change in Fund Balance	(405,000)	(405,000)	568,711	973,711
Beginning Fund Balance	405,000	405,000	(105,038)	(510,038)
Ending Fund Balance	\$ -	\$ -	\$ 463,673	\$ 463,673

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>STREET SDC FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 50,000	\$ 50,000	\$ 696,672	\$ 646,672
Total Revenues	50,000	50,000	696,672	646,672
EXPENDITURES				
Materials and Services	750,000	750,000	18,584	731,416
Capital Outlay	800,000	780,000	583,086	196,914
Contingency	-	20,000	(1) -	20,000
Total Expenditures	1,550,000	1,550,000	(1) 601,670	948,330
Net Change in Fund Balance	(1,500,000)	(1,500,000)	95,002	1,595,002
Beginning Fund Balance	1,500,000	1,500,000	1,568,685	68,685
Ending Fund Balance	\$ -	\$ -	\$ 1,663,687	\$ 1,663,687

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>PARK SDC FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 50,000	\$ 50,000	\$ 513,971	\$ 463,971
Total Revenues	50,000	50,000	513,971	463,971
EXPENDITURES				
Materials and Services	50,000	50,000	18,535	31,465
Capital Outlay	480,000	480,000	323,915	156,085
Total Expenditures	530,000	530,000	(1) 342,450	187,550
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(480,000)	(480,000)	171,521	651,521
OTHER FINANCING SOURCES, (USES)				
Transfers In	-	-	-	-
Transfers Out	-	-	(1)	-
Total Other Financing Sources, -Uses	-	-	-	-
Net Change in Fund Balance	(480,000)	(480,000)	171,521	651,521
Beginning Fund Balance	480,000	480,000	573,317	93,317
Ending Fund Balance	\$ -	\$ -	\$ 744,838	\$ 744,838

(1) Appropriation Level

**CITY OF ST. HELENS**  
**COLUMBIA COUNTY, OREGON**

**SUPPLEMENTARY INFORMATION**

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

CITY OF ST. HELENS URBAN RENEWAL AGENCY

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Taxes	\$ -	\$ -	\$ 474	\$ 474
Total Revenues	-	-	474	474
Beginning Fund Balance	-	-	52,854	52,854
Ending Fund Balance	\$ -	\$ -	\$ 53,328	\$ 53,328

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET - BUDGETARY (NON-GAAP) BASIS  
For the Year Ended June 30, 2021**

<u>WATER FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
<b>REVENUES</b>				
Charges for Services	\$ 3,760,500	\$ 3,623,000	\$ 3,423,764	\$ (199,236)
Miscellaneous	15,000	20,000	18,020	(1,980)
Total Revenues	<u>3,775,500</u>	<u>3,643,000</u>	<u>3,441,784</u>	<u>(201,216)</u>
<b>EXPENDITURES</b>				
Operations				
Distribution	2,431,000	2,467,000	2,451,612	15,388
Filtration	462,500	437,500	396,244	41,256
Capital Outlay	375,000	240,000	205,160	34,840
Total Operations	<u>3,268,500</u>	<u>3,144,500</u>	(1) <u>3,053,016</u>	<u>91,484</u>
Debt Service	500,000	574,000	(1) 1,158,022	(584,022)
Contingency	3,722,500	3,640,000	(1) -	3,640,000
Total Expenditures	<u>7,491,000</u>	<u>7,358,500</u>	<u>4,211,038</u>	<u>3,147,462</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(3,715,500)	(3,715,500)	(769,254)	2,946,246
<b>OTHER FINANCING SOURCES, (USES)</b>				
Timber Revenue	-	-	-	-
Debt Proceeds	-	-	585,791	585,791
Interfund Loan	-	-	(1) -	-
Transfers Out	-	-	(1) -	-
Transfers In	-	-	-	-
Total Other Financing Sources, (Uses)	<u>-</u>	<u>-</u>	<u>585,791</u>	<u>585,791</u>
Net Change in Fund Balance	(3,715,500)	(3,715,500)	(183,463)	3,532,037
Beginning Fund Balance	<u>4,465,500</u>	<u>4,465,500</u>	<u>3,905,406</u>	<u>(560,094)</u>
Ending Fund Balance	<u>\$ 750,000</u>	<u>\$ 750,000</u>	<u>3,721,943</u>	<u>\$ 2,971,943</u>
<b>Reconciliation to GAAP Net Position:</b>				
Water SDC Fund Balance			1,436,333	
Net Capital Assets			12,470,142	
Deferred Outflows			481,595	
Deferred Inflows			(104,528)	
Proportionate Share of the Net Pension Liability			(1,171,187)	
OPEB - GASB 75			(43,625)	
Deferred Revenue			300,000	
Accrued Interest			-	
Long-Term Debt			(3,704,580)	
Compensated Absences			(76,135)	
Net Position			<u>\$ 13,309,958</u>	

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET - BUDGETARY (NON-GAAP) BASIS  
For the Year Ended June 30, 2021**

<u>SEWER FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
<b>REVENUES</b>				
Charges for Services	\$ 4,071,000	\$ 4,121,000	\$ 3,966,090	\$ (154,910)
Interest	11,500	20,000	10,000	(10,000)
Miscellaneous	-	-	64,174	64,174
Total Revenues	<u>4,082,500</u>	<u>4,141,000</u>	<u>4,040,264</u>	<u>(100,736)</u>
<b>EXPENDITURES</b>				
Operations				
Collections	1,999,000	1,990,000	1,970,736	19,264
Primary Treatment	315,000	315,000	312,564	2,436
Secondary Treatment	568,500	495,000	487,670	7,330
Pump Services	199,500	205,000	201,225	3,775
Capital Outlay	200,000	200,000	22,799	177,201
Total Operations	<u>3,282,000</u>	<u>3,205,000</u>	(1) 2,994,994	<u>210,006</u>
Debt Service	527,000	804,000	(1) 1,387,789	(583,789)
Contingency	2,505,000	2,363,500	(1) -	2,363,500
Total Expenditures	<u>6,314,000</u>	<u>6,372,500</u>	<u>4,382,783</u>	<u>1,989,717</u>
Excess, (Deficit) of Revenues Over, (Under) Expenditures	<u>(2,231,500)</u>	<u>(2,231,500)</u>	<u>(342,519)</u>	<u>1,888,981</u>
<b>OTHER FINANCING SOURCES, (USES)</b>				
Debt Proceeds	-	-	585,789	585,789
Total Other Financing Sources, (Uses)	<u>-</u>	<u>-</u>	<u>585,789</u>	<u>585,789</u>
Net Change in Fund Balance	<u>(2,231,500)</u>	<u>(2,231,500)</u>	<u>243,270</u>	<u>2,474,770</u>
Beginning Fund Balance	<u>2,981,500</u>	<u>2,981,500</u>	<u>3,084,207</u>	<u>102,707</u>
Ending Fund Balance	<u>\$ 750,000</u>	<u>\$ 750,000</u>	<u>\$ 3,327,477</u>	<u>\$ 2,577,477</u>
<b>Reconciliation to GAAP Net Position:</b>				
Sewer SDC Fund Balance			2,097,448	
Net Capital Assets			10,833,421	
Deferred Outflows			671,981	
Deferred Inflows			(141,722)	
Proportionate Share of the Net Pension Liability			(1,639,657)	
OPEB - GASB 75			(47,259)	
Deferred Revenue			330,639	
Long-Term Debt			(6,151,947)	
Compensated Absences			(101,513)	
Net Position			<u>\$ 9,178,868</u>	

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET - BUDGETARY (NON-GAAP) BASIS  
For the Year Ended June 30, 2021**

	<u>STORM FUND</u>			VARIANCE POSITIVE (NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
REVENUES				
Charges for Services	\$ 1,000,000	\$ 1,000,000	\$ 1,082,731	\$ 82,731
Interest	5,000	5,000	5,000	-
Total Revenues	<u>1,005,000</u>	<u>1,005,000</u>	<u>1,087,731</u>	<u>82,731</u>
EXPENDITURES				
Operations	1,349,000	1,349,000 (1)	1,339,887	9,113
Capital Outlay	150,000	150,000 (1)	40,146	109,854
Contingency	1,156,000	1,156,000 (1)	-	1,156,000
Total Expenditures	<u>2,655,000</u>	<u>2,655,000</u>	<u>1,380,033</u>	<u>1,274,967</u>
Net Change in Fund Balance	(1,650,000)	(1,650,000)	(292,302)	1,357,698
Beginning Fund Balance	<u>2,150,000</u>	<u>2,150,000</u>	<u>2,164,417</u>	<u>14,417</u>
Ending Fund Balance	<u>\$ 500,000</u>	<u>\$ 500,000</u>	1,872,115	<u>\$ 1,372,115</u>
Reconciliation to GAAP Net Position:				
Storm SDC Fund			374,952	
Net Capital Assets			6,131,345	
Deferred Outflows			224,389	
Deferred Inflows			(48,050)	
Proportionate Share of the Net Pension Liability			(546,555)	
OPEB - GASB 75			(18,176)	
Compensated Absences			(35,530)	
Net Position			<u>\$ 7,954,490</u>	

