



COUNCIL WORK SESSION

Wednesday, November 01, 2023 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 4:00PM*

- [1.](#) Police Department Semi-Annual Report - *Chief Brian Greenway & Lt. Joe Hogue*
- [2.](#) Finance Division 2023/2024 1st Quarter Report - *Finance Director Gloria Butsch*
- [3.](#) Review Proposed Amendments to Custodian Job Description - *City Administrator John Walsh*
- [4.](#) Report from City Administrator John Walsh

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:

- November 1, 2PM, Council Work Session, Council Chambers/Zoom
- November 1, 7PM, Council Regular Session, Council Chambers/Zoom
- November 10, Veterans Day Observed, City Offices Closed

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

- PH: December 20, 6:30PM, Comprehensive Plan Map and Zoning Map Amendment (CPZA.2.23) for 475 N. 12th Street

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/88563089688?pwd=WW12S244ektuN3dYL2VRUDJYVXYxdz09>

Meeting ID: 885 6308 9688

Passcode: 410775

Dial: 253-205-0468

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.



St. Helens Police Department Semi- Annual Report

November 2023



Public Safety

Our Mission

The mission of the St. Helens Police Department is to work with all citizens to make our city a place where people live safely and to promote individual responsibility and community commitment.

Our Values

Professionalism: Through strong leadership and continuous training we will strive to serve as role models for the community.

Integrity: Our actions will demonstrate the highest ethical standards, and we will accept full responsibility for our actions.



GOAL #1: FOSTER AN EFFECTIVE AND EFFICIENT ORGANIZATIONAL STRUCTURE THAT RESPONDS TO COMMUNITY NEEDS.



GOAL #3: CONTINUE TO SUPPORT AND ENHANCE A PHYSICAL ENVIRONMENT THAT PROMOTES LIVABILITY AND SAFETY FOR THE COMMUNITY.



GOAL #5: REVIEW, SUPPORT AND IMPLEMENT LONG-TERM PLANS THAT IDENTIFY THE COMMUNITY'S PREFERRED VISION AND SUSTAINABLE REVENUES.





Detectives

Detective Investigations Data

- To date, in 2023, the St. Helens Police Department Investigations Unit completed a total of 405 criminal investigation reports.
- To date, in 2023, the St. Helens Police Department Investigations Unit investigated 311 Child Abuse Referrals. (On average one new child abuse referral every day comes into the investigations unit)



Detectives

Detective Investigations Data

- To date in 2023: 10 SHSD Threat Assessments Completed
- To date in 2023: 64 Executed Search Warrants (5 in progress) a 35% increase from last year.



Detectives

On Tuesday, September 5, 2023, at approximately 4:30 p.m., St. Helens Police Department officers and detectives arrested Keegan Gollehon, 26, of Vancouver, Washington on an outstanding arrest warrant. Gollehon's arrest caps a two-month investigation that began in July 2023 when a victim reported that she was sexually assaulted by Gollehon.

Detectives learned of a second victim and an additional investigation was initiated. The cases were presented to a Columbia County Grand Jury on August 24, 2023. Gollehon was indicted on three counts of Rape I, one count of Sexual Abuse in the Third Degree, and one count of Strangulation. After the indictment, detectives lured Gollehon to St. Helens where he was arrested. Gollehon was lodged at the Columbia County Jail on the outstanding arrest warrant."



Detectives

On Wednesday, May 3, 2023, Kurtis Austin, 32, of St. Helens pleaded guilty to multiple sexual charges against a minor in a Columbia County courtroom. The guilty plea stems from a five-month investigation by St. Helens police detectives after receiving information that Austin reportedly had sexual contact with a 17-year-old minor in the St. Helens area. Austin was arrested on February 6, 2023.

After his arrest, St. Helens detectives executed search warrants and located multiple child pornography images of the 17-year-old victim in Austin's possession. The Columbia County District Attorney's Office presented the case to a grand jury, and Austin was indicted on multiple charges. Austin pled guilty on May 3 to Attempted Using a Child in Display of Sexually Explicit Conduct, Encouraging Child Sexual Abuse 2, two counts of Sexual Abuse 3, Unlawful Delivery of Marijuana, and Furnishing Alcohol to a Minor.

Austin was sentenced to 190 days in jail and 36 months of probation. His probation includes conditions that he registers as a sex offender, has no contact with minors or be where minors congregate, and that he undergoes sex offender treatment. If he does not comply with the terms of his probation, the court has the option to send Austin to prison for up to three years.



Detectives

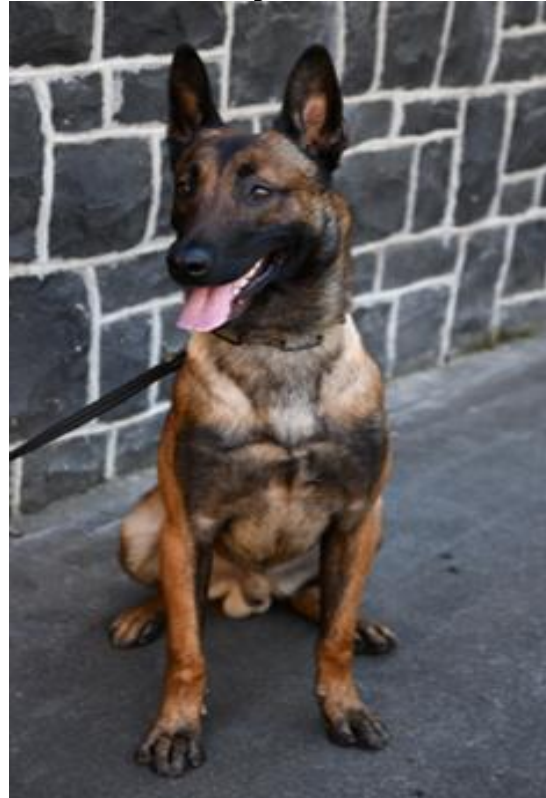
- Detectives are continuing to investigate the disappearance of Terry Shinaver, a St. Helens community member who disappeared in May of 2021. Over the last several years, Detectives Gaston and Smith have conducted numerous interviews, collected a litany of physical and digital evidence, and executed multiple Search Warrants, and this investigation is continuing to this day.
- Detectives are deeply concerned regarding the nature of Mr. Shinaver's disappearance, and their investigation has spanned three states and has included multiple state and federal law enforcement agencies. The St. Helens Police Department is deeply committed to this investigation and has remained in regular contact with Mr. Shinaver's family.



K9

St. Helens Officer Bryan Cutright and police canine Jax (below) were certified by the Oregon Police Canine Association on September 26, 2023, to begin working as a canine team.

K9 is a valuable tool for police work. An assailant armed with a knife refused to comply and aggressively began walking toward officers. Jax was able to convince the suspect to surrender and the suspect was safely taken into custody.





Notable Events



In August 2023, the St. Helens Police Department began an investigation into an individual who had been dealing substantial quantities of fentanyl in St. Helens. The suspect was arrested, and a large quantity of fentanyl was removed from our community.



Community Partnerships

- St. Helens School District Career Day
- St Helens School District Annual Back to School Staff Fair
- Recreation Center Partnership Movies in the Park

- June 2023 Citizens Day in the Park



Community Partnerships



- June 2023 Lewis and Clark Elementary School



- City of St. Helens 4th of July Celebration



Community Partnerships



- August 2023 National Night Out



Community Partnerships



- October 2023 SHPD vs SPD (7-Mile War)



Community Partnerships

November 1, 2023

To: St. Helens City Council

From: Gloria Butsch, Finance Director

RE: First Quarter FY2024 Financial Report

For the first quarter of the new fiscal year, I am changing the presentation. My goal is to provide a report that is brief, easily understood and provide all the financial information needed for the Council to make decisions.

Since this is a new format and the information is condensed from what you have received in the past; please let me know if there is any specific information that you would like to have clarified in future reports.

The focus of this report is on our major operating funds: General Fund and Utility Funds.

In the Budget to Actual Reports, please note that the beginning fund balances are estimated until we have the completed audit.

This being the first quarter of the fiscal year, we expect revenues and expenditures to be approximately 25% of budget (75% of budget remaining). There are exceptions, particularly for property taxes, which approximately 90% of budget is collected in November and early December.

The estimated beginning fund balance for the General Fund is \$500k less than the budget, however it is \$300k over the prior year actual.

In the General Fund, under General Services, we had recorded 100% of our insurance premiums; we will be correcting and allocating two-thirds of this premium to the other operating funds.

Police materials & services are at 56% of budget remaining. This is due to the report writing software, the cost of which was supposed to be shared with the County and the City of Scappoose. The City of Scappoose pulled out, increasing the cost shares for the County and us.

Administration and the City Recorder / HR is also less than 75% of the remaining budget in materials & services; this is primarily due to the costs of professional services. We are analyzing this to determine if some should be allocated to other departments or if we will need to make budget adjustments.

The Utility Funds are all operating at better than 75%. Charges for services for the Sewer and Storm Funds are right at 75% of budget. Water is at 66%.

I've included the Budget to Actual Report for all funds. There are only a couple of notable items. In the Community Development Fund, we had not budgeted for timber harvesting, however the forester advised that it was a good time, marketwise. Also, in nearly all funds, interest revenue is well over what we anticipated.

As always, please contact me if you have any questions.

General Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 09/30/2023

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	2,325,900	1,864,050	(461,850)	-20%
Taxes	2,186,000	30,114	(2,155,886)	-99%
Governmental	650,400	163,006	(487,394)	-75%
Grants	811,000	500	(810,500)	-100%
Charges for Services	7,632,800	1,454,581	(6,178,219)	-81%
Miscellaneous	641,000	281,311	(359,689)	-56%
Total Revenue	14,247,100	3,793,561	(10,453,539)	-73%
Expenditures				
Personnel Services				
Administration	655,300	132,003	523,297	80%
City Recorder	310,500	64,317	246,183	79%
City Council	65,000	12,276	52,724	81%
Court	219,000	44,461	174,539	80%
Police	4,861,900	1,005,013	3,856,887	79%
Library	643,300	139,348	503,952	78%
Finance	704,900	138,907	565,993	80%
Parks	480,200	80,647	399,553	83%
Recreation	365,000	83,535	281,465	77%
Planning	384,000	80,099	303,901	79%
Building	505,900	78,084	427,816	85%
Technology	318,500	63,762	254,738	80%
Total Personnel Services	9,513,500	1,922,452	7,591,048	80%
Materials & Services				
Administration	37,900	17,236	20,664	55%
City Recorder	82,500	29,716	52,784	64%
City Council	71,000	6,686	64,314	91%
Court	252,700	44,461	208,239	82%
Police	753,100	331,125	421,975	56%
Library	194,500	36,761	157,739	81%
Finance	371,000	56,735	314,265	85%
Parks	146,600	28,846	117,754	80%
Recreation	62,100	8,013	54,087	87%
Planning	48,500	4,755	43,745	90%
Building	50,400	6,528	43,872	87%
Technology	485,000	96,075	388,925	80%
General Services	290,400	622,095	(331,695)	-114%
Contingency & Unappropriated	1,887,900	-	1,887,900	100%
Total Materials & Services & Other	4,733,600	1,289,030	3,444,570	73%
Total Revenue over Expenditure	-	582,080		

* Estimated until audit completion

Water Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 09/30/2023

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	3,804,200	4,106,552	302,352	8%
Grants	1,000,000	-	(1,000,000)	-100%
Charges for Services	3,868,000	1,320,437	(2,547,563)	-66%
Miscellaneous	68,000	30,289	(37,711)	-55%
Total Revenue	8,740,200	5,457,278	(3,282,922)	-38%
Expenditures				
Personnel Services				
Water Distribution	968,800	176,856	791,944	82%
Water Filtration	207,300	40,952	166,348	80%
Total Personnel Services	1,176,100	217,808	958,292	81%
Materials & Services				
Water Distribution	2,289,200	432,600	1,856,600	81%
Water Filtration	280,700	60,470	220,230	78%
Total Materials & Service	2,569,900	493,070	2,076,830	81%
Capital Outlay				
	2,830,000	-	2,830,000	100%
Total Capital Outlay	2,830,000	-	-	-
Debt Service				
	464,200	-	464,200	100%
Total Debt Service	464,200	-	464,200	100%
Contingency & Unappropriated				
	1,700,000	-	1,700,000	100%
Total Contingency & Unappropriated	1,700,000	-	1,700,000	100%
Total Revenue over Expenditures	-	4,746,400		

* Estimated until audit completion

Sewer Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 09/30/2023

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	3,844,400	4,350,051	505,651	13%
Grants	2,500,000	-	(2,500,000)	
Charges for Services	4,962,500	1,364,524	(3,597,976)	-73%
Loan Proceeds	4,445,000	-	(4,445,000)	
Miscellaneous	71,700	30,986	(40,714)	-57%
Total Revenue	15,823,600	5,745,561	(10,078,039)	-64%
Expenditures				
Personnel Services				
Sewer Collection	739,500	110,846	628,654	85%
Primary Treatment	176,200	31,704	144,497	82%
Secondary Treatment	251,300	44,747	206,553	82%
Pump Service	70,700	-	70,700	100%
Total Personnel Services	1,237,700	187,297	1,050,403	85%
Materials & Services				
Sewer Collection	2,138,400	408,483	1,729,917	81%
Primary Treatment	225,400	28,143	197,257	88%
Secondary Treatment	371,900	48,428	323,472	87%
Pump Service	19,500	5,654	13,846	71%
Total Materials & Service	2,755,200	490,708	2,264,492	82%
Capital Outlay				
	7,434,200	9,246	7,424,954	100%
Total Capital Outlay	7,434,200	9,246	7,424,954	100%
Debt Service				
	670,500	54,250	616,250	92%
Total Debt Service	670,500	54,250	616,250	92%
Contingency & Unappropriated				
	3,726,000	-	3,726,000	100%
Total Contingency & Unappropriated	3,726,000	-	3,726,000	100%
Total Revenue over Expenditures	-	5,004,059		