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>WATER SDC FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 75,000	\$ 75,000	\$ 638,527	\$ 563,527
Total Revenues	75,000	75,000	638,527	563,527
EXPENDITURES				
Materials and Services	400,000	400,000	14,024	385,976
Capital Outlay	515,000	500,000	173,353	326,647
Contingency	-	15,000	(1) -	15,000
Total Expenditures	915,000	915,000	(1) 187,377	727,623
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(840,000)	(840,000)	451,150	1,291,150
OTHER FINANCING SOURCES, (USES)				
Transfers In	-	-	-	-
Transfers Out	-	-	(1) -	-
Total Other Financing Sources, -Uses	-	-	-	-
Net Change in Fund Balance	(840,000)	(840,000)	451,150	1,291,150
Beginning Fund Balance	840,000	840,000	985,183	145,183
Ending Fund Balance	\$ -	\$ -	\$ 1,436,333	\$ 1,436,333

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>SEWER SDC</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 100,000	\$ 100,000	\$ 800,524	\$ 700,524
Total Revenues	100,000	100,000	800,524	700,524
EXPENDITURES				
Materials and Services	785,000	785,000	142,042	642,958
Capital Outlay	785,000	770,000	115,569	654,431
Contingency	-	15,000	(1) -	15,000
Total Expenditures	1,570,000	1,570,000	(1) 257,611	1,312,389
Net Change in Fund Balance	(1,470,000)	(1,470,000)	542,913	2,012,913
Beginning Fund Balance	1,470,000	1,470,000	1,554,535	84,535
Ending Fund Balance	\$ -	\$ -	\$ 2,097,448	\$ 2,097,448

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>STORM SDC FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Services	\$ 30,000	\$ 30,000	\$ 144,685	\$ 114,685
Total Revenues	30,000	30,000	144,685	114,685
EXPENDITURES				
Materials and Services	180,000	180,000	125,129	54,871
Capital Outlay	180,000	170,000	-	170,000
Total Expenditures	360,000	350,000 (1)	125,129	224,871
Excess, (Deficit) of Revenues Over, (Under) Expenditures	(330,000)	(320,000)	19,556	339,556
OTHER FINANCING SOURCES, (USES)				
Transfers Out	-	(10,000) (1)	-	10,000
Total Other Financing Sources, -Uses	-	(10,000)	-	10,000
Net Change in Fund Balance	(330,000)	(330,000)	19,556	349,556
Beginning Fund Balance	330,000	330,000	355,396	25,396
Ending Fund Balance	\$ -	\$ -	\$ 374,952	\$ 374,952

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**COMBINING STATEMENT OF NET POSITION  
INTERNAL SERVICE FUNDS  
June 30, 2021**

	INFORMATION TECHNOLOGY	EQUIPMENT	PUBLIC WORKS OPERATIONS	FACILITY MAJOR MAINTENANCE	TOTAL
<b>ASSETS</b>					
Current:					
Cash and Investments	\$ 468	\$ 466,399	\$ 373,379	161,887	\$ 1,002,133
Prepaid Expenses	-	-	-	240,000	240,000
Inventories	-	12,378	-	-	12,378
Total Current Assets	468	478,777	373,379	401,887	1,254,511
Capital Assets, (Net)	-	17,589	-	-	17,589
Total Assets	<u>\$ 468</u>	<u>\$ 496,366</u>	<u>\$ 373,379</u>	<u>401,887</u>	<u>\$ 1,272,100</u>
<b>LIABILITIES AND NET POSITION</b>					
Liabilities:					
Accounts Payable and Accrued Liabilities	\$ -	\$ -	\$ -	-	\$ -
Total Liabilities	-	-	-	-	-
Net Position:					
Net Investment in Capital Assets	-	17,589	-	-	17,589
Unrestricted	468	478,777	373,379	401,887	1,254,511
Total Net Position	468	496,366	373,379	401,887	1,272,100
Total Liabilities and Net Position	<u>\$ 468</u>	<u>\$ 496,366</u>	<u>\$ 373,379</u>	<u>401,887</u>	<u>\$ 1,272,100</u>

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN NET POSITION - INTERNAL SERVICE FUNDS  
For the Year Ended June 30, 2021**

	INFORMATION TECHNOLOGY	EQUIPMENT	PUBLIC WORKS OPERATIONS	FACILITY MAJOR MAINTENANCE	TOTAL
OPERATING REVENUES					
Internal Charges	\$ 551,500	\$ 686,500	\$ 3,094,000	85,000	\$ 4,417,000
Charges for Services	-	-	11,690	-	11,690
Grants				11,500	11,500
Total Revenues	551,500	686,500	3,105,690	96,500	4,440,190
OPERATING EXPENDITURES					
Operations	583,768	606,140	3,051,876	329,247	4,571,031
Depreciation	-	8,127	-	-	8,127
Total Expenditures	583,768	614,267	3,051,876	329,247	4,579,158
Operating Income, (Loss)	(32,268)	72,233	53,814	(232,747)	(138,968)
NONOPERATING REVENUES, (EXPENDITURES)					
Miscellaneous	14,945	-	4,500	-	19,445
Total Nonoperating Revenues, (Expenditures)	14,945	-	4,500	-	19,445
Income Before Other Financing Items	(17,323)	72,233	58,314	(232,747)	(119,523)
OTHER FINANCING SOURCES, (USES)					
Transfers	-	-	-	240,000	240,000
Total Other Financing Sources, (Uses)	-	-	-	240,000	240,000
Change in Net Position	(17,323)	72,233	58,314	7,253	120,477
Beginning Net Position	17,791	424,133	315,065	394,634	1,151,623
Ending Net Position	\$ 468	\$ 496,366	\$ 373,379	401,887	\$ 1,272,100

CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON  
COMBINING STATEMENT OF CASH FLOWS  
INTERNAL SERVICE FUNDS  
For the Year Ended June 30, 2021

	INFORMATION TECHNOLOGY	EQUIPMENT	PUBLIC WORKS	FACILITY MAJOR MAINTENANCE	TOTAL
Cash Flows from Operating Activities:					
Cash Received from Customers	\$ 551,500	\$ 686,500	\$ 3,105,690	96,500	\$ 4,440,190
Cash Paid to Suppliers	(583,768)	(606,140)	(3,051,876)	(329,247)	(4,571,031)
Cash Paid to Employees	-	-	-	-	-
Net Cash Provided -Used by Operating Activities	(32,268)	80,360	53,814	(232,747)	(130,841)
Cash Flows from Noncapital Financing Activities:					
Transfers	-	-	-	240,000	240,000
Assets Purchased for Other Funds	-	-	-	-	-
Miscellaneous Revenues/Expenditures	14,945	-	4,500	-	19,445
Net Cash Provided -Used by Noncapital Financing Activities	14,945	-	4,500	240,000	259,445
Cash Flows from Capital and Related Financing Activities:					
Intergovernmental Revenues	-	-	-	-	-
Net Cash Provided -Used by Capital and Related Financing Activities	-	-	-	-	-
Net Increase -Decrease in Cash and Cash Equivalents	(17,323)	80,360	58,314	7,253	128,604
Cash and Investments at Beginning of Year	-	-	-	-	-
Cash and Investments at End of Year	\$ (17,323)	\$ 80,360	\$ 58,314	7,253	\$ 128,604
Reconciliation of Operating Income to Net Cash Provided by Operating Activities					
Operating Income, -Loss	\$ (32,268)	\$ 72,233	\$ 53,814	(232,747)	\$ (138,968)
Noncash Items Included in Income:					
Depreciation	-	-	-	-	-
Decrease -Increase in Accounts Receivable	-	-	-	-	-
Decrease -Increase in Inventory	-	-	-	-	-
Increase -Decrease in Accounts Payable and Accrued Liabilities	-	-	-	-	-
Net Cash Provided -Used by Operating Activities	\$ (32,268)	\$ 72,233	\$ 53,814	(232,747)	\$ (138,968)

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

INFORMATION TECHNOLOGY FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Charges for Interfund Services	\$ 518,000	\$ 597,000	\$ 551,500	\$ (45,500)
Miscellaneous	-	11,000	14,945	3,945
Total Revenue	518,000	608,000	566,445	(41,555)
EXPENDITURES				
Operations	480,000	608,000 (1)	583,768	24,232
Contingency	38,000	- (1)	-	-
Total Expenditures	518,000	608,000	583,768	24,232
Net Change in Fund Balance	-	-	(17,323)	(17,323)
Beginning Fund Balance	-	-	17,791	17,791
Ending Fund Balance	\$ -	\$ -	\$ 468	\$ 468

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>EQUIPMENT FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Charges for Interfund Services	\$ 461,000	\$ 686,500	\$ 686,500	\$ -
Miscellaneous	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>661,000</u>	<u>686,500</u>	<u>686,500</u>	<u>-</u>
EXPENDITURES				
Operations	611,500	534,500 (1)	516,859	17,641
Capital outlay	35,000	90,000 (1)	89,281	719
Contingency	<u>503,500</u>	<u>551,000 (1)</u>	<u>-</u>	<u>551,000</u>
Total Expenditures	<u>1,150,000</u>	<u>1,175,500</u>	<u>606,140</u>	<u>569,360</u>
Net Change in Fund Balance	(489,000)	(489,000)	80,360	569,360
Beginning Fund Balance	<u>489,000</u>	<u>489,000</u>	<u>398,417</u>	<u>(90,583)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>478,777</u>	<u>\$ 478,777</u>
Reconciling Items:				
Net Capital Assets			<u>17,589</u>	
Net Position			<u>\$ 496,366</u>	

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

Item #2.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

	<u>PUBLIC WORKS FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
REVENUES				
Miscellaneous	\$ -	\$ -	\$ 4,500	\$ 4,500
Engineering Fees	35,000	15,000	11,690	(3,310)
Charges for Interfund Services	<u>2,932,000</u>	<u>3,094,000</u>	<u>3,094,000</u>	<u>-</u>
Total Revenues	<u>2,967,000</u>	<u>3,109,000</u>	<u>3,110,190</u>	<u>1,190</u>
EXPENDITURES				
Operations	<u>3,266,000</u>	<u>3,145,500</u>	(1) <u>3,051,876</u>	<u>93,624</u>
Contingency	<u>21,000</u>	<u>283,500</u>	(1) <u>-</u>	<u>283,500</u>
Total Expenditures	<u>3,287,000</u>	<u>3,429,000</u>	<u>3,051,876</u>	<u>377,124</u>
Net Change in Fund Balance	(320,000)	(320,000)	58,314	378,314
Beginning Fund Balance	<u>320,000</u>	<u>320,000</u>	<u>315,065</u>	<u>(4,935)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 373,379</u>	<u>\$ 373,379</u>

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ACTUAL AND BUDGET  
For the Year Ended June 30, 2021**

FACILITY MAJOR MAINTENANCE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
REVENUES				
Internal Charges	\$ 85,000	\$ 85,000	\$ 85,000	\$ -
Grants	-	12,000	11,500	(500)
Total Revenues	85,000	97,000	96,500	(500)
EXPENDITURES				
Capital Outlay	448,000	691,000 (1)	320,629	370,371
Equipment	-	9,000 (1)	8,618	382
Total Expenditures	448,000	700,000	329,247	370,753
Excess, (Deficit) of Revenues Over (Under) Expenditures	(363,000)	(603,000)	(232,747)	370,253
OTHER FINANCING SOURCES, (USES)				
Transfers In	-	240,000 (1)	240,000	-
Total Other Financing Sources, (Uses)	-	240,000	240,000	-
Net Change in Fund Balance	(363,000)	(363,000)	7,253	370,253
Beginning Fund Balance	363,000	363,000	394,634	31,634
Ending Fund Balance	\$ -	\$ -	\$ 401,887	\$ 401,887

(1) Appropriation Level

**CITY OF ST. HELENS  
COLUMBIA COUNTY, OREGON**

**INDEPENDENT AUDITORS' REPORT REQUIRED BY  
OREGON STATE REGULATIONS**



**PAULY, ROGERS, AND CO., P.C.**  
 12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
 (503) 620-2632 ♦ (503) 684-7523 FAX  
 www.paulyrogersandcogas.com

DATE

### **Independent Auditors' Report Required by Oregon State Regulations**

We have audited the basic financial statements of the City of St. Helens as of and for the year ended June 30, 2021, and have issued our report thereon dated DATE. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

### **Compliance**

As part of obtaining reasonable assurance about whether the City of St. Helens' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the City of St. Helens was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

### **OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

We noted matters involving the internal control structure and its operation that we consider to be significant deficiencies under standards established by the American Institute of Certified Public Accountants, which are noted in our management letter dated DATE.

**Independent Auditors' Report Required by Oregon State Regulations**

This report is intended solely for the information and use of the council members and management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

**UNSIGNED - DRAFT**

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03/09/22

Accrual Basis

**St. Helens Senior Center, Inc.**  
**Statement of Financial Income and Expense**  
 September 2021 through February 2022

Item #3.

	Senior Center	SNAPP	Thrift Store	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Contributed support				
4010 · Indiv/business contribution	2,588.48	30,542.26	0.00	33,130.74
4060 · Crafts Ladies	377.00	0.00	0.00	377.00
4061 · Exercise Class	595.00	0.00	0.00	595.00
4090 · Pool	138.00	0.00	0.00	138.00
4140 · Agency (government) grants	0.00	14,700.00	0.00	14,700.00
<b>Total 4000 · Contributed support</b>	<b>3,698.48</b>	<b>45,242.26</b>	<b>0.00</b>	<b>48,940.74</b>
4600 · Ways and Means	517.20	0.00	0.00	517.20
<b>5000 · Earned revenues</b>				
5001 · Interest - Money Market	18.17	0.00	0.00	18.17
5003 · Interest - Dire Needs Fund	0.92	0.00	0.00	0.92
5005 · Interest - ETSY	0.00	0.00	2.39	2.39
5021 · Meal Reimbursement-USDA	0.00	69,808.50	0.00	69,808.50
5022 · Monthly Contract	0.00	1,200.00	0.00	1,200.00
5160 · HDM	20.00	16,605.00	0.00	16,625.00
5161 · Congregate Meals	0.00	1,830.00	0.00	1,830.00
5173 · Sales - Top Notch	0.00	0.00	162,317.09	162,317.09
5210 · Membership dues - individuals	476.00	0.00	0.00	476.00
5450 · Advertising revenues	1,050.00	0.00	0.00	1,050.00
<b>Total 5000 · Earned revenues</b>	<b>1,565.09</b>	<b>89,443.50</b>	<b>162,319.48</b>	<b>253,328.07</b>
5006 · Interest - Boost Plus Savings	764.32	0.00	0.00	764.32
5174 · Etsy Sales	0.00	0.00	2,040.24	2,040.24
<b>Total Income</b>	<b>6,545.09</b>	<b>134,685.76</b>	<b>164,359.72</b>	<b>305,590.57</b>
<b>Gross Profit</b>	<b>6,545.09</b>	<b>134,685.76</b>	<b>164,359.72</b>	<b>305,590.57</b>
<b>Expense</b>				
7200 · Salaries & related expenses				
7220 · Salaries & wages - other	23,525.77	26,569.69	71,572.75	121,668.21
7225 · Stipend	0.00	740.00	0.00	740.00
7250 · Payroll taxes	8,547.42	10,624.40	25,199.40	44,371.22
7255 · Employee Benefits	2,160.00	385.54	0.00	2,545.54
<b>Total 7200 · Salaries &amp; related expenses</b>	<b>34,233.19</b>	<b>38,319.63</b>	<b>96,772.15</b>	<b>169,324.97</b>

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03/09/22

Accrual Basis

**St. Helens Senior Center, Inc.**  
**Statement of Financial Income and Expense**  
 September 2021 through February 2022

Item #3.

	Senior Center	SNAPP	Thrift Store	TOTAL
<b>7500 · Other personnel expenses</b>				
7521 · Bank Charges	153.35	0.00	0.00	153.35
7540 · Professional fees - other	831.83	0.00	0.00	831.83
7543 · Merchant Card Services	154.54	0.00	4,023.07	4,177.61
7545 · Etsy Seller Fees	0.00	0.00	8.70	8.70
<b>Total 7500 · Other personnel expenses</b>	<b>1,139.72</b>	<b>0.00</b>	<b>4,031.77</b>	<b>5,171.49</b>
<b>8016 · Insurance-SAIF</b>	<b>427.74</b>	<b>427.01</b>	<b>426.73</b>	<b>1,281.48</b>
<b>8100 · Non-personnel expenses</b>				
8110 · Supplies				
8111 · Supplies - Food	0.00	60,082.16	0.00	60,082.16
8112 · Supplies - Paper Products-SNAPP	0.00	20,534.86	0.00	20,534.86
8113 · Supplies - Janitorial	343.03	616.28	0.00	959.31
8114 · Supplies - Repairs/Maint	0.00	0.00	616.28	616.28
8115 · Supplies - Office	1,119.16	405.96	988.10	2,513.22
8116 · Supplies - Other	0.00	2,118.35	0.00	2,118.35
<b>Total 8110 · Supplies</b>	<b>1,462.19</b>	<b>83,757.61</b>	<b>1,604.38</b>	<b>86,824.18</b>
8140 · Postage, shipping, delivery	714.00	0.00	121.75	835.75
8160 · Equip rental & maintenance	483.18	530.00	151.80	1,164.98
8170 · Printing & copying	0.00	0.00	29.45	29.45
8180 · Books, subscriptions, reference	60.00	0.00	0.00	60.00
<b>Total 8100 · Non-personnel expenses</b>	<b>2,719.37</b>	<b>84,287.61</b>	<b>1,907.38</b>	<b>88,914.36</b>
<b>8200 · Occupancy expenses</b>				
8203 · Rent - Top Notch	0.00	0.00	62,846.00	62,846.00
8216 · Insurance-Liability, Fire, Etc	2,054.47	2,054.46	2,054.47	6,163.40
8217 · Security and Fire Alarm Systems	1,243.02	538.96	425.65	2,207.63
8220 · Utilities				
8221 · Electric	1,424.07	3,318.13	2,773.63	7,515.83
8222 · NW Natural Gas	590.37	1,377.49	536.46	2,504.32
8223 · Water/Sewer/Storm - Top Notch	0.00	0.00	1,121.51	1,121.51
8224 · Garbage Service	401.31	524.79	0.00	926.10
8225 · Telephone/Telecomm-Sr Center	89.94	0.00	74.29	164.23
8226 · Comcast Cable	1,098.78	1,316.80	1,396.13	3,811.71
<b>Total 8220 · Utilities</b>	<b>3,604.47</b>	<b>6,537.21</b>	<b>5,902.02</b>	<b>16,043.70</b>
<b>Total 8200 · Occupancy expenses</b>	<b>6,901.96</b>	<b>9,130.63</b>	<b>71,228.14</b>	<b>87,260.73</b>
<b>8300 · Travel &amp; meetings expenses</b>	<b>45.36</b>	<b>0.00</b>	<b>0.00</b>	<b>45.36</b>

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03/09/22

Accrual Basis

**St. Helens Senior Center, Inc.**  
**Statement of Financial Income and Expense**  
 September 2021 through February 2022

Item #3.