* Estimated until audit completion

Storm Fund - Budget to Actual

For Fiscal: 2023-2024 Period Ending: 09/30/2023

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
Beginning Fund Balance *	1,417,900	1,517,968	100,068	7%
Charges for Services	1,590,000	400,061	(1,189,939)	-75%
Miscellaneous	14,000	10,644	(3,356)	-24%
Total Revenue	3,021,900	1,928,673	(1,093,227)	-36%
<u>Expenditures</u>				
Personnel Services				
Operations	631,100	116,354	514,746	82%
Total Personnel Services	631,100	116,354	514,746	82%
Materials & Services				
Operations	1,190,500	252,003	938,497	79%
Total Materials & Service	1,190,500	252,003	938,497	79%
Capital Outlay				
	200,000	-	200,000	100%
Total Capital Outlay	200,000	-	-	-
Contingency & Unappropriated				
	1,000,300	-	1,000,300	100%
Total Contingency & Unappropriated	1,000,300	-	1,000,300	100%
Total Revenue over Expenditures	-	1,560,316		

* Estimated until audit completion

Cost of Services 1st Qtr FY2024 ending Sept 30, 2023

General Fund

Operating Expenditures	
Administration	149,239
City Recorder	94,033
City Council	18,963
Court	88,922
Police	1,336,137
Library	176,109
Finance	195,642
Parks	109,493
Recreation	91,548
Planning	84,854
Building	84,612
Technology	159,836
Non-Departmental	<u>622,095</u>
	3,211,482
Operating Revenue	
Taxes	30,114
Governmental	163,006
Charges for Services	1,454,581
Miscellaneous	<u>281,311</u>
	1,929,011
Operating Surplus (Deficit)	(1,282,470)

Water Fund

Operating Expenditures	
Water Distribution	609,456
Water Filtration	<u>101,423</u>
	710,878
Operating Revenue	
Charges for Services	1,320,437
Miscellaneous	<u>30,289</u>
	1,350,726
Operating Surplus (Deficit)	639,848

Sewer Fund

Operating Expenditures	
Sewer Collection	519,329
Primary Treatment	59,846
Secondary Treatment	93,175
Pump Services	<u>5,654</u>
	678,005
Operating Revenue	
Charges for Services	1,364,524
Miscellaneous	<u>30,986</u>
	1,395,510
Operating Surplus (Deficit)	717,505

Storm Fund

Operating Expenditures	
Operations	368,358
Operating Revenue	
Charges for Services	400,061
Miscellaneous	<u>10,644</u>
	410,705
Operating Surplus (Deficit)	42,348

Budget Report

Account Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity		Remaining
Fund: 100 - GENERAL FUND							
Revenue							
<u>100-000-31001</u>	Property Tax - Current	2,134,000.00	2,134,000.00	-	-	(2,134,000.00)	-100%
<u>100-000-31002</u>	Property Tax - Previous	52,000.00	52,000.00	5,717.10	30,113.67	(21,886.33)	-42%
	Total Taxes	2,186,000.00	2,186,000.00	5,717.10	30,113.67	(2,155,886.33)	-99%
<u>100-000-32003</u>	State Rev - Cigarette	11,700.00	11,700.00	1,811.99	2,734.58	(8,965.42)	-77%
<u>100-000-32004</u>	State Rev - Alcohol	310,000.00	310,000.00	30,408.95	76,352.05	(233,647.95)	-75%
<u>100-000-32005</u>	State Rev - General	175,000.00	175,000.00	-	41,652.42	(133,347.58)	-76%
<u>100-000-32006</u>	State Rev - Cannabis	153,700.00	153,700.00	-	42,266.88	(111,433.12)	-73%
	Total Governmental	650,400.00	650,400.00	32,220.94	163,005.93	(487,394.07)	-75%
<u>100-000-33005</u>	Grants	811,000.00	811,000.00	-	-	(811,000.00)	-100%
<u>100-000-33008</u>	Grants- Police	-	-	-	500.00	500.00	#DIV/0!
	Total Grants	811,000.00	811,000.00	-	500.00	(810,500.00)	-100%
<u>100-000-34001</u>	Dockside Services	18,000.00	18,000.00	1,980.00	8,665.00	(9,335.00)	-52%
<u>100-000-34003</u>	In Lieu of Franchise Fees	1,010,000.00	1,010,000.00	-	-	(1,010,000.00)	-100%
<u>100-000-34004</u>	General Fund Support Services	4,316,300.00	4,316,300.00	1,079,075.00	1,079,075.00	(3,237,225.00)	-75%
<u>100-000-34006</u>	Franchise Taxes	1,120,000.00	1,120,000.00	1.87	127,752.80	(992,247.20)	-89%
<u>100-000-34025</u>	Lien Searches	6,000.00	6,000.00	720.00	2,190.00	(3,810.00)	-64%
<u>100-000-35001</u>	Permits - Columbia City Bldg	10,000.00	10,000.00	2,687.93	6,061.02	(3,938.98)	-39%
<u>100-000-35002</u>	Fees - Business Licenses	105,000.00	105,000.00	8,015.00	18,335.00	(8,665.00)	-83%
<u>100-000-35003</u>	Permits - St Helens Bldg	285,000.00	285,000.00	11,605.81	74,957.40	(210,042.60)	-74%
<u>100-000-35004</u>	Fees - Bldg Admin	25,000.00	25,000.00	1,779.50	5,800.50	(19,199.50)	-77%
<u>100-000-35005</u>	Permits - Plumbing	40,000.00	40,000.00	2,545.57	7,023.23	(32,976.77)	-82%
<u>100-000-35006</u>	Permits - Mechanical	60,000.00	60,000.00	1,588.74	3,333.00	(56,667.00)	-94%
<u>100-000-35009</u>	Fees - Plan Review	180,000.00	180,000.00	1,556.47	34,433.32	(145,566.68)	-81%
<u>100-000-35010</u>	Fees - Library	9,000.00	9,000.00	949.85	2,235.27	(6,764.73)	-75%
<u>100-000-35011</u>	Fees - SDC Admin	75,000.00	75,000.00	4,538.14	9,076.28	(65,923.72)	-88%
<u>100-000-35015</u>	Fees - Planning	23,000.00	23,000.00	4,438.00	7,760.31	(15,239.69)	-66%
<u>100-000-35016</u>	Fees - Police Training	5,500.00	5,500.00	535.09	1,148.34	(4,351.66)	-79%
<u>100-000-35018</u>	Fees - Recreation	180,000.00	180,000.00	11,586.92	32,605.68	(147,394.32)	-82%
<u>100-000-35019</u>	Fees - Parks	5,000.00	5,000.00	475.00	1,140.00	(3,860.00)	-77%
<u>100-000-36001</u>	Fines - Library	-	-	718.42	1,421.62	1,421.62	#DIV/0!
<u>100-000-36002</u>	Fines - Court	160,000.00	160,000.00	13,864.29	31,567.29	(128,432.71)	-80%
	Total Charges for Services	7,632,800.00	7,632,800.00	1,148,661.60	1,454,581.06	(6,178,218.94)	-81%
<u>100-000-37001</u>	Interest	500,000.00	500,000.00	137,633.68	151,006.66	(348,993.94)	-70%
<u>100-000-37004</u>	Miscellaneous	125,000.00	125,000.00	3,085.32	126,445.70	1,445.70	1%
<u>100-000-37009</u>	Court Reimbursements	16,000.00	16,000.00	1,354.29	3,858.81	(12,141.19)	-76%
	Total Other Revenue	641,000.00	641,000.00	142,073.29	281,310.57	(359,689.43)	-56%
<u>100-000-39001</u>	Beginning Fund Balance	2,325,900.00	2,325,900.00	-	-	(2,325,900.00)	-100%
Revenue Total:		14,247,100.00	14,247,100.00	1,328,672.93	1,929,511.23	(12,317,588.77)	-86%
Expense							
Administration							
<u>100-701-50001</u>	Wages	389,200.00	389,200.00	32,445.38	81,116.01	308,083.99	79%
<u>100-701-50004</u>	Overtime	2,300.00	2,300.00	31.20	717.69	1,582.31	69%
<u>100-701-51005</u>	Insurance	88,200.00	88,200.00	6,776.10	16,940.25	71,259.75	81%
<u>100-701-51006</u>	VEBA	7,600.00	7,600.00	627.94	1,569.85	6,030.15	79%
<u>100-701-51007</u>	PERS	131,200.00	131,200.00	10,053.53	25,332.64	105,867.36	81%
<u>100-701-51008</u>	Taxes	31,600.00	31,600.00	2,458.58	6,218.35	25,381.65	80%
<u>100-701-51015</u>	Other Benefits	5,200.00	5,200.00	92.41	108.41	5,091.59	98%
	Personnel Services	655,300.00	655,300.00	52,485.14	132,003.20	523,296.80	80%
<u>100-701-52001</u>	Operating Supplies	1,000.00	1,000.00	-	-	1,000.00	100%
<u>100-701-52002</u>	Personnel Uniforms Equipment	-	-	-	300.00	(300.00)	#DIV/0!
<u>100-701-52010</u>	Telephone	1,400.00	1,400.00	-	211.64	1,188.36	85%
<u>100-701-52011</u>	Public Information	500.00	500.00	-	-	500.00	100%
<u>100-701-52018</u>	Professional Development	10,000.00	10,000.00	1,287.56	5,550.21	4,449.79	44%
<u>100-701-52019</u>	Professional Services	7,000.00	7,000.00	-	4,464.75	2,535.25	36%
<u>100-701-52024</u>	Miscellaneous	-	-	826.31	1,988.11	(1,988.11)	#DIV/0!
<u>100-701-52040</u>	Communications	18,000.00	18,000.00	3,515.50	4,721.50	13,278.50	74%
	Materials & Services	37,900.00	37,900.00	5,629.37	17,236.21	20,663.79	55%
City Recorder							
<u>100-702-50001</u>	Wages	181,900.00	181,900.00	15,481.94	38,629.55	143,270.45	79%
<u>100-702-51005</u>	Insurance	41,900.00	41,900.00	3,141.73	7,854.30	34,045.70	81%
<u>100-702-51006</u>	VEBA	3,600.00	3,600.00	300.42	751.05	2,848.95	79%
<u>100-702-51007</u>	PERS	66,100.00	66,100.00	5,597.56	13,966.66	52,133.34	79%
<u>100-702-51008</u>	Taxes	14,700.00	14,700.00	1,167.48	2,923.57	11,776.43	80%
<u>100-702-51015</u>	Other Benefits	2,300.00	2,300.00	44.83	53.17	2,246.83	98%
<u>100-702-51017</u>	Fitness Reimbursement – Taxable	-	-	-	138.60	(138.60)	#DIV/0!
	Personnel Services	310,500.00	310,500.00	25,733.96	64,316.90	246,183.10	79%
<u>100-702-52001</u>	Operating Supplies	2,500.00	2,500.00	(492.99)	(100.79)	2,600.79	104%
<u>100-702-52011</u>	Public Information	1,000.00	1,000.00	-	-	1,000.00	100%
<u>100-702-52014</u>	Recruiting	35,000.00	35,000.00	-	-	35,000.00	100%
<u>100-702-52018</u>	Professional Development	6,500.00	6,500.00	(563.95)	951.05	5,548.95	85%
<u>100-702-52019</u>	Professional Services	31,500.00	31,500.00	5,428.10	28,243.83	3,256.17	10%
<u>100-702-52028</u>	Projects & Programs	6,000.00	6,000.00	-	621.74	5,378.26	90%
	Materials & Services	82,500.00	82,500.00	4,371.16	29,715.83	52,784.84	64%

City Council

<u>100-703-50001</u>	Wages	60,100.00	60,100.00	4,181.42	11,382.75	48,717.23	81%
<u>100-703-51008</u>	Taxes	4,900.00	4,900.00	318.60	867.30	4,032.70	82%
<u>100-703-51015</u>	Other Benefits	-	-	26.07	26.07	(26.07)	#DIV/0!
	Personnel Services	65,000.00	65,000.00	4,526.09	12,276.12	52,723.88	81%
<u>100-703-52001</u>	Operating Supplies	3,000.00	3,000.00	32.27	146.45	2,853.55	95%
<u>100-703-52013</u>	Membership	2,000.00	2,000.00	-	-	2,000.00	100%
<u>100-703-52018</u>	Professional Development	8,000.00	8,000.00	-	5,431.66	2,568.34	32%
<u>100-703-52019</u>	Professional Services	38,000.00	38,000.00	-	-	38,000.00	100%
<u>100-703-52041</u>	Community Support	20,000.00	20,000.00	863.04	1,108.28	18,891.72	94%
	Materials & Services	71,000.00	71,000.00	895.31	6,686.39	64,313.61	91%

Court

<u>100-704-50001</u>	Wages	124,600.00	124,600.00	10,420.92	26,052.30	98,547.70	79%
<u>100-704-51005</u>	Insurance	41,100.00	41,100.00	3,128.24	7,820.61	33,279.39	81%
<u>100-704-51006</u>	VEBA	2,500.00	2,500.00	203.60	509.00	1,991.00	80%
<u>100-704-51007</u>	PERS	38,800.00	38,800.00	3,225.92	8,064.80	30,735.20	79%
<u>100-704-51008</u>	Taxes	10,100.00	10,100.00	789.16	1,972.90	8,127.10	80%
<u>100-704-51015</u>	Other Benefits	1,900.00	1,900.00	31.03	41.17	1,858.83	98%
	Personnel Services	219,000.00	219,000.00	17,798.87	44,460.78	174,539.22	80%
<u>100-704-52001</u>	Operating Supplies	1,200.00	1,200.00	1,489.45	3,364.62	(2,164.62)	-180%
<u>100-704-52018</u>	Professional Development	2,000.00	2,000.00	-	-	2,000.00	100%
<u>100-704-52019</u>	Professional Services	249,500.00	249,500.00	27,017.07	47,390.28	202,109.72	81%
	Materials & Services	252,700.00	252,700.00	28,506.52	50,754.90	201,945.10	80%