	Senior Center	SNAPP	Thrift Store	TOTAL
8500 · Misc expenses				
8540 · Training and Promotion	1,365.00	100.00	1,236.32	2,701.32
8555 · Activities Expenses	205.95	0.00	0.00	205.95
8570 · Advertising expenses	95.00	0.00	95.00	190.00
Total 8500 · Misc expenses	1,665.95	100.00	1,331.32	3,097.27
8587 · Ways and Means Expenses	87.85	0.00	0.00	87.85
Total Expense	47,221.14	132,264.88	175,697.49	355,183.51
Net Ordinary Income	-40,676.05	2,420.88	-11,337.77	-49,592.94
Net Income	-40,676.05	2,420.88	-11,337.77	-49,592.94



## CITY OF ST. HELENS PLANNING DEPARTMENT

**M E M O R A N D U M**

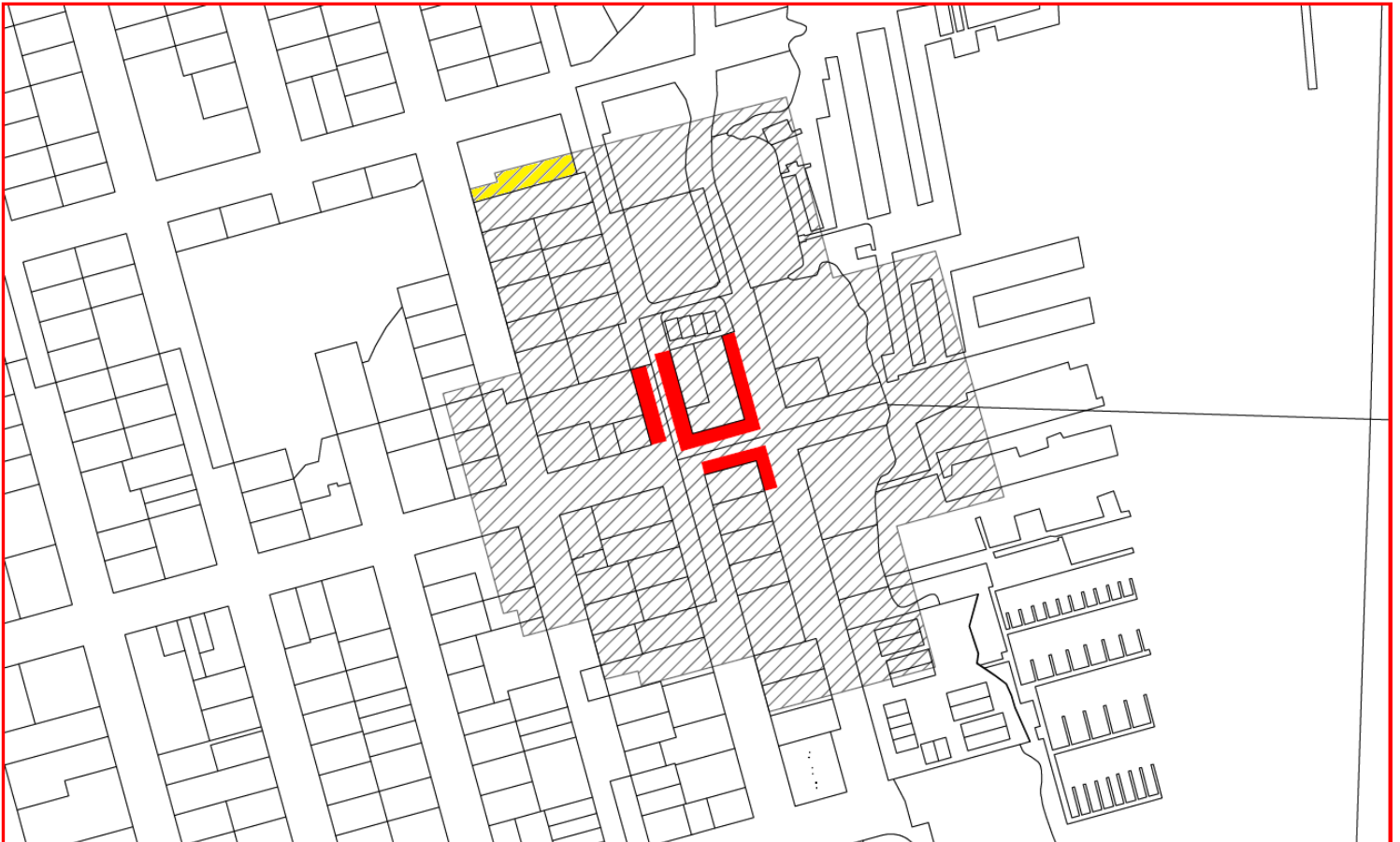
**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor's signature of annexation consent  
**DATE:** March 7, 2022

The City Council is accustomed to reviewing formal right-of-way vacations. Usually at that point, an applicant has obtained all necessary property owner consent as required by state law.

Less common is when a property owner wants consent in advance of any hearings. This is a normal part of a right-of-way vacation proposal and in this case, the city owns some property within the "affected area" of the vacation.

An application needs to show that they have obtained at least 2/3rds consent of owners of property within the affected area to be eligible for the public hearing process for ROW vacation considerations.

In this case the applicant, Keith Locke et. al., proposes various vacations by the Columbia Boulevard and S. 1<sup>st</sup> Street intersection. The affected area is below. Staff will be at the work session to explain this further.



February, 2022

Dear Neighbor,

I am writing to ask for your assistance. My neighbors and I are preparing an application to the City of St. Helens requesting the City Council vacate a portion of the road right-of-way in front of our properties. My property is located at 90 Columbia Blvd and 114 North 1st Street. Susan Jones who lives at 100 South 1st Street and Diane Dillard who lives at 124 North 2nd Street and the Williamson Trust who owns the lot at the corner of North 1st and Columbia Blvd are also joining me in this application.

As shown on the attached sketch, we are requesting the Council vacate a portion of the public right-of-way in front of our properties. The reason we are submitting this application is to decrease a portion of the unused right-of-way in order to clean up this area and to allow for future development of our properties.

One of the requirements of a road vacation application is property owners within the area affected by the vacation need to consent to sending this on to the Planning Commission and City Council. This is the reason we need your help. I'm asking that you please sign and date the consent form included with this letter and return it to me.

A self-addressed stamped envelope is included for you to return the signed form to me. We really appreciate your help with this. If you have any questions or would like me to pick up the completed form, please do not hesitate contacting me by phone at 503-369-0575 Cell# phone or message or email at [keithlocke@comcast.net](mailto:keithlocke@comcast.net).

Thank you very much for you assistance and I look forward to hearing from you soon.

Sincerely,

Keith Locke  
503-369-0575  
[keithlocke@comcast.net](mailto:keithlocke@comcast.net)

RECEIVED  
MAR 01 2022  
CITY RECORDER

C. Ty

Item #4.

CONSENT TO VACATION OF PUBLIC WAY

The undersigned, being the owner(s) of real property located in the affected area of the request by  
Dillard, Locke, Williamson, and Jones to vacate a portion of a public right of way, hereby  
Petitioner's Name

consent(s)\* to the vacation of that portion described as \_\_\_\_\_

The west 25 feet of the N. River Street right-of-way and the east 30 feet of the N. 1<sup>st</sup> Street (Columbia St.) right-of-way abutting Lots 1, 2, and the portion of Lot 3 not included in the Marinascape Condominiums, Block 13; and

The north 25 feet of the Columbia Boulevard right-of-way abutting Lot 1, block 13, and the proposed vacated portions of the N. River Street and N. 1<sup>st</sup> Street (Columbia St.) rights-of-way adjacent to said Lot 1; and

The west 30 feet of the N. 1<sup>st</sup> Street (Columbia St.) right-of-way abutting Lots 22, 21 and the south half of Lot 20, Block 16; and

The west 25 feet of the S. River Street right-of-way abutting Lot 11, Block 12; and

The south 25 feet of the Columbia Boulevard right-of-way abutting Lot 11, Block 12, and the proposed vacated portion of the S. River Street right-of-way adjacent to said Lot 11;

All within the St. Helens Subdivision, City of St. Helens, Columbia County, Oregon.

*Please see attached plot plan.*

The legal description (Lot and Block, Meets and Bounds, and Assessor's Tax Account Number) of the property owned by the undersigned is: 5N1W34CC 11300

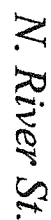
The address of our property is: N 2nd St St Helens OR 97051

☐ My property is abutting by physically fronting the portion of the right-of-way being vacated.

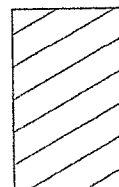
X Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

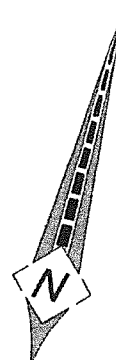
*\*Per ORS 271.080(2), the petitioner must have the consent of the property owners of all abutting properties and not less than two-thirds of the real property owners located in the affected area.*



*Vacate  
Area*



S. River St.





## CITY OF ST. HELENS PLANNING DEPARTMENT

**M E M O R A N D U M**

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Little Street right-of-way dedication  
**DATE:** March 3, 2022

---

Property at 115 Little Street used to be developed with a detached single-family dwelling. This dwelling burned several years ago and the site has been purchased by the abutting property owner who may be interested in development of the property in association with Skinny's Texaco and/or another related businesses on the site.

The City's Development Code includes provisions that public right-of-way be dedicated for certain development proposals such as land divisions and substantial changes to properties. The owner anticipates this and has consented to right-of-way dedication along Little Street.

The Council approved a similar dedication in 2013 and this dedication would continue to advance city plans.