Police

<u>100-705-50001</u>	Wages	2,565,900.00	2,565,900.00	218,420.28	534,458.65	2,031,441.35	79%
<u>100-705-50004</u>	Overtime	300,000.00	300,000.00	32,410.59	73,377.08	226,622.92	76%
<u>100-705-51005</u>	Insurance	625,900.00	625,900.00	49,632.97	124,082.36	501,817.64	80%
<u>100-705-51006</u>	VEBA	45,600.00	45,600.00	3,794.31	9,477.37	36,122.63	79%
<u>100-705-51007</u>	PERS	1,044,900.00	1,044,900.00	82,676.32	199,833.41	845,066.59	81%
<u>100-705-51008</u>	Taxes	238,900.00	238,900.00	18,957.74	46,045.59	192,854.41	81%
<u>100-705-51015</u>	Other Benefits	40,700.00	40,700.00	15,163.85	16,204.19	24,495.81	60%
<u>100-705-51017</u>	Fitness Reimbursement – Taxable	-	-	-	1,533.94	(1,533.94)	#DIV/0!
	Personnel Services	4,861,900.00	4,861,900.00	421,056.06	1,005,012.59	3,856,887.41	79%
<u>100-705-52001</u>	Operating Supplies	90,000.00	90,000.00	4,258.87	16,867.60	73,132.40	81%
<u>100-705-52002</u>	Personnel Uniforms Equipment	32,000.00	32,000.00	817.42	5,343.84	26,656.16	83%
<u>100-705-52003</u>	Utilities	15,000.00	15,000.00	709.65	2,016.09	12,983.91	87%
<u>100-705-52006</u>	Computer Maintenance	30,000.00	30,000.00	-	-	30,000.00	100%
<u>100-705-52010</u>	Telephone	23,500.00	23,500.00	1,836.85	3,786.72	19,713.28	84%
<u>100-705-52014</u>	Recruiting Expenses	5,000.00	5,000.00	-	-	5,000.00	100%
<u>100-705-52018</u>	Professional Development	25,000.00	25,000.00	2,652.44	7,779.38	17,220.62	69%
<u>100-705-52019</u>	Professional Services	39,000.00	39,000.00	255.50	3,989.07	38,010.93	98%
<u>100-705-52022</u>	Fuel	85,000.00	85,000.00	6,218.61	17,958.03	67,041.97	79%
<u>100-705-52023</u>	Facility Maintenance	30,000.00	30,000.00	157.90	716.62	29,283.38	98%
<u>100-705-52044</u>	K9	5,000.00	5,000.00	357.32	954.26	4,045.74	81%
<u>100-705-52086</u>	Tactical	12,600.00	12,600.00	1,753.07	6,484.86	6,115.14	49%
<u>100-705-52097</u>	Enterprise Fleet	210,000.00	210,000.00	16,180.22	50,054.53	159,945.47	76%
<u>100-705-52098</u>	Enterprise Fleet Maintenance	28,000.00	28,000.00	4,354.52	6,999.75	21,000.25	75%
<u>100-705-52102</u>	New Hire Equipment	15,000.00	15,000.00	-	2,864.73	12,135.27	81%
<u>100-705-52115</u>	REPORT WRITING	80,000.00	80,000.00	-	173,288.26	(93,288.26)	-117%
<u>100-705-52117</u>	BODY CAMERAS	28,000.00	28,000.00	-	-	28,000.00	100%
	Materials & Services	753,100.00	753,100.00	39,552.37	331,124.74	421,975.26	56%

Library

<u>100-706-50001</u>	Wages	414,300.00	414,300.00	38,924.74	89,011.43	325,288.57	79%
<u>100-706-51005</u>	Insurance	70,300.00	70,300.00	5,448.02	13,620.04	56,679.96	81%
<u>100-706-51006</u>	VEBA	6,900.00	6,900.00	592.25	1,301.35	5,598.65	81%
<u>100-706-51007</u>	PERS	112,600.00	112,600.00	12,579.03	28,569.79	84,030.21	75%
<u>100-706-51008</u>	Taxes	33,400.00	33,400.00	2,932.09	6,704.65	26,695.35	80%
<u>100-706-51015</u>	Other Benefits	5,800.00	5,800.00	110.74	140.90	5,659.10	98%
	Personnel Services	643,300.00	643,300.00	60,586.87	139,348.16	503,951.84	78%
<u>100-706-52001</u>	Operating Supplies	7,200.00	7,200.00	114.72	2,446.73	4,753.27	66%
<u>100-706-52002</u>	Personnel Uniforms Equipment	-	-	-	100.00	(100.00)	#DIV/0!
<u>100-706-52003</u>	Utilities	22,000.00	22,000.00	1,170.72	3,281.20	18,718.80	85%
<u>100-706-52006</u>	Computer Maintenance	12,700.00	12,700.00	115.87	1,138.11	11,561.89	91%
<u>100-706-52014</u>	Recruiting Expenses	4,000.00	4,000.00	-	-	4,000.00	100%
<u>100-706-52018</u>	Professional Development	3,000.00	3,000.00	-	25.00	2,975.00	99%
<u>100-706-52019</u>	Professional Services	4,200.00	4,200.00	-	2,231.06	1,968.94	47%
<u>100-706-52023</u>	Facility Maintenance	55,000.00	55,000.00	1,294.92	6,972.03	48,027.97	87%
<u>100-706-52028</u>	Projects & Programs	5,000.00	5,000.00	1,585.67	2,215.35	2,784.65	56%
<u>100-706-52031</u>	Periodicals	3,800.00	3,800.00	-	364.93	3,435.07	90%
<u>100-706-52032</u>	Digital Resources	16,600.00	16,600.00	2,046.63	4,018.77	12,581.23	76%
<u>100-706-52033</u>	Printed Materials	40,000.00	40,000.00	2,425.31	10,045.37	29,954.63	75%
<u>100-706-52034</u>	Visual Materials	6,000.00	6,000.00	979.55	1,534.82	4,465.18	74%
<u>100-706-52035</u>	Audio Materials	5,000.00	5,000.00	762.26	1,093.19	3,906.81	78%
<u>100-706-52036</u>	Makerspace	6,000.00	6,000.00	-	-	6,000.00	100%
<u>100-706-52037</u>	Library of Things	4,000.00	4,000.00	5.59	1,293.99	2,706.01	68%
	Materials & Services	194,500.00	194,500.00	10,501.24	36,760.55	157,739.45	81%

Finance

<u>100-707-50001</u>	Wages	410,400.00	410,400.00	32,940.94	81,922.75	328,477.25	80%
<u>100-707-51005</u>	Insurance	120,000.00	120,000.00	9,144.64	22,861.58	97,138.42	81%
<u>100-707-51006</u>	VEBA	8,200.00	8,200.00	572.22	1,430.55	6,769.45	83%
<u>100-707-51007</u>	PERS	127,600.00	127,600.00	8,938.66	22,329.84	105,270.16	83%
<u>100-707-51008</u>	Taxes	33,100.00	33,100.00	2,605.56	6,481.16	26,618.84	80%
<u>100-707-51015</u>	Other Benefits	5,600.00	5,600.00	1,608.87	3,881.22	1,718.78	31%
	Personnel Services	704,900.00	704,900.00	55,810.89	138,907.10	565,992.90	80%
<u>100-707-52001</u>	Operating Supplies	8,000.00	8,000.00	39.23	612.11	7,387.89	92%
<u>100-707-52008</u>	Printing	55,000.00	55,000.00	5,059.16	10,665.42	44,334.58	81%
<u>100-707-52009</u>	Postage	10,000.00	10,000.00	1,014.64	1,014.64	8,985.36	90%

<u>100-707-52013</u>	Memberships	-	-	-	129.00	(129)			
<u>100-707-52018</u>	Professional Development	7,000.00	7,000.00	345.00	1,600.00	5,400.00			
<u>100-707-52019</u>	Professional Services	127,000.00	127,000.00	23,545.25	24,051.50	102,948.50		81%	
<u>100-707-52020</u>	Bank Service Fees	164,000.00	164,000.00	0.05	18,661.89	145,338.11		89%	
	Materials & Services	371,000.00	371,000.00	30,003.33	56,734.56	314,265.44		85%	
Parks									
<u>100-708-50001</u>	Wages	284,700.00	284,700.00	18,580.06	47,303.28	237,396.72		83%	
<u>100-708-51005</u>	Insurance	80,600.00	80,600.00	5,499.67	13,238.82	67,361.18		84%	
<u>100-708-51006</u>	VEBA	5,300.00	5,300.00	369.55	903.34	4,396.66		83%	
<u>100-708-51007</u>	PERS	82,500.00	82,500.00	5,789.48	14,154.43	68,345.57		83%	
<u>100-708-51008</u>	Taxes	23,000.00	23,000.00	1,432.56	3,659.72	19,340.28		84%	
<u>100-708-51015</u>	Other Benefits	4,100.00	4,100.00	1,371.32	1,387.53	2,712.47		66%	
	Personnel Services	480,200.00	480,200.00	33,042.64	80,647.12	399,552.88		83%	
<u>100-708-52001</u>	Operating Supplies	55,000.00	55,000.00	469.43	4,239.47	50,760.53		92%	
<u>100-708-52002</u>	Personnel Uniforms Equipment	1,500.00	1,500.00	209.99	789.99	710.01		47%	
<u>100-708-52003</u>	Utilities	16,000.00	16,000.00	1,669.75	4,122.58	11,877.42		74%	
<u>100-708-52010</u>	Telephone	2,000.00	2,000.00	-	164.68	1,835.32		92%	
<u>100-708-52018</u>	Professional Development	2,000.00	2,000.00	49.85	141.71	1,858.29		93%	
<u>100-708-52019</u>	Professional Services	25,000.00	25,000.00	5,173.20	10,295.62	14,704.38		59%	
<u>100-708-52022</u>	Fuel	12,000.00	12,000.00	838.54	2,628.35	9,371.65		78%	
<u>100-708-52023</u>	Facility Maintenance	15,000.00	15,000.00	3,004.26	4,672.85	10,327.15		69%	
<u>100-708-52046</u>	Dock Services	18,000.00	18,000.00	692.36	1,775.60	16,224.40		90%	
<u>100-708-52047</u>	Marine Board	100.00	100.00	-	14.99	85.01		85%	
	Materials & Services	146,600.00	146,600.00	12,107.38	28,845.84	117,754.16		80%	
Recreation									
<u>100-709-50001</u>	Wages	230,000.00	230,000.00	19,963.33	52,186.53	177,813.47		77%	
<u>100-709-51005</u>	Insurance	54,700.00	54,700.00	4,255.30	11,148.58	43,551.42		80%	
<u>100-709-51006</u>	VEBA	3,500.00	3,500.00	285.81	731.30	2,768.70		79%	
<u>100-709-51007</u>	PERS	55,100.00	55,100.00	5,537.04	13,873.46	41,226.54		75%	
<u>100-709-51008</u>	Taxes	18,600.00	18,600.00	1,505.21	3,943.55	14,656.45		79%	
<u>100-709-51015</u>	Other Benefits	3,100.00	3,100.00	1,624.50	1,651.44	1,448.56		47%	
	Personnel Services	365,000.00	365,000.00	33,171.19	83,534.86	281,465.14		77%	
<u>100-709-52001</u>	Operating Supplies	7,000.00	7,000.00	432.75	513.75	6,486.25		93%	
<u>100-709-52003</u>	Utilities	9,000.00	9,000.00	299.57	1,560.05	7,439.95		83%	
<u>100-709-52008</u>	Printing	500.00	500.00	33.95	166.22	333.78		67%	
<u>100-709-52010</u>	Telephone	1,800.00	1,800.00	-	248.02	1,551.98		86%	
<u>100-709-52018</u>	Professional Development	2,000.00	2,000.00	-	-	2,000.00		100%	
<u>100-709-52019</u>	Professional Services	14,800.00	14,800.00	385.00	740.00	14,060.00		95%	
<u>100-709-52020</u>	Bank Service Fees	5,000.00	5,000.00	440.51	1,092.87	3,907.13		78%	
<u>100-709-52022</u>	Fuel	1,000.00	1,000.00	-	94.31	905.69		91%	
<u>100-709-52023</u>	Facility Maintenance	13,000.00	13,000.00	703.93	1,465.68	11,534.32		89%	
<u>100-709-52097</u>	Enterprise Fleet	8,000.00	8,000.00	532.97	2,131.88	5,868.12		73%	
	Materials & Services	62,100.00	62,100.00	2,828.68	8,012.78	54,087.22		87%	
Planning									
<u>100-710-50001</u>	Wages	247,200.00	247,200.00	20,577.56	51,544.80	195,655.20		79%	
<u>100-710-51005</u>	Insurance	31,700.00	31,700.00	2,454.44	6,164.54	25,535.46		81%	
<u>100-710-51006</u>	VEBA	4,900.00	4,900.00	405.91	1,015.96	3,884.04		79%	
<u>100-710-51007</u>	PERS	76,900.00	76,900.00	6,946.39	17,384.09	59,515.91		77%	
<u>100-710-51008</u>	Taxes	19,900.00	19,900.00	1,561.79	3,924.13	15,975.87		80%	
<u>100-710-51015</u>	Other Benefits	3,400.00	3,400.00	55.60	65.57	3,334.43		98%	
	Personnel Services	384,000.00	384,000.00	32,001.69	80,099.09	303,900.91		79%	
<u>100-710-52001</u>	Operating Supplies	6,000.00	6,000.00	800.00	971.99	5,028.01		84%	
<u>100-710-52002</u>	Personnel Uniforms Equipment	-	-	-	200.00	(200.00)		#DIV/0!	
<u>100-710-52011</u>	Public Information	10,000.00	10,000.00	674.25	891.55	9,108.45		91%	
<u>100-710-52013</u>	Memberships	1,500.00	1,500.00	-	533.00	967.00		64%	
<u>100-710-52018</u>	Professional Development	4,000.00	4,000.00	-	305.00	3,695.00		92%	
<u>100-710-52019</u>	Professional Services	2,000.00	2,000.00	-	-	2,000.00		100%	
<u>100-710-52022</u>	Fuel	500.00	500.00	48.77	48.77	451.23		90%	
<u>100-710-52030</u>	CLG	15,000.00	15,000.00	-	-	15,000.00		100%	
<u>100-710-52087</u>	Commission Stipends	2,500.00	2,500.00	-	-	2,500.00		100%	
<u>100-710-52097</u>	Enterprise Fleet	7,000.00	7,000.00	451.21	1,804.84	5,195.16		74%	
	Materials & Services	48,500.00	48,500.00	1,974.23	4,755.15	43,744.85		90%	
Building									
<u>100-711-50001</u>	Wages	296,500.00	296,500.00	21,265.39	46,868.71	249,631.29		84%	
<u>100-711-51005</u>	Insurance	83,200.00	83,200.00	4,745.14	11,891.23	71,308.77		86%	
<u>100-711-51006</u>	VEBA	5,900.00	5,900.00	419.60	922.79	4,977.21		84%	
<u>100-711-51007</u>	PERS	92,200.00	92,200.00	6,582.93	14,495.57	77,704.43		84%	
<u>100-711-51008</u>	Taxes	23,900.00	23,900.00	1,606.83	3,534.07	20,365.93		85%	
<u>100-711-51015</u>	Other Benefits	4,200.00	4,200.00	361.44	371.97	3,828.03		91%	
	Personnel Services	505,900.00	505,900.00	34,981.33	78,084.34	427,815.66		85%	
<u>100-711-52001</u>	Operating Supplies	4,000.00	4,000.00	-	315.51	3,684.49		92%	
<u>100-711-52010</u>	Telephone	2,500.00	2,500.00	-	283.96	2,216.04		89%	
<u>100-711-52015</u>	Intergovernmental Services	9,000.00	9,000.00	-	1,880.00	7,120.00		79%	
<u>100-711-52018</u>	Professional Development	3,000.00	3,000.00	-	200.00	2,800.00		93%	
<u>100-711-52019</u>	Professional Services	8,000.00	8,000.00	-	720.00	7,280.00		91%	
<u>100-711-52020</u>	Bank Service Fees	16,000.00	16,000.00	347.20	1,260.80	14,739.20		92%	
<u>100-711-52022</u>	Fuel	1,400.00	1,400.00	79.04	299.62	1,100.38		79%	
<u>100-711-52097</u>	Enterprise Fleet	6,500.00	6,500.00	522.55	1,567.65	4,932.35		76%	
	Materials & Services	50,400.00	50,400.00	948.79	6,527.54	43,872.46		87%	
Technology									
<u>100-712-50001</u>	Wages	180,200.00	180,200.00	14,800.96	37,002.40	143,197.60		79%	
<u>100-712-51005</u>	Insurance	61,900.00	61,900.00	4,638.44	11,596.08	50,303.92		81%	
<u>100-712-51006</u>	VEBA	3,600.00	3,600.00	294.84	737.10	2,862.90		80%	
<u>100-712-51007</u>	PERS	56,000.00	56,000.00	4,581.80	11,454.50	44,545.50		80%	
<u>100-712-51008</u>	Taxes	14,500.00	14,500.00	1,120.56	2,801.40	11,698.60		81%	
<u>100-712-51015</u>	Other Benefits	2,300.00	2,300.00	160.73	170.12	2,129.27		92%	
	Personnel Services	318,500.00	318,500.00	25,597.33	63,761.60	254,738.67		80%	