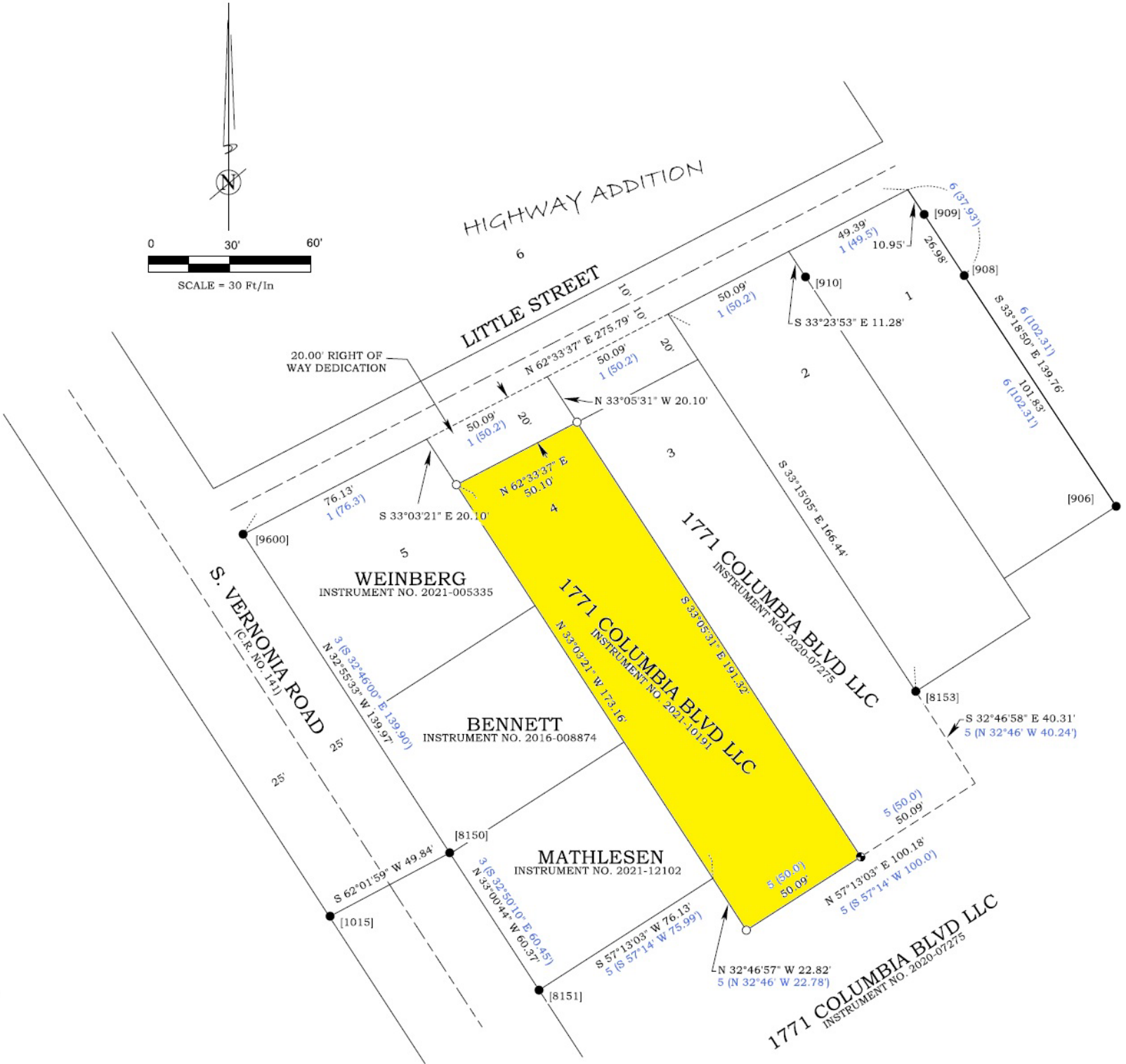
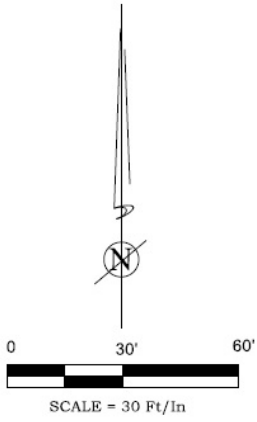
**Please authorize the Mayor to sign the attached dedication deed at the regular session.**

**Attached:** Map showing the eventual Little Street right-of-way as surrounding properties redevelop (same exhibit used in the 2013 dedication)

Survey excerpt

Dedication deed





**GRANTOR:**

1771 Columbia Boulevard, LLC  
 310 Riverside Drive  
 St. Helens, OR 97051

**AFTER RECORDING, RETURN TO GRANTEE:**

City of St. Helens  
 265 Strand Street  
 St. Helens, OR 97051

▲ This Space for Recorder's Use Only ▲

## DEDICATION DEED

1771 Columbia Boulevard, LLC, hereinafter "Grantor," does hereby forever conveys and dedicates to the City of St. Helens, an Oregon municipal corporation, "Grantee," the following described real property, for the use of the public as a public way:

See Exhibit A, attached hereto and hereby incorporated by reference.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTION 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.**

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The true consideration for this conveyance is \$0.00, stated in terms of dollars.

To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

Wayne Weigandt  
Grantor  
3/3/22  
Date

STATE OF OREGON                     )  
  ) ss.  
County of Columbia                )

This instrument was acknowledged before me on MARCH 3, 2022,  
by Wayne Weigandt as Registered Agent of 1771 Columbia Boulevard, LLC



Christina Sullivan  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: JANUARY 13, 2024

[Remainder of Page Intentionally Left Blank]

[Acceptance and Acknowledgement Page Follows]

The foregoing conveyance is hereby ACCEPTED:

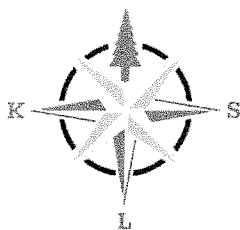
By: \_\_\_\_\_  
Rick Scholl, Mayor  
City of St. Helens

\_\_\_\_\_  
Date

STATE OF OREGON            )  
  ) ss.  
County of Columbia        )

This instrument was acknowledged before me on \_\_\_\_\_,  
by Rick Scholl as Mayor of the City of St. Helens.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: \_\_\_\_\_



# KLS Surveying Inc.

1224 Alder Street  
Vernonia, OR 97064

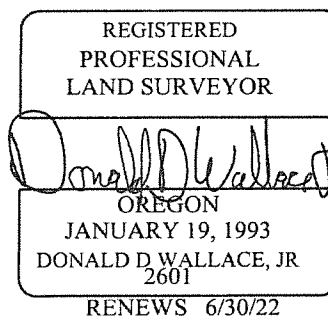
Phone: (503) 429-6115  
Fax: (866) 297-1402  
Email: dwallace\_kls@msn.com

## Exhibit A Right of Way Dedication

A 20.00 feet wide strip of land being a portion of that tract of land conveyed to 1771 Columbia Blvd LLC, an Oregon limited liability company in deed recorded as Instrument No. 2021-10191, Columbia County Deed Records lying in the Southeast quarter of Section 5 and Southwest quarter of Section 4, Township 2 North, Range 4 West of the Willamette Meridian, city of St. Helens, Columbia County, Oregon being more particularly described as follows:

- Beginning at the Northwest corner Lot 4, Highway addition to St. Helens;
- thence South  $33^{\circ}03'21''$  East along the Westerly line of said Lot 4, 20.10 feet to a 5/8" iron rod with a yellow plastic cap marked "KLS Surveying Inc.";
- thence North  $62^{\circ}33'37''$  East parallel to and 20.00 feet from the North line of said Lot 4, 50.10 feet to a 5/8" iron rod with a yellow plastic cap marked "KLS Surveying Inc." on the Easterly line of said Lot 4;
- thence North  $33^{\circ}05'31''$  West along the Easterly line of said Lot 4, 20.10 feet to the Northeast corner of said Lot 4;
- thence South  $62^{\circ}33'37''$  West along the North line of said Lot 4, 50.09 feet to the point of beginning.

--The bearings are NAD83 (2011) epoch 2010, Oregon Coordinate Reference System Columbia River West (6014). distances shown are ground distances.





## **Building Maintenance - Utility Worker I**

**DEPARTMENT:** Public Works  
**DIVISION:** Facilities Maintenance  
**SUPERVISOR:** Facilities Maintenance Supervisor  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

Plans, performs, and/or coordinates a variety of skilled and semi-skilled work including carpentry and painting work related to maintenance, construction, and repair of City buildings and facilities. Operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

### **SUPERVISION RECEIVED**

Works under the direction of the Facilities Maintenance Supervisor or a designated alternate.

### **SUPERVISION EXERCISED**

May serve as lead worker over new and/or temporary employees, providing training, instruction, and/or direction for simple or semi-skilled tasks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Performs duties related to building maintenance in areas of carpentry and painting including basic construction, finish work, and repair.
- Maintains a variety of records relating to inspections and buildings maintenance activity.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, and sand.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates light and medium-sized construction and power equipment, such as mechanized broom, jitter/vacuum truck, backhoe/loader, and other equipment as necessary.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying, and backfilling.
- Assists in the training of lower-level employees to increase their skills in the maintenance of City buildings and in maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Operates a variety of power, construction, and maintenance equipment used in building maintenance as well as in the water, sewer, and street departments.