<u>100-712-52001</u>	Operating Supplies	12,000.00	12,000.00	53.98	215.31	11,784.69	82%
<u>100-712-52003</u>	Utilities	80,000.00	80,000.00	4,667.69	14,112.71	65,887.29	82%
<u>100-712-52006</u>	Computer Maintenance	120,000.00	120,000.00	8,323.90	17,492.70	102,507.30	85%
<u>100-712-52010</u>	Telephone	35,000.00	35,000.00	1,972.25	6,061.21	28,938.79	83%
<u>100-712-52016</u>	Insurance	25,000.00	25,000.00	-	27,389.57	(2,389.57)	-10%
<u>100-712-52018</u>	Professional Development	7,000.00	7,000.00	545.27	1,095.27	5,904.73	84%
<u>100-712-52019</u>	Professional Services	165,000.00	165,000.00	9,863.65	29,707.95	135,292.05	82%
<u>100-712-57500</u>	Computer Equipment	41,000.00	41,000.00	-	-	41,000.00	100%
	Materials & Services	485,000.00	485,000.00	25,426.74	96,074.72	388,925.28	80%
General Services							
<u>100-715-52001</u>	Operating Supplies	28,000.00	28,000.00	1,249.85	3,646.15	24,353.85	87%
<u>100-715-52003</u>	Utilities	17,000.00	17,000.00	897.96	2,610.64	14,389.36	85%
<u>100-715-52016</u>	Insurance	138,900.00	138,900.00	-	608,210.09	(469,310.09)	-338%
<u>100-715-52019</u>	Professional Services	55,500.00	55,500.00	-	150.00	55,350.00	100%
<u>100-715-52022</u>	Fuel	1,000.00	1,000.00	55.59	55.59	944.41	94%
<u>100-715-52023</u>	Facility Maintenance	50,000.00	50,000.00	3,625.93	7,394.10	42,605.90	85%
<u>100-715-52097</u>	Enterprise Fleet	-	-	7.00	28.00	(28.00)	#DIV/0!
	Materials & Services	290,400.00	290,400.00	5,836.33	622,094.57	(331,694.57)	-114%
<u>100-715-58001</u>	Contingency	887,900.00	887,900.00	-	-	887,900.00	100%
<u>100-715-59001</u>	Unappropriated	1,000,000.00	1,000,000.00	-	-	1,000,000.00	100%
Expense Total:		14,247,100.00	14,247,100.00	965,373.51	3,217,775.64	11,029,324.36	77%
Fund: 100 - GENERAL FUND Surplus (Deficit):							
		-	-	363,299.42	(1,288,264.41)	(1,288,264.41)	
Fund: 201 - VISITOR TOURISM							
Revenue							
<u>201-000-32002</u>	Motel Hotel Tax	170,000.00	170,000.00	16,972.50	51,629.76	(118,370.24)	-70%
<u>201-000-37001</u>	Interest	-	-	-	865.40	865.40	#DIV/0!
<u>201-000-37005</u>	Tourism Miscellaneous	80,000.00	80,000.00	-	-	(80,000.00)	-100%
<u>201-000-37015</u>	Event Revenue	100,000.00	100,000.00	6,163.00	25,293.00	(74,707.00)	-75%
<u>201-000-39001</u>	Beginning Fund Balance	149,900.00	149,900.00	-	-	(149,900.00)	-100%
Revenue Total:		499,900.00	499,900.00	23,135.50	77,788.16	(422,111.84)	-84%
Expense							
<u>201-000-52003</u>	Utilities	-	-	125.01	125.01	(125.01)	#DIV/0!
<u>201-000-52019</u>	Professional Services	120,000.00	120,000.00	11,754.54	31,754.54	88,245.46	74%
<u>201-000-52025</u>	GFSS	100,000.00	100,000.00	25,000.00	25,000.00	75,000.00	75%
<u>201-000-52028</u>	Projects & Programs	45,000.00	45,000.00	15,817.45	15,817.45	29,182.55	65%
<u>201-000-52130</u>	Building Lease & Utilities	80,000.00	80,000.00	61.70	626.39	79,373.61	99%
	Materials & Services	345,000.00	345,000.00	52,758.70	73,323.39	271,676.61	79%
<u>201-000-58001</u>	Contingency	154,900.00	154,900.00	-	-	154,900.00	100%
Expense Total:		499,900.00	499,900.00	52,758.70	73,323.39	426,576.61	85%
Fund: 201 - VISITOR TOURISM Surplus (Deficit):							
		-	-	(29,623.20)	4,464.77	4,464.77	
Fund: 202 - COMMUNITY DEVELOPMENT							
Revenue							
<u>202-000-33005</u>	Grants	-	-	53,705.76	53,705.76	53,705.76	#DIV/0!
<u>202-000-37001</u>	Interest	-	-	-	22,704.19	22,704.19	#DIV/0!
<u>202-000-39001</u>	Beginning Fund Balance	2,618,400.00	2,618,400.00	-	-	(2,618,400.00)	-100%
<u>202-276-33005</u>	HMP Central Waterfront	740,000.00	740,000.00	-	-	(740,000.00)	-100%
<u>202-721-33005</u>	Grants - ARPA	470,000.00	470,000.00	-	-	(470,000.00)	-100%
<u>202-721-37026</u>	Property Tax Reimbursement	111,000.00	111,000.00	-	-	(111,000.00)	-100%
<u>202-722-37027</u>	Industrial Business Park	457,000.00	457,000.00	63,080.00	114,240.00	(342,760.00)	-75%
<u>202-723-33005</u>	OPRD Riverwalk Grants	1,164,000.00	1,164,000.00	-	-	(1,164,000.00)	-100%
<u>202-723-37004</u>	Loan Proceeds State	14,155,770.00	14,155,770.00	-	-	(14,155,770.00)	-100%
<u>202-724-37030</u>	Timber Harvesting	-	-	398,545.75	398,545.75	398,545.75	#DIV/0!
Revenue Total:		19,716,170.00	19,716,170.00	515,331.51	589,195.70	(19,126,974.30)	-97%
Expense							
<u>202-000-58001</u>	Contingency	2,522,670.00	2,522,670.00	-	-	2,522,670.00	100%
Economic Development							
<u>202-721-52011</u>	Public Engagement	5,000.00	5,000.00	-	-	5,000.00	100%
<u>202-721-52019</u>	Professional Services	75,000.00	75,000.00	540.00	22,838.87	52,161.13	70%
<u>202-721-52025</u>	GFSS	70,000.00	70,000.00	17,500.00	17,500.00	52,500.00	75%
<u>202-721-52040</u>	Communications	14,000.00	14,000.00	-	-	14,000.00	100%
<u>202-721-52051</u>	Urban Renewal	5,000.00	5,000.00	-	-	5,000.00	100%
<u>202-721-52053</u>	Property Taxes	111,000.00	111,000.00	-	-	111,000.00	100%
<u>202-721-52054</u>	Offshore Lease	12,000.00	12,000.00	-	-	12,000.00	100%
<u>202-721-52103</u>	Main Street	36,000.00	36,000.00	-	-	36,000.00	100%
	Materials & Services	328,000.00	328,000.00	18,040.00	40,338.87	287,661.13	88%
Business Park							
<u>202-722-52003</u>	Utilities	2,000.00	2,000.00	74.02	149.37	1,850.63	93%
<u>202-722-52019</u>	Professional Services	315,500.00	315,500.00	10,459.24	15,099.03	300,400.97	95%
<u>202-722-52023</u>	Facility Maintenance	-	-	-	80.32	(80.32)	#DIV/0!
	Materials & Services	317,500.00	317,500.00	10,533.26	15,328.72	302,171.28	95%
<u>202-722-55001</u>	Principal	150,000.00	150,000.00	12,500.00	37,500.00	112,500.00	75%
	Debt Service	150,000.00	150,000.00	12,500.00	37,500.00	112,500.00	75%
Riverfront							
<u>202-723-52055</u>	Riverwalk Project	114,300.00	114,300.00	11,469.25	32,350.03	81,949.97	72%
	Materials & Services	114,300.00	114,300.00	11,469.25	32,350.03	81,949.97	72%
<u>202-723-53102</u>	Downtown Infrastructure	11,569,900.00	11,569,900.00	427,527.04	960,463.94	10,609,436.06	92%
<u>202-723-53103</u>	Riverwalk Construction	2,134,100.00	2,134,100.00	-	-	2,134,100.00	100%
<u>202-723-53902</u>	COLUMBIA VIEW PARK IMPROVEMENTS	1,501,500.00	1,501,500.00	-	-	1,501,500.00	100%
	Capital Outlay	15,205,500.00	15,205,500.00	427,527.04	960,463.94	14,245,036.06	94%
<u>202-723-55001</u>	Principal	48,800.00	48,800.00	-	-	48,800.00	100%
<u>202-723-55002</u>	Interest	9,400.00	9,400.00	-	-	9,400.00	100%
	Debt Service	58,200.00	58,200.00	-	-	58,200.00	100%

Timber								
<u>202-724-52001</u>	Operating Supplies	2,500.00	2,500.00	-	33.99	2,466.01	95%	
<u>202-724-52019</u>	Professional Services	117,500.00	117,500.00	-	37,865.00	79,635.00	68%	
	Materials & Services	120,000.00	120,000.00	-	37,898.99	82,101.01	68%	
Central Waterfront								
<u>202-726-52011</u>	Community Engagement	-	-	-	2,024.93	(2,024.93)	#DIV/0!	
<u>202-726-52019</u>	Professional Services	900,000.00	900,000.00	273.75	51,341.59	848,658.41	94%	
	Materials & Services	900,000.00	900,000.00	273.75	53,366.52	846,633.48	94%	
Expense Total:		19,716,170.00	19,716,170.00	480,343.30	1,177,247.07	18,538,922.93	94%	
Fund: 202 - COMMUNITY DEVELOPMENT Surplus (Deficit):		-	-	34,988.21	(588,051.37)	(588,051.37)		
Fund: 203 - COMMUNITY ENHANCEMENT								
Revenue								
<u>203-000-32007</u>	Intergovernmental	-	-	-	12,384.51	12,384.51	#DIV/0!	
<u>203-000-33005</u>	ARPA Grants	-	-	-	6,878.00	6,878.00	#DIV/0!	
<u>203-000-37001</u>	Interest	-	-	-	2,744.36	2,744.36	#DIV/0!	
<u>203-701-33005</u>	Grants	100,000.00	100,000.00	-	-	(100,000.00)	-100%	
<u>203-705-37004</u>	Miscellaneous	60,000.00	60,000.00	-	-	(60,000.00)	-100%	
<u>203-705-39001</u>	Beginning Fund Balance	34,000.00	34,000.00	-	-	(34,000.00)	-100%	
<u>203-706-33012</u>	Grants - LSTA	50,000.00	50,000.00	-	-	(50,000.00)	-100%	
<u>203-706-39001</u>	Beginning Fund Balance	153,570.00	153,570.00	-	-	(153,570.00)	-100%	
<u>203-708-39001</u>	Beginning Fund Balance	38,490.00	38,490.00	-	-	(38,490.00)	-100%	
<u>203-709-33005</u>	Grants	216,600.00	216,600.00	-	-	(216,600.00)	-100%	
<u>203-709-33012</u>	Summer Camp Grant	-	-	-	250.00	250.00	#DIV/0!	
<u>203-709-33019</u>	Youth Enrichment	-	-	-	(5,155.00)	(5,155.00)	#DIV/0!	
<u>203-709-35014</u>	Recreation Contract (St. Helens School District)	400,000.00	400,000.00	-	-	(400,000.00)	-100%	
<u>203-709-39001</u>	Beginning Fund Balance	81,520.00	81,520.00	-	(350.00)	(81,870.00)	-100%	
<u>203-711-35020</u>	Building Technology Fee	20,000.00	20,000.00	821.92	5,154.23	(14,845.77)	-74%	
<u>203-711-39001</u>	Beginning Fund Balance	63,350.00	63,350.00	-	-	(63,350.00)	-100%	
<u>203-717-39001</u>	Beginning Fund Balance	3,340.00	3,340.00	-	-	(3,340.00)	-100%	
Revenue Total:		1,220,870.00	1,220,870.00	821.92	21,906.10	(1,198,963.90)	-98%	
Expense								
Administration								
<u>203-701-52028</u>	Projects & Programs	100,000.00	100,000.00	-	-	100,000.00	100%	
	Materials & Services	100,000.00	100,000.00	-	-	100,000.00	100%	
Police								
<u>203-705-52028</u>	Projects & Programs	94,000.00	94,000.00	-	-	94,000.00	100%	
	Materials & Services	94,000.00	94,000.00	-	-	94,000.00	100%	
Library								
<u>203-706-52028</u>	Projects & Programs	23,570.00	23,570.00	-	-	23,570.00	100%	
<u>203-706-52090</u>	LSTA Grant Expense	50,000.00	50,000.00	-	-	50,000.00	100%	
	Materials & Services	73,570.00	73,570.00	-	-	73,570.00	100%	
<u>203-706-53013</u>	Library Facility Improvements	130,000.00	130,000.00	-	-	130,000.00	100%	
	Capital Outlay	130,000.00	130,000.00	-	-	130,000.00	100%	
Parks								
<u>203-708-52028</u>	Projects & Programs	38,490.00	38,490.00	-	-	38,490.00	100%	
<u>203-708-52040</u>	Veteran's Memorial	-	-	199.48	7,554.48	(7,554.48)	#DIV/0!	
	Materials & Services	38,490.00	38,490.00	199.48	7,554.48	30,935.52	80%	
Recreation								
<u>203-709-50001</u>	Wages	33,800.00	33,800.00	-	-	33,800.00	100%	
<u>203-709-51008</u>	Taxes	2,800.00	2,800.00	-	-	2,800.00	100%	
<u>203-709-51015</u>	Other Benefits	500.00	500.00	-	-	500.00	100%	
	Personnel Services	37,100.00	37,100.00	-	-	37,100.00	100%	
<u>203-709-52028</u>	Projects & Programs	261,020.00	261,020.00	7,981.95	14,163.44	246,856.56	95%	
<u>203-709-52105</u>	Adult Sports	-	-	-	2,861.94	(2,861.94)	#DIV/0!	
<u>203-709-52113</u>	YOUTH ENRICHMENT	-	-	-	10,782.74	(10,782.74)	#DIV/0!	
<u>203-709-52140</u>	Contract Programs	400,000.00	400,000.00	-	-	400,000.00	100%	
	Materials & Services	661,020.00	661,020.00	7,981.95	27,808.12	633,211.88	96%	
Building								
<u>203-711-52028</u>	Projects & Programs	83,350.00	83,350.00	-	-	83,350.00	100%	
	Materials & Services	83,350.00	83,350.00	-	-	83,350.00	100%	
Transitional Housing								
<u>203-717-52028</u>	Projects & Programs	3,340.00	3,340.00	-	-	3,340.00	100%	
	Materials & Services	3,340.00	3,340.00	-	-	3,340.00	100%	
Expense Total:		1,220,870.00	1,220,870.00	8,181.43	35,362.60	1,185,507.40	97%	
Fund: 203 - COMMUNITY ENHANCEMENT Surplus (Deficit):		-	-	(7,359.51)	(13,456.50)	(13,456.50)		
Fund: 205 - STREETS								
Revenue								
<u>205-000-33005</u>	Grants	224,500.00	224,500.00	185,396.00	185,396.00	(39,104.00)	-17%	
<u>205-000-33008</u>	Motor Vehicle Tax	1,140,000.00	1,140,000.00	98,151.16	267,641.82	(872,358.18)	-77%	
<u>205-000-33009</u>	Grants - STP Funds	260,000.00	260,000.00	-	-	(260,000.00)	-100%	
<u>205-000-33015</u>	County Contribution	450,000.00	450,000.00	-	-	(450,000.00)	-100%	
<u>205-000-34029</u>	Traffic Impact Fees	1,000.00	1,000.00	-	-	(1,000.00)	-100%	
<u>205-000-34033</u>	Street Sidewalk Development	5,000.00	5,000.00	-	-	(5,000.00)	-100%	
<u>205-000-37001</u>	Interest	10,000.00	10,000.00	-	6,316.67	(3,683.33)	-37%	
<u>205-000-39001</u>	Beginning Fund Balance	833,300.00	833,300.00	-	-	(833,300.00)	-100%	
Revenue Total:		2,923,800.00	2,923,800.00	283,547.16	459,354.49	(2,464,445.51)	-84%	
Expense								
<u>205-000-50001</u>	Wages	313,200.00	313,200.00	32,919.77	71,876.41	241,323.59	77%	
<u>205-000-50004</u>	Overtime	3,300.00	3,300.00	-	-	3,300.00	100%	
<u>205-000-51005</u>	Insurance	91,100.00	91,100.00	6,958.60	16,551.84	74,548.16	82%	
<u>205-000-51006</u>	VEBA	6,000.00	6,000.00	610.75	1,366.64	4,633.36	77%	
<u>205-000-51007</u>	PERS	102,100.00	102,100.00	10,605.72	23,802.48	78,297.52	77%	
<u>205-000-51008</u>	Taxes	25,500.00	25,500.00	2,505.70	5,675.42	19,824.58	78%	
<u>205-000-51015</u>	Other Benefits	4,500.00	4,500.00	979.16	997.16	3,502.84	78%	
						12		

		<i>Personnel Services</i>	545,700.00	545,700.00	54,579.70	120,269.95	425,430.00	
<u>205-000-52001</u>	Operating Supplies		30,000.00	30,000.00	10.35	7,775.82	22,224.18	74%
<u>205-000-52003</u>	Utilities		45,000.00	45,000.00	4,239.50	12,646.51	32,353.49	72%
<u>205-000-52019</u>	Professional Services		100,000.00	100,000.00	-	-	100,000.00	100%
<u>205-000-52025</u>	GFS		414,600.00	414,600.00	103,650.00	103,650.00	310,950.00	75%
<u>205-000-52060</u>	Waterway Lease		-	-	-	335.00	(335.00)	#DIV/0!
<u>205-000-52063</u>	PW Operation Fund Charges		177,000.00	177,000.00	44,300.00	44,300.00	132,700.00	75%
		<i>Materials & Services</i>	766,600.00	766,600.00	152,199.85	168,707.33	597,892.67	78%
<u>205-000-53001</u>	Capital Outlay (AKA Street Paving)		224,500.00	224,500.00	-	-	224,500.00	100%
<u>205-000-53101</u>	Columbia Blvd Sidewalks		998,100.00	998,100.00	268,228.10	458,229.42	539,870.58	54%
		<i>Capital Outlay</i>	1,222,600.00	1,222,600.00	268,228.10	458,229.42	764,370.58	63%
<u>205-000-55001</u>	Principal		51,200.00	51,200.00	-	-	51,200.00	100%
<u>205-000-55002</u>	Interest		9,800.00	9,800.00	-	-	9,800.00	100%
		<i>Debt Service</i>	61,000.00	61,000.00	-	-	61,000.00	100%
<u>205-000-58001</u>	Contingency		327,900.00	327,900.00	-	-	327,900.00	100%
Expense Total:			2,923,800.00	2,923,800.00	475,007.65	747,206.70	2,176,593.30	74%
Fund: 205 - STREETS Surplus (Deficit):			-	-	(191,460.49)	(287,852.21)	(287,852.21)	
Fund: 301 - STREETS SDC								
	Revenue							
<u>301-000-34008</u>	SDC Charges		300,000.00	300,000.00	4,433.22	38,842.17	(261,157.83)	-87%
<u>301-000-37001</u>	Interest		-	-	-	15,399.02	15,399.02	#DIV/0!
<u>301-000-39001</u>	Beginning Fund Balance		2,158,500.00	2,158,500.00	-	-	(2,158,500.00)	-100%
Revenue Total:			2,458,500.00	2,458,500.00	4,433.22	54,241.19	(2,404,258.81)	-98%
	Expense							
<u>301-000-52017</u>	SDC Admin Fees		30,000.00	30,000.00	1,942.11	3,884.22	26,115.78	87%
<u>301-000-52019</u>	Professional Services		300,000.00	300,000.00	-	-	300,000.00	100%
		<i>Materials & Services</i>	330,000.00	330,000.00	1,942.11	3,884.22	326,115.78	99%
<u>301-000-53103</u>	URA Waterfront Improvements		500,000.00	500,000.00	-	-	500,000.00	100%
		<i>Capital Outlay</i>	500,000.00	500,000.00	-	-	500,000.00	100%
<u>301-000-58001</u>	Contingency		1,628,500.00	1,628,500.00	-	-	1,628,500.00	100%
Expense Total:			2,458,500.00	2,458,500.00	1,942.11	1,942.11	2,456,557.89	100%
Fund: 301 - STREETS SDC Surplus (Deficit):			-	-	2,491.11	52,299.08	52,299.08	
Fund: 302 - WATER SDC								
	Revenue							
<u>302-000-34008</u>	SDC Charges		100,000.00	100,000.00	3,099.00	6,198.00	(93,802.00)	-94%
<u>302-000-37001</u>	Interest		-	-	-	10,058.48	10,058.48	#DIV/0!
<u>302-000-39001</u>	Beginning Fund Balance		1,410,500.00	1,410,500.00	-	-	(1,410,500.00)	-100%
Revenue Total:			1,510,500.00	1,510,500.00	3,099.00	16,256.48	(1,494,243.52)	-99%
	Expense							
<u>302-000-52017</u>	SDC Admin Fees		10,000.00	10,000.00	309.90	619.80	9,380.20	94%
<u>302-000-52019</u>	Professional Services		20,000.00	20,000.00	-	-	20,000.00	100%
		<i>Materials & Services</i>	30,000.00	30,000.00	309.90	619.80	29,380.20	98%
<u>302-000-53103</u>	URA Waterfront Improvements		300,000.00	300,000.00	65,790.00	65,790.00	234,210.00	78%
<u>302-000-53307</u>	Back up Generator PW Shops		20,000.00	20,000.00	-	-	20,000.00	100%
		<i>Capital Outlay</i>	320,000.00	320,000.00	65,790.00	65,790.00	254,210.00	79%
<u>302-000-58001</u>	Contingency		1,160,500.00	1,160,500.00	-	-	1,160,500.00	100%
Expense Total:			1,510,500.00	1,510,500.00	66,099.90	66,409.80	1,444,090.20	96%
Fund: 302 - WATER SDC Surplus (Deficit):			-	-	(63,000.90)	(50,153.32)	(50,153.32)	
Fund: 303 - SEWER SDC								
	Revenue							
<u>303-000-34008</u>	SDC Charges		150,000.00	150,000.00	12,316.00	24,782.00	(125,218.00)	-83%
<u>303-000-37001</u>	Interest		-	-	-	13,684.50	13,684.50	#DIV/0!
<u>303-000-39001</u>	Beginning Fund Balance		1,910,700.00	1,910,700.00	-	-	(1,910,700.00)	-100%
Revenue Total:			2,060,700.00	2,060,700.00	12,316.00	38,466.50	(2,022,233.50)	-98%
	Expense							
<u>303-000-52017</u>	SDC Admin Fees		15,000.00	15,000.00	1,239.10	2,472.20	12,527.80	84%
<u>303-000-52019</u>	Professional Services		50,000.00	50,000.00	-	-	50,000.00	100%
		<i>Materials & Services</i>	65,000.00	65,000.00	1,239.10	2,472.20	62,527.80	96%
<u>303-000-53403</u>	WWTP Influent Flow Mete		-	-	-	450.00	(450.00)	#DIV/0!
<u>303-000-53406</u>	Basin 6 Pipeline Upsize (Phase I)		275,000.00	275,000.00	-	-	275,000.00	100%
<u>303-000-53408</u>	Basin 5 Pipeline Upsize (Phase II)		55,000.00	55,000.00	-	-	55,000.00	100%
<u>303-000-53410</u>	INSTALL OVERFLOW ALARMS		1,800.00	1,800.00	-	-	1,800.00	100%
		<i>Capital Outlay</i>	331,800.00	331,800.00	-	450.00	331,350.00	100%
<u>303-000-58001</u>	Contingency		1,663,900.00	1,663,900.00	-	-	1,663,900.00	100%
Expense Total:			2,060,700.00	2,060,700.00	1,239.10	1,689.10	2,059,010.90	100%
Fund: 303 - SEWER SDC Surplus (Deficit):			-	-	11,076.90	36,777.40	36,777.40	
Fund: 304 - STORM SDC								
	Revenue							
<u>304-000-34008</u>	SDC Charges		100,000.00	100,000.00	2,588.02	17,621.50	(82,378.50)	-82%
<u>304-000-37001</u>	Interest		-	-	-	3,600.83	3,600.83	#DIV/0!
<u>304-000-39001</u>	Beginning Fund Balance		497,400.00	497,400.00	-	-	(497,400.00)	-100%
Revenue Total:			597,400.00	597,400.00	2,588.02	21,222.33	(576,177.67)	-96%
	Expense							
<u>304-000-52017</u>	SDC Admin Fees		10,000.00	10,000.00	881.08	1,762.16	8,237.84	82%
<u>304-000-52019</u>	Professional Services		1,000.00	1,000.00	-	-	1,000.00	100%
		<i>Materials & Services</i>	11,000.00	11,000.00	881.08	1,762.16	9,237.84	84%
<u>304-000-53001</u>	Capital Outlay		200,000.00	200,000.00	-	-	200,000.00	100%
		<i>Capital Outlay</i>	200,000.00	200,000.00	-	-	200,000.00	100%