- Performs all duties in conformance to appropriate safety and security standards.
- May evaluate building maintenance needs and provide recommendations on repair/remodel of City buildings.
- May paint street lines and symbols.
- May maintain and install street signage within the city limits.
- Performs other duties as assigned as it pertains to this job and the department
- Serves on various employee or other committees as it pertains to this job and the department
- Assists on occasion with inspections and/or repairs of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, pressure loss, or no water; evaluates situation; explains findings to supervisor.
- Be available to respond for emergency call-back as necessary and respond to off-duty requests.
- Occasionally contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Occasionally cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services and fire hydrants; assists in shutting off broken sections of water mains.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from high school education or GED equivalent, and
- b. Two years of experience relating to construction, maintenance, or repair, or
- c. Any equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- b. Knowledge of HVAC systems and equipment.
- c. Skill in operation of some of the listed tools and equipment.
- d. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.
- e. Skill in basic and finish carpentry, including painting.
- f. Knowledge of building codes and construction standards in the areas of assignment.

### **SPECIAL REQUIREMENTS**

- Valid State Driver's license and CDL certification, or ability to obtain one within 1 year.
- First Aid and CPR Certificate ability to obtain one within 6 months.

- Flagging and Traffic Safety Certificate or ability to obtain one within 1 year.

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jitter/vacuum truck, street roller, manlift, tamper, jack hammer, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, carpentry tools, cement tools, concrete tools, and painting equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Building Maintenance - Utility Worker I** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Building Maintenance - Utility Worker I

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Public Works Supervisor

\_\_\_\_\_  
Date



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: March 16, 2022

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Business License Reports attached.

PACKET: 00312 2-16-22 Approvals 2-16-22 Approvals

SEQUENCE: License #



Item #7.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00014	2/10/22- 2/10/23	THE MULLEN COMPANY	CONTPUM CONTRACTOR-PLUMBING	0.00
00101	1/01/22- 1/01/23	JILLY'S AGAIN	RETCLOTH RETAIL - CLOTHING	0.00
00130	1/01/22- 1/01/23	HEATHER EPPERLY AGENCY INC	MISC MISCELLANEOUS	0.00
00173	1/01/22- 1/01/23	SHERLOCKS GROCERY	GROCERY GROCERY	0.00
00181	1/01/22- 1/01/23	*SIMPLY THE BEST CLEANING SERV	JANITOR JANITORIAL SERVICES	0.00
00190	2/18/22- 2/18/23	RICKS CUSTOM FENCING & DECKING	FENCE FENCE	0.00
00242	1/01/22- 1/01/23	*CAROL WINN	SALESMKT INTERNET SALES/MARKE	0.00
00253	1/01/22- 1/01/23	OREGON COL COUNTY HARDWARE LLC	HARDWARE HARDWARE	0.00
00273	1/01/22- 1/01/23	ROSE STREET BOUTIQUE LLC	RETCLOTH RETAIL - CLOTHING	0.00
00308	2/01/22- 2/01/23	M E MOORE CONSTRUCTION	EXCAVA EXCAVATION/ASPHALT	0.00
00310	2/01/22- 2/01/23	THE ROOF DOCTOR	CONTRROOF CONTRACTOR-ROOFING	0.00
00318	2/01/22- 2/01/23	UNIVAR SOLUTIONS USA INC	MISC MISCELLANEOUS	0.00
00343	2/01/22- 2/01/23	OEG INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00391	2/01/22- 2/01/23	*ISLAND IMPORTS	IMPORT IMPORT/MAIL ORDER/SA	0.00
00395	2/01/22- 2/01/23	*KELL-CLEAN	CARPET CARPETS/FLOORING/DRA	0.00
00396	2/01/22- 2/01/23	WILLIAM P.E. MOORE-DMD/LLC	DENTAL DENTAL CARE	0.00
00411	2/01/22- 2/01/23	GEA BELLE BARKER LMT	MASSAGE MASSAGE	0.00
00450	1/27/22- 1/27/23	ADAIR HOMES INC	CONTGEN CONTRACTOR-GENERAL	0.00
00458	1/27/22- 1/27/23	SALEM HEATING & SHEET METAL	CONTMECH CONTRACTOR-MECHANICA	0.00
00471	1/27/22- 1/27/23	KONE INC	MISC MISCELLANEOUS	0.00
00472	1/27/22- 1/27/23	ALPHA ENVIRONMENTAL SERVICES	CONSULT CONSULTING	0.00
00481	1/29/22- 1/29/23	PLATT ELECTRIC SUPPLY	SALESERV SALES/SERVICE/MAINT	0.00
00490	3/01/22- 3/01/23	NORTHSTAR ALARM SERVICES	SECURITY SECURITY	0.00
00493	3/01/22- 3/01/23	ERSKINE LAW PRACTICE LLC	LAW LAW OFFICES	0.00
00496	2/03/22- 2/03/23	PROLINE PLUMBING & SEWER	CONTPUM CONTRACTOR-PLUMBING	0.00
00501	2/03/22- 2/03/23	MACKENZIE ENGINEERING INC	ENG ENGINEERING	0.00
00506	2/03/22- 2/03/23	BEAVER TREE SERVICE INC	TREES TREES	0.00
00510	2/03/22- 2/03/23	SMART HOME PROS INC	SOLICIT SOLICITATIONS	0.00
00519	2/05/22- 2/05/23	ROSE HEATING	CONTMECH CONTRACTOR-MECHANICA	0.00
00524	2/05/22- 2/05/23	CHRISTENSON ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00525	2/05/22- 2/05/23	PERFORMANCE BLDG PRODUCTS INC	CONTGEN CONTRACTOR-GENERAL	0.00
00528	3/01/22- 3/01/23	CINTAS CORPORATION, NO. 2	CONTMISC CONTRACTOR-MISC.	0.00
00540	2/09/22- 2/09/23	S & J FOOD DISTRIBUTORS LLC	DELIVERY DELIVERY SERVICE	0.00
00541	2/09/22- 2/09/23	KNIFE RIVER CORPORATION	CONTGEN CONTRACTOR-GENERAL	0.00
00543	2/09/22- 2/09/23	RENAUD ELECTRIC CO INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00544	2/09/22- 2/09/23	PATRIOT FIRE PROTECTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00547	2/09/22- 2/09/23	RELEVANT BUILDING CO	CONTMISC CONTRACTOR-MISC.	0.00
00550	2/09/22- 2/09/23	PACIFIC SEA FOOD CO	WHOLESALE WHOLESALE	0.00
00558	2/10/22- 2/10/23	ACTION TECHNOLOGY SYSTEMS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00567	2/10/22- 2/10/23	UNITED STATES BAKERY	DELIVERY DELIVERY SERVICE	0.00
00568	2/10/22- 2/10/23	ADT LLC	SECURITY SECURITY	0.00
00573	2/10/22- 2/10/23	OSWEGO DRYWALL INSTALL INC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00576	2/11/22- 2/11/23	WAL-MART STORE #2422	2NDHAND 2ND HAND DEALER/PAWN	0.00
00581	2/18/22- 2/18/23	JOHNSON CONTROLS FIRE PROTECT	SECURITY SECURITY	0.00
00582	2/18/22- 2/18/23	ANDERSON ROOFING CO INC	CONTRROOF CONTRACTOR-ROOFING	0.00
00586	2/18/22- 2/18/23	STALCUP ROOFING & CONSTRUCTION	CONTRROOF CONTRACTOR-ROOFING	0.00
00587	2/18/22- 2/18/23	STREIMER	CONTMISC CONTRACTOR-MISC.	0.00
00589	2/18/22- 2/18/23	COOLSYS LIGHT COMMERCIAL SOL	CONTMISC CONTRACTOR-MISC.	0.00
00595	2/18/22- 2/18/23	WEST COAST METAL BUILDINGS INC	CONTGEN CONTRACTOR-GENERAL	0.00
00596	2/18/22- 2/18/23	CREEKSIDE JUNIOR ACADEMY LLC	CHILDCAR CHILD CARE	0.00

PACKET: 00312 2-16-22 Approvals 2-16-22 Approvals

SEQUENCE: License #

Item #7.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
<hr/>				
00611	2/18/22- 2/18/23	JILLSON INVESTMENTS	RESTAURA RESTAURANT	0.00
00612	2/18/22- 2/18/23	STA PHASE II	2NDHAND 2ND HAND DEALER/PAWN	0.00
00615	2/18/22- 2/18/23	SANDERS SERVICES	MARINA MARINA/REPAIR SVC	0.00
00619	2/18/22- 2/18/23	TWIN CITY GLASS CO INC	GLASS GLASS	0.00
00620	2/18/22- 2/18/23	A ACTION APPLICANCE & HEATING	CONTEMECH CONTRACTOR-MECHANICA	0.00
00621	2/18/22- 2/18/23	COFFMAN EXCAVATION INC	EXCAV EXCAVATION	0.00
00622	3/01/22- 3/01/23	CHUBB'S CHEVRON	GASSVCS GAS/SERVICE STATION	0.00
00625	2/19/22- 2/19/23	GREAT FLOORS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00640	2/24/22- 2/24/23	GARNER ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00643	2/25/22- 2/25/23	DIAS JIM	RENTRESI RENTAL - RESIDENTIAL	0.00
00645	2/25/22- 2/25/23	BRESLN PROPERTIES LLC (COMM)	RENTCOMM RENTAL - COMMERICAL	0.00
00646	2/25/22- 2/25/23	BRESLIN PROPERTIES LLC (RES)	RENTDUPL RENTAL - DUPLEXES	0.00
00647	2/25/22- 2/25/23	OREGON INTERIORS INC	CONTGEN CONTRACTOR-GENERAL	0.00
00648	2/25/22- 2/25/23	WESTERN COLLECTION BUREAU INC	MISC MISCELLANEOUS	0.00
00649	2/26/22- 2/26/23	HARDER MECH CONTRACTORS INC	CONTGEN CONTRACTOR-GENERAL	0.00
00650	2/26/22- 2/26/23	INTEGRITY CONSTRUCTION GROUP	CONTRTOOF CONTRACTOR-ROOFING	0.00
00657	2/26/22- 2/26/23	COMPASS LAND SURVEYORS	SURVEY SURVEYOR	0.00
00660	2/26/22- 2/26/23	US FOODS INC	WHOLESALE WHOLESALE	0.00
00665	2/27/22- 2/27/23	NOB HILL RIVERVIEW	RENTRESI RENTAL - RESIDENTIAL	0.00
00666	2/27/22- 2/27/23	RAMOS YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00667	2/27/22- 2/27/23	LAKE SIDE INDUSTRIES INC	EXCAV EXCAVATION	0.00
00677	3/05/22- 3/05/23	PEAK ELECTRIC GROUP LLC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00681	4/01/22- 4/01/23	*CRYSTAL BRIGHT SERVICE LLC	JANITOR JANITORIAL SERVICES	0.00
00682	4/01/22- 4/01/23	KJ TOWER ENT. INC.	RESTAURA RESTAURANT	0.00
00683	4/01/22- 4/01/23	ST. HELENS PROFESSIONAL CENTER	RENTCOMM RENTAL - COMMERICAL	0.00
00689	4/01/22- 4/01/23	WEST STREET GROCERY	GROCERY GROCERY	0.00
00702	3/09/22- 3/09/23	OREGON THEATER SUPPLY INC	MISC MISCELLANEOUS	0.00
00706	3/09/22- 3/09/23	SUNSHINE PIZZA	RESTAURA RESTAURANT	0.00
00726	3/10/22- 3/10/23	HARRINGTONS CLOTHING INC	RETAIL RETAIL	0.00
00728	3/10/22- 3/10/23	REINAN JEFF & KAREN	RENTRESI RENTAL - RESIDENTIAL	0.00
00741	4/01/22- 4/01/23	VANDEHEY PROPERTY MANAGEMENT	RENTRESI RENTAL - RESIDENTIAL	0.00
00747	3/11/22- 3/11/23	FAWNWOOD LTD RES	RENTRESI RENTAL - RESIDENTIAL	0.00
00771	3/11/22- 3/11/23	A & E BUILDERS	CONTGEN CONTRACTOR-GENERAL	0.00
00772	3/01/22- 3/01/23	INSTALLED BUILDING PRODUCTS	CONTINSU CONTRACTOR-INSULATIO	0.00
00777	3/01/22- 3/01/23	TERMINIX INTERNATIONAL	PEST PEST CONTROL	0.00
00779	3/11/22- 3/11/23	SALISBURY ROBERT	LAW LAW OFFICES	0.00
00809	3/12/22- 3/12/23	ROFINOT HEATING INC	CONTHVAC CONTRACTOR-HVAC	0.00
00822	3/12/22- 3/12/23	PAUL THAYER SUSNET MANOR APTS	RENTAPT RENTAL - APARTMENTS	0.00
00827	3/12/22- 3/12/23	UNIFIRST CORP	DELIVERY DELIVERY SERVICE	0.00
00833	3/13/22- 3/13/23	WHITE SWALLOW CABANAS LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
00838	3/13/22- 3/13/23	STORK RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00851	3/13/22- 3/13/23	PAULSON PRINTING CO	PRINTING PRINTING	0.00
01013	12/03/21-12/03/22	*SMARTS N ARTS CHILDCARE LLC	CHILDCAR CHILD CARE	0.00
01017	12/08/21-12/08/22	CROOKED CREEK BREWERY	TAVERN TAVERN	0.00
01046	2/03/22- 2/03/23	*NW CLEANING TEAM LLC	JANITOR JANITORIAL SERVICES	0.00
01047	2/01/22- 8/01/22	GEOTERRA, INC	7 DAY 6 MONTH LICENSE	0.00
01048	2/03/22- 2/03/23	PETROCHEM INSULATION INC.	CONTINSU CONTRACTOR-INSULATIO	0.00
01050	2/04/22- 2/04/23	SAUCO PROPERTIES LLC	RENTSVCS RENTAL SERVICES	0.00
01051	2/07/22- 2/07/23	GLOBAL FOOD TRUCKS LLC	REPAIR REPAIR - GENERAL	0.00
01052	2/07/22- 2/07/23	VERTEX GAMING CO	EVENTPLA EVENT PLANNING	0.00

PACKET: 00312 2-16-22 Approvals 2-16-22 Approvals

SEQUENCE: License #

Item #7.

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	2	0.00
7 DAY 6 MONTH LICENSE	1	0.00
ASSTLIVE ASSISTED LIVING FACI	1	0.00
CARPET CARPETS/FLOORING/DRA	1	0.00
CHILDCAR CHILD CARE	2	0.00
CONSULT CONSULTING	2	0.00
CONTCNC CONTRACTOR-CONCRETE	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	5	0.00
CONTGEN CONTRACTOR-GENERAL	8	0.00
CONTHVAC CONTRACTOR-HVAC	1	0.00
CONTINSU CONTRACTOR-INSULATIO	2	0.00
CONTMECH CONTRACTOR-MECHANICA	3	0.00
CONTMISC CONTRACTOR-MISC.	6	0.00
CONTPLUM CONTRACTOR-PLUMBING	2	0.00
CONTROOF CONTRACTOR-ROOFING	4	0.00
CONTSHEE CONTRACTOR-SHEETROCK	1	0.00
DELIVERY DELIVERY SERVICE	3	0.00
DENTAL DENTAL CARE	1	0.00
ENG ENGINEERING	1	0.00
EVENTPLA EVENT PLANNING	1	0.00
EXCAV EXCAVATION	2	0.00
EXCAVA EXCAVATION/ASPHALT	1	0.00
FENCE FENCE	1	0.00
GASSVCS GAS/SERVICE STATION	1	0.00
GLASS GLASS	1	0.00
GROCERY GROCERY	2	0.00
HARDWARE HARDWARE	1	0.00
IMPORT IMPORT/MAIL ORDER/SA	1	0.00
JANITOR JANITORIAL SERVICES	3	0.00
LANDSCAP LANDSCAPING	1	0.00
LAW LAW OFFICES	2	0.00
MARINA MARINA/REPAIR SVC	1	0.00
MASSAGE MASSAGE	1	0.00
MISC MISCELLANEOUS	5	0.00
PEST PEST CONTROL	1	0.00
PRINTING PRINTING	1	0.00
RENTAPT RENTAL - APARTMENTS	1	0.00
RENTCOMM RENTAL - COMMERICAL	2	0.00
RENTDUPL RENTAL - DUPLEXES	1	0.00
RENTRESI RENTAL - RESIDENTIAL	7	0.00
RENTSVCS RENTAL SERVICES	1	0.00
REPAIR REPAIR - GENERAL	1	0.00
RESTAURA RESTAURANT	3	0.00
RETAIL RETAIL	1	0.00
RET Cloth RETAIL - CLOTHING	2	0.00
SALESERV SALES/SERVICE/MAINT	1	0.00
SALESMKT INTERNET SALES/MARKE	1	0.00
SECURITY SECURITY	3	0.00
SOLICIT SOLICITATIONS	1	0.00
SURVEY SURVEYOR	1	0.00

PACKET: 00312 2-16-22 Approvals 2-16-22 Approvals

SEQUENCE: License #

Item #7.

LICENSE CODE	TOTAL	BALANCE
TAVERN TAVERN	1	0.00
TREES TREES	1	0.00
WHOLESALE WHOLESALE	2	0.00
TOTAL ALL CODES:	103	0.00

PACKET: 00312 2-16-22 Approvals 2-16-22 Approvals

SEQUENCE: License #

Item #7.

\*\*\* SELECTION CRITERIA \*\*\*

License Range: thru ZZZZZZZZZZ

License Codes: All

Balance: 9999999999R thru 99999999999

Fee Codes: All

Fee Paid Status: Paid and Unpaid

Origination Dates: 0/00/0000 thru 99/99/9999

Effective Dates: 0/00/0000 thru 99/99/9999

Expiration Dates: 0/00/0000 thru 99/99/9999

Renewal Dates: 0/00/0000 thru 99/99/9999

Payment Dates: 0/00/0000 thru 99/99/9999

Print Dates: 0/00/0000 thru 99/99/9999

License Status: Active

Termination Code:

Paid Status: Paid

City Limits: Inside and Outside

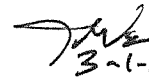
Printed: No

Comment Code:

\*\* END OF REPORT \*\*

PACKET: 00321 3-1-22 Approvals 3-1-22 Approvals

SEQUENCE: License #



Item #7.