304-000-58001	Contingency	386,400.00	386,400.00	-	-	386,400.00	
Expense Total:		597,400.00	597,400.00	881.08	1,762.16	595,637.82	100%
Fund: 304 - STORM SDC Surplus (Deficit):		-	-	1,706.94	19,460.17	19,460.17	
Fund: 305 - PARKS SDC							
Revenue							
305-000-34008	SDC Charges	100,000.00	100,000.00	2,944.00	3,319.00	(96,681.00)	-97%
305-000-37001	Interest	-	-	-	7,566.17	7,566.17	#DIV/0!
305-000-39001	Beginning Fund Balance	1,066,400.00	1,066,400.00	-	-	(1,066,400.00)	-100%
Revenue Total:		1,166,400.00	1,166,400.00	2,944.00	10,885.17	(1,155,514.83)	-99%
Expense							
305-000-52017	SDC Admin Fees	10,000.00	10,000.00	165.95	331.90	9,668.10	97%
	Materials & Services	10,000.00	10,000.00	165.95	331.90	9,668.10	97%
305-000-53001	Capital Outlay	-	-	-	193.13	(193.13)	#DIV/0!
305-000-53902	COLUMBIA VIEW PARK IMPROVEMENTS	992,000.00	992,000.00	-	-	992,000.00	100%
	Capital Outlay	992,000.00	992,000.00	-	193.13	991,806.87	100%
305-000-58001	Contingency	164,400.00	164,400.00	-	-	164,400.00	100%
Expense Total:		1,166,400.00	1,166,400.00	165.95	525.03	1,165,874.97	100%
Fund: 305 - PARKS SDC Surplus (Deficit):		-	-	2,778.05	10,360.14	10,360.14	
Fund: 601 - WATER							
Revenue							
601-000-33005	Grants	1,000,000.00	1,000,000.00	-	-	(1,000,000.00)	-100%
601-000-34007	Water Sales	3,740,000.00	3,740,000.00	459,371.53	1,270,711.57	(2,469,288.43)	-66%
601-000-34009	Fees - Late Reconnection Tampering	100,000.00	100,000.00	16,575.00	48,000.00	(52,000.00)	-52%
601-000-34014	Connection Charge	28,000.00	28,000.00	225.00	1,725.00	(26,275.00)	-94%
601-000-37001	Interest	63,000.00	63,000.00	-	28,705.50	(34,294.50)	-54%
601-000-37004	Miscellaneous	5,000.00	5,000.00	1,258.85	1,583.85	(3,416.15)	-68%
601-000-39001	Beginning Fund Balance	3,804,200.00	3,804,200.00	-	-	(3,804,200.00)	-100%
Revenue Total:		8,740,200.00	8,740,200.00	477,430.38	1,350,725.92	(7,389,474.08)	-85%
Expense							
601-000-53304	Repair Existing Reservoir	2,250,000.00	2,250,000.00	-	-	2,250,000.00	100%
601-000-53307	Back up Generator PW Shops	200,000.00	200,000.00	-	-	200,000.00	100%
601-000-53308	Sherman Place Waterline Replacement	30,000.00	30,000.00	-	-	30,000.00	100%
	Capital Outlay	2,480,000.00	2,480,000.00	-	-	2,480,000.00	100%
601-000-55001	Principal	389,700.00	389,700.00	-	-	389,700.00	100%
601-000-55002	Interest	74,500.00	74,500.00	-	-	74,500.00	100%
	Debt Service	464,200.00	464,200.00	-	-	464,200.00	100%
601-000-58001	Contingency	763,500.00	763,500.00	-	-	763,500.00	100%
601-000-59001	Unappropriated	936,500.00	936,500.00	-	-	936,500.00	100%
Water Distribution							
601-731-50001	Wages	554,500.00	554,500.00	46,466.11	103,660.35	450,839.65	81%
601-731-50004	Overtime	6,300.00	6,300.00	-	-	6,300.00	100%
601-731-51005	Insurance	163,500.00	163,500.00	11,477.33	27,532.95	135,967.05	83%
601-731-51006	VEBA	10,600.00	10,600.00	872.53	2,013.86	8,586.14	81%
601-731-51007	PERS	180,800.00	180,800.00	14,799.06	33,788.72	147,011.28	81%
601-731-51008	Taxes	45,200.00	45,200.00	3,530.74	8,235.97	36,964.03	82%
601-731-51015	Other Benefits	7,900.00	7,900.00	1,596.17	1,624.10	6,275.90	79%
	Personnel Services	968,800.00	968,800.00	78,741.94	176,855.95	791,944.05	82%
601-731-52001	Operating Supplies	100,000.00	100,000.00	1,982.27	14,492.87	85,507.13	86%
601-731-52003	Utilities	35,000.00	35,000.00	2,899.49	9,604.19	25,395.81	73%
601-731-52016	General Insurance	106,800.00	106,800.00	-	-	106,800.00	100%
601-731-52019	Professional Services	30,000.00	30,000.00	620.00	1,402.50	28,597.50	95%
601-731-52025	GFSS	1,451,200.00	1,451,200.00	362,800.00	362,800.00	1,088,400.00	75%
601-731-52063	PW Operation Fund Charges	177,200.00	177,200.00	44,300.00	44,300.00	132,900.00	75%
601-731-52064	Lab Testing	15,000.00	15,000.00	-	-	15,000.00	100%
601-731-52067	In Lieu of Franchise Fee	374,000.00	374,000.00	-	-	374,000.00	100%
	Materials & Services	2,289,200.00	2,289,200.00	412,601.76	432,599.56	1,856,600.44	81%
601-731-53302	ANNUAL MAINT- OPS	100,000.00	100,000.00	-	-	100,000.00	100%
601-731-53314	WATER METERS	150,000.00	150,000.00	-	-	150,000.00	100%
	Capital Outlay	250,000.00	250,000.00	-	-	250,000.00	100%
Water Filtration							
601-732-50001	Wages	117,900.00	117,900.00	11,413.61	23,060.06	94,839.94	80%
601-732-50004	Overtime	1,600.00	1,600.00	-	-	1,600.00	100%
601-732-51005	Insurance	35,900.00	35,900.00	3,052.29	5,938.70	29,961.30	83%
601-732-51006	VEBA	2,200.00	2,200.00	240.41	467.49	1,732.51	79%
601-732-51007	PERS	38,400.00	38,400.00	4,669.86	9,093.25	29,306.75	76%
601-732-51008	Taxes	9,600.00	9,600.00	1,010.11	2,022.75	7,577.25	79%
601-732-51015	Other Benefits	1,700.00	1,700.00	365.63	370.10	1,329.90	78%
	Personnel Services	207,300.00	207,300.00	20,751.91	40,952.35	166,347.65	80%
601-732-52001	Operating Supplies	20,000.00	20,000.00	904.70	1,150.46	18,849.54	94%
601-732-52003	Utilities	85,000.00	85,000.00	6,173.11	18,386.92	66,613.08	78%
601-732-52010	Telephone	1,500.00	1,500.00	-	138.06	1,361.94	91%
601-732-52018	Professional Development	1,200.00	1,200.00	240.98	771.20	428.80	36%
601-732-52019	Professional Services	30,000.00	30,000.00	1,735.08	2,321.51	27,678.49	92%
601-732-52022	Fuel	3,000.00	3,000.00	665.59	1,019.48	1,980.52	66%
601-732-52023	Facility Maintenance	15,000.00	15,000.00	-	2,282.57	12,717.43	85%
601-732-52083	Chemicals	125,000.00	125,000.00	20,877.25	34,400.28	90,599.72	72%
	Materials & Services	280,700.00	280,700.00	30,596.71	60,470.48	220,229.52	78%
601-732-53302	ANNUAL MAINT- OPS	100,000.00	100,000.00	-	-	100,000.00	100%
	Capital Outlay	100,000.00	100,000.00	-	-	100,000.00	100%
Expense Total:		8,740,200.00	8,740,200.00	542,692.32	710,878.34	8,029,321.66	92%
Fund: 601 - WATER Surplus (Deficit):		-	-	(65,261.94)	639,847.58	639,847.58	

Fund: 603 - SEWER

Revenue							
603-000-33005	Grants	2,500,000.00	2,500,000.00	-	-	(2,500,000.00)	-100%
603-000-34011	Sewer Service Charges	4,770,000.00	4,770,000.00	413,658.71	1,319,615.19	(3,450,384.81)	-72%
603-000-34013	Sludge Disposal Charge	185,000.00	185,000.00	16,540.75	44,338.44	(140,661.56)	-76%
603-000-34014	Connection Charge	7,000.00	7,000.00	-	450.00	(6,550.00)	-94%
603-000-34015	Sewer LID Payments	500.00	500.00	40.00	120.00	(380.00)	-76%
603-000-37001	Interest	66,700.00	66,700.00	-	30,338.11	(36,361.89)	-55%
603-000-37004	Miscellaneous	5,000.00	5,000.00	432.00	648.00	(4,352.00)	-87%
603-000-37005	Bond Proceeds	4,445,000.00	4,445,000.00	-	-	(4,445,000.00)	-100%
603-000-39001	Beginning Fund Balance	3,844,400.00	3,844,400.00	-	-	(3,844,400.00)	-100%
Revenue Total:		15,823,600.00	15,823,600.00	430,671.46	1,395,509.74	(14,428,090.26)	-91%

Expense							
603-000-53034	Basin 6 Project	3,650,000.00	3,650,000.00	106.72	156.74	3,649,843.26	100%
603-000-53035	Basin 5 Pipeline Upsize	720,000.00	720,000.00	21.05	30.49	719,969.51	100%
603-000-53402	Annual Maint Ops	200,000.00	200,000.00	-	4,899.00	195,101.00	98%
603-000-53403	WWTP Influent Flow Mete	-	-	-	4,050.00	(4,050.00)	#DIV/0!
603-000-53404	WWTP Rebuild Headworks Screen	42,000.00	42,000.00	-	-	42,000.00	100%
603-000-53407	PUMP STATION 3 ONSITE GEN	90,000.00	90,000.00	-	-	90,000.00	100%
603-000-53409	BASIN 4 PIPELINE UPSIZE	2,575,000.00	2,575,000.00	75.28	110.20	2,574,889.80	100%
603-000-53410	Install Overflow Alarms	7,200.00	7,200.00	-	-	7,200.00	100%
	Capital Outlay	7,284,200.00	7,284,200.00	203.05	9,246.43	7,274,953.57	100%
603-000-55001	Principal	575,400.00	575,400.00	-	50,000.00	525,400.00	91%
603-000-55002	Interest	90,800.00	90,800.00	-	-	90,800.00	100%
603-000-55003	Loan Fee	4,300.00	4,300.00	-	4,250.00	50.00	1%
	Debt Service	670,500.00	670,500.00	-	54,250.00	616,250.00	92%
603-000-58001	Contingency	2,861,000.00	2,861,000.00	-	-	2,861,000.00	100%
603-000-59001	Unappropriated	865,000.00	865,000.00	-	-	865,000.00	100%

Sewer Collection							
603-735-50001	Wages	424,900.00	424,900.00	32,054.18	70,109.99	354,790.01	83%
603-735-50004	Overtime	4,100.00	4,100.00	-	-	4,100.00	100%
603-735-51005	Insurance	123,100.00	123,100.00	6,670.19	15,874.80	107,225.20	87%
603-735-51006	VEBA	8,100.00	8,100.00	590.35	1,318.30	6,781.70	84%
603-735-51007	PERS	138,700.00	138,700.00	10,283.05	23,026.26	115,673.74	83%
603-735-51008	Taxes	34,600.00	34,600.00	2,426.62	5,481.30	29,118.70	84%
603-735-51015	Other Benefits	6,000.00	6,000.00	947.80	965.12	5,034.88	84%
	Personnel Services	739,500.00	739,500.00	52,972.19	116,775.77	622,724.23	84%
603-735-52001	Operating Supplies	20,000.00	20,000.00	19.00	1,297.47	18,702.53	94%
603-735-52003	Utilities	1,000.00	1,000.00	28.59	85.93	914.07	91%
603-735-52019	Professional Services	12,000.00	12,000.00	-	-	12,000.00	100%
603-735-52025	GFSS	1,451,200.00	1,451,200.00	362,800.00	362,800.00	1,088,400.00	75%
603-735-52063	PW Operation Fund Charges	177,200.00	177,200.00	44,300.00	44,300.00	132,900.00	75%
603-735-52067	In Lieu of Franchise Fee	477,000.00	477,000.00	-	-	477,000.00	100%
	Materials & Services	2,138,400.00	2,138,400.00	407,147.59	408,483.40	1,729,916.60	81%
603-735-53402	ANNUAL MAINT OPS	75,000.00	75,000.00	-	-	75,000.00	100%
	Capital Outlay	75,000.00	75,000.00	-	-	75,000.00	100%

Primary Treatment							
603-736-50001	Wages	100,200.00	100,200.00	7,954.15	17,132.79	83,067.21	83%
603-736-50004	Overtime	1,400.00	1,400.00	386.84	580.26	819.74	59%
603-736-51005	Insurance	30,500.00	30,500.00	2,406.48	5,268.77	25,231.23	83%
603-736-51006	VEBA	1,900.00	1,900.00	164.31	357.73	1,542.27	81%
603-736-51007	PERS	32,600.00	32,600.00	3,091.33	6,562.94	26,037.06	80%
603-736-51008	Taxes	8,200.00	8,200.00	701.69	1,567.62	6,632.38	81%
603-736-51015	Other Benefits	1,400.00	1,400.00	228.96	233.39	1,166.61	83%
	Personnel Services	176,200.00	176,200.00	14,933.76	31,703.50	144,496.50	82%
603-736-52001	Operating Supplies	10,000.00	10,000.00	1,432.07	3,656.31	6,343.69	63%
603-736-52003	Utilities	25,000.00	25,000.00	2,307.65	7,454.43	17,545.57	70%
603-736-52010	Telephone	2,000.00	2,000.00	89.65	402.94	1,597.06	80%
603-736-52016	General Insurance	64,700.00	64,700.00	-	-	64,700.00	100%
603-736-52018	Professional Development	1,200.00	1,200.00	269.98	710.20	489.80	41%
603-736-52019	Professional Services	2,500.00	2,500.00	187.50	587.50	1,912.50	77%
603-736-52023	Facility Maintenance	8,000.00	8,000.00	559.96	1,346.52	6,653.48	83%
603-736-52064	Lab Testing	12,000.00	12,000.00	2,392.69	2,662.69	9,337.31	78%
603-736-52083	Chemicals	100,000.00	100,000.00	-	11,322.00	88,678.00	89%
	Materials & Services	225,400.00	225,400.00	7,239.50	28,142.59	197,257.41	88%

Secondary Treatment							
603-737-50001	Wages	142,900.00	142,900.00	11,283.49	24,667.01	118,232.99	83%
603-737-50004	Overtime	2,000.00	2,000.00	644.74	967.11	1,032.89	52%
603-737-50005	Insurance	43,500.00	43,500.00	-	-	43,500.00	100%
603-737-51005	Insurance	-	-	3,344.20	7,239.16	(7,239.16)	#DIV/0!
603-737-51006	VEBA	2,700.00	2,700.00	222.97	485.48	2,214.52	82%
603-737-51007	PERS	46,500.00	46,500.00	4,147.19	8,728.05	37,771.95	81%
603-737-51008	Taxes	11,700.00	11,700.00	958.86	2,157.25	9,542.75	82%
603-737-51015	Other Benefits	2,000.00	2,000.00	496.42	503.10	1,496.90	75%
	Personnel Services	251,300.00	251,300.00	21,097.87	44,747.16	206,552.84	82%
603-737-52001	Operating Supplies	20,000.00	20,000.00	1,620.87	2,992.82	17,007.18	85%
603-737-52003	Utilities	200,000.00	200,000.00	15,252.89	31,569.25	168,430.75	84%
603-737-52010	Telephone	1,700.00	1,700.00	89.67	403.04	1,296.96	76%
603-737-52016	General Insurance	69,000.00	69,000.00	-	-	69,000.00	100%
603-737-52018	Professional Development	1,200.00	1,200.00	269.96	718.52	481.48	40%
603-737-52019	Professional Services	6,000.00	6,000.00	972.84	1,372.84	4,627.16	77%
603-737-52022	Fuel	500.00	500.00	-	-	500.00	100%
603-737-52023	Facility Maintenance	3,500.00	3,500.00	483.32	1,269.86	2,230.14	64%
603-737-52064	Lab Testing	40,000.00	40,000.00	825.00	6,512.70	33,487.30	84%
603-737-52066	Permit Fees	30,000.00	30,000.00	2,104.96	3,589.04	26,410.96	88%
	Materials & Services	371,900.00	371,900.00	21,619.51	48,428.07	323,471.93	87%

<u>603-738-50001</u>	Wages	40,100.00	40,100.00	(2,877.07)	(2,007.71)	42,107.22	
<u>603-738-50004</u>	Overtime	600.00	600.00	257.89	386.84	213.11	
<u>603-738-51005</u>	Insurance	12,200.00	12,200.00	(1,200.55)	(1,150.46)	13,350.46	109%
<u>603-738-51006</u>	VEBA	800.00	800.00	(113.12)	(127.87)	927.87	116%
<u>603-738-51007</u>	PERS	13,100.00	13,100.00	(2,312.74)	(2,662.65)	15,762.65	120%
<u>603-738-51008</u>	Taxes	3,300.00	3,300.00	(464.81)	(505.21)	3,805.21	115%
<u>603-738-51015</u>	Other Benefits	600.00	600.00	136.88	137.31	462.69	77%
	Personnel Services	70,700.00	70,700.00	(6,573.52)	(5,929.75)	76,629.75	108%
<u>603-738-52001</u>	Operating Supplies	5,000.00	5,000.00	21.65	21.65	4,978.35	100%
<u>603-738-52003</u>	Utilities	11,000.00	11,000.00	4,162.73	5,550.43	5,449.57	50%
<u>603-738-52010</u>	Telephone	500.00	500.00	-	82.32	417.68	84%
<u>603-738-52019</u>	Professional Services	3,000.00	3,000.00	-	-	3,000.00	100%
	Materials & Services	19,500.00	19,500.00	4,184.38	5,654.40	13,845.60	71%
<u>603-738-53402</u>	ANNUAL MAINT OPS	75,000.00	75,000.00	-	-	75,000.00	100%
	Capital Outlay	75,000.00	75,000.00	-	-	75,000.00	100%
Expense Total:		15,823,600.00	15,823,600.00	522,824.33	741,501.57	15,082,098.43	95%
Fund: 603 - SEWER Surplus (Deficit):		-	-	(92,152.87)	654,008.17	654,008.17	
Fund: 605 - STORM							
	Revenue						
<u>605-000-34017</u>	Storm Service Charge	1,590,000.00	1,590,000.00	140,059.40	400,061.04	(1,189,938.96)	-75%
<u>605-000-37001</u>	Interest	14,000.00	14,000.00	-	10,644.34	(3,355.66)	-24%
<u>605-000-39001</u>	Beginning Fund Balance	1,417,900.00	1,417,900.00	-	-	(1,417,900.00)	-100%
Revenue Total:		3,021,900.00	3,021,900.00	140,059.40	410,705.38	(2,611,194.62)	-86%
	Expense						
<u>605-000-50001</u>	Wages	362,500.00	362,500.00	31,759.38	69,500.00	293,000.00	81%
<u>605-000-50004</u>	Overtime	3,700.00	3,700.00	-	-	3,700.00	100%
<u>605-000-51005</u>	Insurance	105,000.00	105,000.00	6,650.98	16,015.37	88,984.63	85%
<u>605-000-51006</u>	VEBA	7,000.00	7,000.00	588.09	1,320.85	5,679.15	81%
<u>605-000-51007</u>	PERS	118,200.00	118,200.00	10,246.06	23,077.90	95,122.10	80%
<u>605-000-51008</u>	Taxes	29,500.00	29,500.00	2,417.28	5,493.84	24,006.16	81%
<u>605-000-51015</u>	Other Benefits	5,200.00	5,200.00	929.38	946.50	4,253.50	82%
	Personnel Services	631,100.00	631,100.00	52,591.17	116,354.46	514,745.54	82%
<u>605-000-52001</u>	Operating Supplies	20,000.00	20,000.00	185.30	378.28	19,621.72	98%
<u>605-000-52019</u>	Professional Services	5,000.00	5,000.00	-	-	5,000.00	100%
<u>605-000-52025</u>	GFSS	829,300.00	829,300.00	207,325.00	207,325.00	621,975.00	75%
<u>605-000-52063</u>	PW Operation Fund Charges	177,200.00	177,200.00	44,300.00	44,300.00	132,900.00	75%
<u>605-000-52067</u>	In Lieu of Franchise Fee	159,000.00	159,000.00	-	-	159,000.00	100%
	Materials & Services	1,190,500.00	1,190,500.00	251,810.30	252,003.28	938,496.72	79%
<u>605-000-53501</u>	ANNUAL MAINTENANCE OPS	200,000.00	200,000.00	-	-	200,000.00	100%
	Capital Outlay	200,000.00	200,000.00	-	-	200,000.00	100%
<u>605-000-58001</u>	Contingency	1,000,300.00	1,000,300.00	-	-	1,000,300.00	100%
Expense Total:		3,021,900.00	3,021,900.00	304,401.47	368,357.74	2,653,542.26	88%
Fund: 605 - STORM Surplus (Deficit):		-	-	(164,342.07)	42,347.64	42,347.64	
Fund: 702 - INFORMATION SYSTEMS							
	Revenue						
<u>702-000-37001</u>	Interest	-	-	-	653.75	653.75	#DIV/0!
<u>702-000-39001</u>	Beginning Fund Balance	70,000.00	70,000.00	-	-	(70,000.00)	-100%
Revenue Total:		70,000.00	70,000.00	-	653.75	(69,346.25)	-99%
	Expense						
<u>702-000-54001</u>	Transfer	70,000.00	70,000.00	-	-	70,000.00	100%
Expense Total:		70,000.00	70,000.00	-	-	70,000.00	100%
Fund: 702 - INFORMATION SYSTEMS Surplus (Deficit):		-	-	-	653.75	653.75	
Fund: 703 - PW OPERATIONS							
	Revenue						
<u>703-000-34010</u>	PW Operation Fund Charges	4,299,400.00	4,299,400.00	177,200.00	177,200.00	(4,122,200.00)	-96%
<u>703-000-35017</u>	Engineering Fees	25,000.00	25,000.00	1,115.00	5,023.00	(19,977.00)	-80%
<u>703-000-37001</u>	Interest	-	-	-	2,293.79	2,293.79	0%
<u>703-000-37004</u>	Miscellaneous	-	-	-	(7,766.58)	(7,766.58)	0%
<u>703-000-39001</u>	Beginning Fund Balance	369,300.00	369,300.00	-	-	(369,300.00)	-100%
Revenue Total:		4,693,700.00	4,693,700.00	178,315.00	176,750.21	(4,516,949.79)	-96%
	Expense						
<u>703-000-58001</u>	Contingency	400,000.00	400,000.00	-	-	400,000.00	100%
	Engineering						
<u>703-733-50001</u>	Wages	389,400.00	389,400.00	-	2,746.09	386,653.91	99%
<u>703-733-51005</u>	Insurance	97,600.00	97,600.00	-	453.77	97,146.23	100%
<u>703-733-51006</u>	VEBA	7,700.00	7,700.00	-	38.31	7,661.69	100%
<u>703-733-51007</u>	PERS	125,900.00	125,900.00	-	832.69	125,067.31	99%
<u>703-733-51008</u>	Taxes	31,400.00	31,400.00	-	200.98	31,199.02	99%
<u>703-733-51015</u>	Other Benefits	5,600.00	5,600.00	180.10	181.20	5,418.80	97%
<u>703-733-51017</u>	Fitness Reimbursement – Taxable	-	-	-	398.44	(398.44)	#DIV/0!
	Personnel Services	657,600.00	657,600.00	180.10	4,851.48	652,748.52	99%
<u>703-733-52001</u>	Operating Supplies	10,000.00	10,000.00	-	361.13	9,638.87	96%
<u>703-733-52002</u>	Personnel Uniforms Equipment	-	-	-	600.00	(600.00)	#DIV/0!
<u>703-733-52006</u>	Computer Maintenance	2,000.00	2,000.00	-	87.50	1,912.50	96%
<u>703-733-52010</u>	Telephone	3,000.00	3,000.00	-	406.69	2,593.31	86%
<u>703-733-52018</u>	Professional Development	8,000.00	8,000.00	545.29	1,165.29	6,834.71	85%
<u>703-733-52019</u>	Professional Services	30,000.00	30,000.00	26,652.08	29,169.58	830.42	3%
<u>703-733-52022</u>	Fuel	5,000.00	5,000.00	-	107.37	4,892.63	98%
<u>703-733-52028</u>	Projects & Programs	5,000.00	5,000.00	-	1,459.68	3,540.32	71%