ID	PERIOD	NAME	LICENSE CODE	BALANCE
<hr/>				
00003	5/30/21- 5/30/22	ST HELENS PLACE APARTMENT HOME	RENTAPT RENTAL - APARTMENTS	0.00
00150	1/01/22- 1/01/23	RITE AID #5333	PHARMACY PHARMACY	0.00
00180	1/01/22- 1/01/23	*AUTOMOTIVE SERVICES	AUTO AUTO REPAIR	0.00
00214	1/01/22- 1/01/23	GORDON FAMILY PLUMBING LLC	CONTPUM CONTRACTOR-PLUMBING	0.00
00327	2/01/22- 2/01/23	*LINA'S COMPLETE CLEANING	JANITOR JANITORIAL SERVICES	0.00
00432	1/23/22- 1/23/23	I & E CONSTRUCTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00516	3/01/22- 3/01/23	CH MURPHY/CLARK-ULLMAN INC	CONTMISC CONTRACTOR-MISC.	0.00
00518	2/05/22- 2/05/23	UMPQUA DAIRY PRODUCTS CO	DELIVERY DELIVERY SERVICE	0.00
00520	2/05/22- 2/05/23	AUTO-CHLOR SYSTEM OF OR	REPAIR REPAIR - GENERAL	0.00
00521	2/05/22- 2/05/23	PACE EQUIPMENT CO	CONTMISC CONTRACTOR-MISC.	0.00
00523	2/05/22- 2/05/23	RENTOKIL NORTH AMERICA INC	PEST PEST CONTROL	0.00
00526	2/05/22- 2/05/23	SWIRE PACIFIC HOLDINGS INC	SOLICIT SOLICITATIONS	0.00
00529	3/01/22- 3/01/23	PACIFIC CREST BUILDING SUPPLY	CABINETS CABINETS	0.00
00557	2/10/22- 2/10/23	SYSCO PORTLAND INC	DELIVERY DELIVERY SERVICE	0.00
00559	2/10/22- 2/10/23	HDR ENGINEERING INC	ENG ENGINEERING	0.00
00562	2/10/22- 2/10/23	KITTELSON & ASSOCIATES INC	CONSULT CONSULTING	0.00
00594	2/18/22- 2/18/23	NORTHWEST FIRE SUPPRESSION INC	CONTMISC CONTRACTOR-MISC.	0.00
00605	2/18/22- 2/18/23	JOHNSON CONTROLS SECURTY	SECURITY SECURITY	0.00
00626	2/19/22- 2/19/23	COLES APPLIANCE REPAIR INC	CONTMISC CONTRACTOR-MISC.	0.00
00632	2/24/22- 2/24/23	FIRST STUDENT INC	RENTCOMM RENTAL - COMMERICAL	0.00
00637	2/24/22- 2/24/23	SPRESTE ENTERPRISES LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00638	2/24/22- 2/24/23	MASON BRUCE & GIRARD INC	MISC MISCELLANEOUS	0.00
00656	2/26/22- 2/26/23	FIRESIDE CONTRACTING SERVICES	WHOLESALE WHOLESALE	0.00
00662	2/26/22- 2/26/23	BELLEZA DAY SPA & HAIR SALON	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00668	2/27/22- 2/27/23	PAWSITIVE CRITTER CARE LLC	DOG-GROOM DOG GROOMING	0.00
00669	2/27/22- 2/27/23	AMERICAN HOMES 4 RENT LP	RENTRESI RENTAL - RESIDENTIAL	0.00
00673	2/27/22- 2/27/23	CULMAR OUTDOORS	RETSPORE RETAIL - SPORTING GO	0.00
00674	3/03/22- 3/03/23	OTAK INC	ENG ENGINEERING	0.00
00678	3/05/22- 3/05/23	STANSBURY TODD	RENTCOMM RENTAL - COMMERICAL	0.00
00680	4/01/22- 4/01/23	YO PLACE INC.	RESTAURA RESTAURANT	0.00
00694	4/01/22- 4/01/23	JIMIKAT INC.	TAVERN TAVERN	0.00
00705	4/01/22- 4/01/23	FIRESYSTEMS WEST INC.	CONTMISC CONTRACTOR-MISC.	0.00
00714	3/10/22- 3/10/23	BDL PULMBING LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00720	3/10/22- 3/10/23	NORTH SKY COMMUNICATIONS LLC	COMMUNIC COMMUNICATION	0.00
00729	3/10/22- 3/10/23	KRENZ PAUL	RENTDUPL RENTAL - DUPLEXES	0.00
00730	3/10/22- 3/10/23	CHRIS PRODUCTIONS INC	WHOLESALE WHOLESALE	0.00
00734	4/01/22- 4/01/23	ST HELENS RIVERFRONT LLC	RENTAPT RENTAL - APARTMENTS	0.00
00735	4/01/22- 4/01/23	ST HELENS MARINA, LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
00740	4/01/22- 4/01/23	AMERICAN PROPERTY MANAGEMENT	RENTCOMM RENTAL - COMMERICAL	0.00
00744	3/11/22- 3/11/23	FRANKLIN MANOR APTS	RENTAPT RENTAL - APARTMENTS	0.00
00755	3/11/22- 3/11/23	ROBERTSON & OLSON CONST INC	CONTGEN CONTRACTOR-GENERAL	0.00
00756	3/01/22- 3/01/23	COLUMBIA SHORES FINANCIAL INC.	INTERNET INTERNET SERVICES	0.00
00778	3/11/22- 3/11/23	E2C CORP	MISC MISCELLANEOUS	0.00
00792	3/12/22- 3/12/23	FAT DOG FARMS	2NDHAND 2ND HAND DEALER/PAWN	0.00
00800	3/12/22- 3/12/23	WINDHAM LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00802	3/12/22- 3/12/23	ARROWSMITH APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00
00803	3/12/22- 3/12/23	CINTAS CORPORATION	DELIVERY DELIVERY SERVICE	0.00
00804	3/12/22- 3/12/23	LPCCADC III *AMY QUARING	CONSULT CONSULTING	0.00
00807	3/12/22- 3/12/23	JEFF'S CUSTOM DETAILING	AUTOBODY AUTO BODY/DETAILING	0.00
00821	3/12/22- 3/12/23	MCCORMICK APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00

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SEQUENCE: License #

Item #7.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00823	3/12/22- 3/12/23	C & M INVESTMENTS LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00834	3/13/22- 3/13/23	JOHNSON JANICE	RENTRESI RENTAL - RESIDENTIAL	0.00
00835	3/13/22- 3/13/23	BOUDIETTE BETTY	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00837	3/13/22- 3/13/23	TEMP-A-CURE INC	CONTHVAC CONTRACTOR-HVAC	0.00
00863	4/01/22- 4/01/23	COLUMBIA COMMONS	RENTCOMM RENTAL - COMMERICAL	0.00
00867	4/01/22- 4/01/23	THE DOORWORKS COMPANY	DOORS DOORS	0.00
00879	3/26/22- 3/26/23	ECLOGITE COUNSELING LLC	COUNSEL COUNSELING	0.00
00893	4/07/22- 4/07/23	KIMBO SPICE	FOODCART FOOD TRUCK	0.00
00910	4/30/22- 4/30/23	FARMER BROS CO	WHOLESALE WHOLESALE	0.00
01019	12/30/21-12/30/22	MCGINNIS DONILU	2NDHAND 2ND HAND DEALER/PAWN	0.00
01055	2/15/22- 2/15/23	K & B VENTURES LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
01056	2/15/22- 2/15/23	CIRCLE K CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
01059	2/16/22- 2/16/23	ALAN C FERGUSON CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
01062	2/24/22- 2/24/23	CAROLYN JENKINS PAINTING	CONTPAIN CONTRACTOR-PAINTING	0.00

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SEQUENCE: License #

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	3	0.00
AUTO AUTO REPAIR	1	0.00
AUTOBODY AUTO BODY/DETAILING	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	2	0.00
CABINETS CABINETS	1	0.00
COMMUNIC COMMUNICATION	1	0.00
CONSULT CONSULTING	2	0.00
CONTGEN CONTRACTOR-GENERAL	5	0.00
CONTHVAC CONTRACTOR-HVAC	1	0.00
CONTMISC CONTRACTOR-MISC.	5	0.00
CONTPAIN CONTRACTOR-PAINTING	1	0.00
CONTPUM CONTRACTOR-PLUMBING	1	0.00
COUNSEL COUNSELING	1	0.00
DELIVERY DELIVERY SERVICE	3	0.00
DOG-GROO DOG GROOMING	1	0.00
DOORS DOORS	1	0.00
ENG ENGINEERING	2	0.00
FOODCART FOOD TRUCK	1	0.00
INTERNET INTERNET SERVICES	1	0.00
JANITOR JANITORIAL SERVICES	1	0.00
MISC MISCELLANEOUS	2	0.00
PEST PEST CONTROL	1	0.00
PHARMACY PHARMACY	1	0.00
RENTAPT RENTAL - APARTMENTS	5	0.00
RENTCOMM RENTAL - COMMERICAL	6	0.00
RENTDUPL RENTAL - DUPLEXES	1	0.00
RENTRESI RENTAL - RESIDENTIAL	4	0.00
REPAIR REPAIR - GENERAL	1	0.00
RESTAURA RESTAURANT	1	0.00
RETSPORET RETAIL - SPORTING GO	1	0.00
SECURITY SECURITY	1	0.00
SOLICIT SOLICITATIONS	1	0.00
TAVERN TAVERN	1	0.00
WHOLESALE WHOLESALE	3	0.00
TOTAL ALL CODES:	64	0.00

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SEQUENCE: License #

## \*\*\* SELECTION CRITERIA \*\*\*

License Range: thru ZZZZZZZZ

License Codes: All

Balance: 999999999R thru 9999999999

Fee Codes: All

Fee Paid Status: Paid and Unpaid

Origination Dates: 0/00/0000 thru 99/99/9999

Effective Dates: 0/00/0000 thru 99/99/9999

Expiration Dates: 0/00/0000 thru 99/99/9999

Renewal Dates: 0/00/0000 thru 99/99/9999

Payment Dates: 0/00/0000 thru 99/99/9999

Print Dates: 0/00/0000 thru 99/99/9999

License Status: Active

Termination Code:

Paid Status: Paid

City Limits: Inside and Outside

Printed: No

Comment Code:

\*\* END OF REPORT \*\*