703-733-52097	Enterprise Fleet		8,000.00	8,000.00	591.08	2,364.32	5,635.68		
703-733-52100	PW Administration		20,000.00	20,000.00	-	-	20,000.00	100%	
		Materials & Services	91,000.00	91,000.00	27,788.45	35,721.56	55,278.44	61%	
	PW Operations								
703-734-50001	Wages		1,455,900.00	1,455,900.00	741.70	23,065.18	1,432,834.82	98%	
703-734-50004	Overtime		20,000.00	20,000.00	-	2,054.70	17,945.30	90%	
703-734-51005	Insurance		443,600.00	443,600.00	-	4,135.95	439,464.05	99%	
703-734-51006	VEBA		27,600.00	27,600.00	-	281.35	27,318.65	99%	
703-734-51007	PERS		474,100.00	474,100.00	-	3,963.62	470,136.38	99%	
703-734-51008	Taxes		118,900.00	118,900.00	-	1,000.98	117,899.02	99%	
703-734-51015	Other Benefits		20,500.00	20,500.00	1,190.75	1,972.74	18,527.26	90%	
		Personnel Services	2,560,600.00	2,560,600.00	1,932.45	36,474.52	2,524,125.48	99%	
703-734-52001	Operating Supplies		35,000.00	35,000.00	492.85	3,393.06	31,606.94	90%	
703-734-52002	Personnel Uniforms Equipment		3,000.00	3,000.00	-	2,839.99	160.01	5%	
703-734-52003	Utilities		15,000.00	15,000.00	731.29	2,260.96	12,739.04	85%	
703-734-52010	Telephone		8,000.00	8,000.00	-	1,614.91	6,385.09	80%	
703-734-52016	General Insurance		216,100.00	216,100.00	-	-	216,100.00	100%	
703-734-52018	Professional Development		12,000.00	12,000.00	1,174.64	2,055.06	9,944.94	83%	
703-734-52019	Professional Services		20,000.00	20,000.00	1,241.30	1,996.29	18,003.71	90%	
703-734-52022	Fuel		60,000.00	60,000.00	3,621.97	10,057.11	49,942.89	83%	
703-734-52023	Facility Maintenance		20,000.00	20,000.00	338.12	1,101.97	18,898.03	94%	
703-734-52084	Abatement Expense		-	-	-	2,532.00	(2,532.00)	#DIV/0!	
703-734-52097	Enterprise Fleet		11,000.00	11,000.00	-	2,364.39	8,635.61	79%	
		Materials & Services	400,100.00	400,100.00	7,600.17	30,215.74	369,884.26	92%	
	Facilities Maintenance								
703-739-50001	Wages		210,900.00	210,900.00	-	6,719.62	204,180.38	97%	
703-739-50004	Overtime		3,000.00	3,000.00	-	-	3,000.00	100%	
703-739-51005	CIS Insurance		63,600.00	63,600.00	-	900.95	62,699.05	99%	
703-739-51006	VEBA		4,000.00	4,000.00	-	65.82	3,934.18	98%	
703-739-51007	PERS		70,400.00	70,400.00	-	1,067.97	69,332.03	98%	
703-739-51008	Taxes		17,300.00	17,300.00	-	258.80	17,041.20	99%	
703-739-51015	Other Benefits		3,200.00	3,200.00	256.25	257.45	2,942.55	92%	
		Personnel Services	372,400.00	372,400.00	256.25	9,270.61	363,129.39	98%	
703-739-52001	Operating Supplies		10,000.00	10,000.00	1,105.65	1,252.62	8,747.38	87%	
703-739-52002	Personnel Uniforms Equipment		2,000.00	2,000.00	-	400.00	1,600.00	80%	
703-739-52010	Telephone		2,000.00	2,000.00	-	-	2,000.00	100%	
703-739-52018	Professional Development		3,000.00	3,000.00	1,265.26	1,265.26	1,734.74	58%	
703-739-52019	Professional Services		15,000.00	15,000.00	577.84	577.84	14,422.16	96%	
703-739-52023	Facility Maintenance		10,000.00	10,000.00	16.36	88.35	9,911.65	99%	
703-739-52099	Equipment Operations		100,000.00	100,000.00	3,428.90	12,377.16	87,622.84	88%	
703-739-52120	Facility Maintenance Other City Facilities		20,000.00	20,000.00	1,474.50	6,268.74	13,731.26	69%	
		Materials & Services	162,000.00	162,000.00	7,868.51	22,229.97	139,770.03	86%	
703-739-53701	EQUIPMENT PURCHASES		50,000.00	50,000.00	-	-	50,000.00	100%	
		Capital Outlay	50,000.00	50,000.00	-	-	50,000.00	100%	
Expense Total:			4,693,700.00	4,693,700.00	45,625.93	138,763.88	4,554,936.12	97%	
Fund: 703 - PW OPERATIONS Surplus (Deficit):			-	-	132,689.07	37,986.33	37,986.33		
	Fund: 706 - PUBLIC SAFETY								
	Revenue								
706-000-34050	Public Safety Utility Fee		736,000.00	736,000.00	59,073.52	135,785.70	(600,214.30)	-82%	
706-000-37001	Interest		100,000.00	100,000.00	-	90,589.71	(9,410.29)	-9%	
706-000-37004	Miscellaneous		1,000.00	1,000.00	-	-	(1,000.00)	-100%	
706-000-39001	Beginning Fund Balance		13,546,900.00	13,546,900.00	-	-	(13,546,900.00)	-100%	
Revenue Total:			14,383,900.00	14,383,900.00	59,073.52	226,375.51	(14,157,524.59)	-98%	
	Expense								
706-000-52019	Professional Services		600,000.00	600,000.00	80,637.92	182,858.88	417,141.12	70%	
		Materials & Services	600,000.00	600,000.00	80,637.92	182,858.88	417,141.12	70%	
706-000-53001	Capital Outlay		12,761,400.00	12,761,400.00	2,851.13	2,851.13	12,758,548.87	100%	
		Capital Outlay	12,761,400.00	12,761,400.00	2,851.13	2,851.13	12,758,548.87	100%	
706-000-55002	Interest		504,900.00	504,900.00	-	252,449.34	252,450.66	50%	
706-000-55003	Trustee Fee		1,600.00	1,600.00	-	-	1,600.00	100%	
		Debt Service	506,500.00	506,500.00	-	252,449.34	254,050.66	50%	
706-000-58001	Contingency		516,000.00	516,000.00	-	-	516,000.00	100%	
Expense Total:			14,383,900.00	14,383,900.00	83,489.05	438,159.35	13,945,740.65	97%	
Fund: 706 - PUBLIC SAFETY Surplus (Deficit):			-	-	(24,415.53)	(211,783.94)	(211,783.94)		
	Fund: 801 - URBAN RENEWAL AGENCY								
	Revenue								
801-000-31003	Property Tax - CY		864,000.00	864,000.00	1,258.55	10,419.46	(853,580.54)	-99%	
801-000-37001	Interest		-	-	-	13,148.64	13,148.64	#DIV/0!	
801-000-39001	Beginning Fund Balance		1,250,000.00	1,250,000.00	-	13,148.64	(1,236,851.36)	-99%	
Revenue Total:			2,114,000.00	2,114,000.00	1,258.55	36,716.74	(2,077,283.26)	-98%	
	Expense								
801-000-52019	Professional Services		-	-	70.00	70.00	(70.00)	#DIV/0!	
801-000-58001	Contingency		2,114,000.00	2,114,000.00	-	-	2,114,000.00	100%	
Expense Total:			2,114,000.00	2,114,000.00	-	-	2,114,000.00	100%	
Fund: 801 - URBAN RENEWAL AGENCY Surplus (Deficit):			-	-	1,258.55	36,716.74	(4,191,283.26)	#DIV/0!	



Custodian

DEPARTMENT: Public Works
DIVISION: Facilities Maintenance
SUPERVISOR: Facilities Maintenance Supervisor
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: ~~Yes~~ ~~No (under 24 hours per week)~~
CONFIDENTIAL: No

POSITION SUMMARY

This position is responsible for a wide range of custodial duties around multiple City facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Facilities ~~Manager~~ Maintenance Supervisor.

SUPERVISION EXERCISED

No supervision exercised.

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

Annual Tasks – All Buildings *(may be contracted out if necessary)*

- ~~Strip wax vinyl floors and re-wax~~
- ~~Steam clean carpets~~
- ~~Clean exterior windows~~

City Hall – 265 Strand Street *(Downstairs/Upstairs)*

- ~~Bathroom cleaning:

 - ~~Toilets, seats, urinals, fixtures, and door handles~~
 - ~~Restock dispensers (soap, toilet paper, and paper towels)~~
 - ~~Sweep and mop floors~~~~
- ~~Clean public entrance doors (inside and outside)~~
- ~~Clean front counter~~
- ~~Vacuum, sweep, and mop floors as needed~~
- ~~Spot clean carpets as needed~~
- ~~Break areas:

 - ~~Clean countertops & tables~~
 - ~~Clean microwaves~~
 - ~~Clean fridge~~~~
- ~~Clean all doorknobs and handles~~
- ~~Dust mini-blinds and windowsills~~
- ~~Gather all garbage and place in dumpster for disposal~~

- ~~Clean stair railing~~
- ~~Not responsible for cleaning any personal work areas or enter any offices that are closed~~

Bennett Building – 277 Strand Street

- ~~Bathroom cleaning:

 - ~~Toilets, seats, urinals, fixtures, and door handles~~
 - ~~Restock dispensers (soap, toilet paper, and paper towels)~~
 - ~~Sweep and mop floors~~~~
- ~~Clean public entrance doors (inside and outside)~~
- ~~Clean front counter~~
- ~~Vacuum, sweep, and mop floors as needed~~
- ~~Spot clean carpets as needed~~
- ~~Clean all doorknobs and handles~~
- ~~Dust mini blinds and windowsills~~
- ~~Gather all garbage and place in dumpster for disposal~~
- ~~Not responsible for cleaning any personal work areas or enter any offices that are closed~~

Recreation Center – 1810 Old Portland Road

- ~~Bathroom cleaning:

 - ~~Toilets, seats, urinals, fixtures, and door handles~~
 - ~~Restock dispensers (soap, toilet paper, and paper towels)~~
 - ~~Sweep and mop floors~~~~
- ~~Sweep and mop floors as needed~~
- ~~Clean public entrance doors~~

Community Center – 2625 Gable Road

- ~~Bathroom cleaning:

 - ~~Toilets, seats, urinals, fixtures, and door handles~~
 - ~~Restock dispensers (soap, toilet paper, and paper towels)~~
 - ~~Clean floors~~~~
- ~~Clean public entrance doors~~
- ~~Vacuum, sweep, and mop floors as needed~~
- ~~Spot clean carpets as needed~~

Police Station – 150 South 13th Street

- ~~Bathroom cleaning:

 - ~~Toilets, seats, urinals, fixtures, and door handles~~
 - ~~Restock dispensers (soap, toilet paper, and paper towels)~~
 - ~~Sweep and mop floors~~~~
- ~~Clean public entrance doors (inside and outside)~~
- ~~Clean front counter~~
- ~~Vacuum, sweep, and mop floors as needed~~

- ~~Spot clean carpets as needed~~
- ~~Break areas:

 - ~~Clean countertop~~
 - ~~Clean microwave~~~~
- ~~Gather all garbage and place in dumpster for disposal~~
- ~~Not responsible for cleaning any personal work areas or enter any offices that are closed~~
- ~~Not responsible for exterior portable Administration building~~

~~Parks Office – 475 South 18th Street (In McCormick Park)~~

- ~~Bathroom cleaning:

 - ~~Toilets, seats, urinals, fixtures, and door handles~~
 - ~~Restock dispensers (soap, toilet paper, and paper towels)~~
 - ~~Sweep and mop floors~~~~
- ~~Gather all garbage and place in dumpster for disposal~~
- ~~Not responsible for cleaning any personal work areas or enter any offices that are closed~~

~~Wastewater Treatment Plant – 451 Plymouth Street~~

- ~~Bathroom cleaning:

 - ~~Toilets, seats, urinals, fixtures, and door handles~~
 - ~~Restock dispensers (soap, toilet paper, and paper towels)~~
 - ~~Sweep and mop floors~~~~
- ~~Clean public entrance doors (inside and outside)~~
- ~~Gather all garbage and place in dumpster for disposal~~
- ~~Not responsible for cleaning any personal work areas or enter any offices that are closed~~

~~Columbia Center – 375 North 18th Street~~

- ~~Spot clean carpets~~
- ~~Clean ledge by Library front desk~~
- ~~Clean windows inside the building as needed~~
- ~~Clean glass doors (inside and outside)~~
- ~~Clean sinks and restock dispenser (soap and paper towels)

 - ~~Armstrong Room~~
 - ~~Staff break area~~
 - ~~Makerspace~~~~
- ~~Sweep walkways around exterior at public and employee entrances~~
- ~~Vacuum carpeted areas~~
- ~~Spot clean carpets as needed~~
- ~~Gather all recycling and place in main recycling bin outside~~
- ~~Gather all garbage and place in dumpster for disposal~~
- ~~Clean all door handles, doorknobs, and entry keypads~~
- ~~Bathroom cleaning: (3 bathrooms = 2 in common area and 1 family in child area)

 - ~~Toilets, seats, urinals, fixtures, mirrors, and door handles~~~~

- Restock dispensers (soap, toilet paper, paper towels, liners, etc.)
- Sweep and mop floors
- Clean drinking fountain
- Clean air handling vents
- Clean light fixtures

CITY HALL DOWNSTAIRS – 265 Strand Street, St. Helens

REGULAR TASKS – Service two (2) days per week

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean glass in office doors and interior office windows
- Clean and disinfect Columbia Room surfaces and chairs
- Clean and disinfect benches and counters in front lobby
- Clean and disinfect surfaces in copier/mailroom
- Disinfect common area light switches
- Kitchen:
 - Clean and disinfect sink, countertops, and table
 - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, appliances, and faucet and faucet handles
- Bathrooms:
 - Clean doorknobs, faucet, and paper towel dispenser handles
 - Clean and disinfect partition walls
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Clean and mop vinyl floors in copy room
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

WEEKLY TASKS

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator
- Take cardboard recycling out to cardboard dumpster in alley

QUARTERLY TASKS

- Clean outside of desk trashcans

- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building
- Deep clean bottle refilling /drinking fountain station.

ANNUAL TASKS (may be contracted out)

- Strip wax vinyl floors and re-wax
- Clean exterior of all windows
- Steam clean carpets

CITY HALL UPSTAIRS – 265 Strand Street, St. Helens

REGULAR TASKS – Service two (2) days per week

- Sweep/vacuum stairs
- Clean and disinfect stair railing
- Clean glass windows of office doors
- Clean and disinfect St. Helens Room conference table and chairs
- Clean and disinfect Engineering lobby table and chairs
- Disinfect common area light switches
- Clean standing-height table next to printer
- Kitchen:
 - Clean and disinfect sink
 - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, bottle refiller, cabinet handles, appliances, and faucet and faucet handles
- Bathrooms:
 - Clean doorknobs, faucet, and paper towel dispenser handles
 - Clean and disinfect partition wall in women's restroom
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area

WEEKLY TASKS

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator

QUARTERLY TASKS

- Clean stair surfaces
- Clean outside of desk trashcans
- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building

ANNUAL TASKS (may be contracted out)

- Strip wax vinyl floors and re-wax
- Clean exterior of all windows
- Steam clean carpets

UTILITY BILLING AND MUNICIPAL COURT – 275 and 277 Strand Street, St. Helens**REGULAR TASKS – Service two (2) days per week**

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean and disinfect Court Room surfaces and chairs
- Clean inside window area surrounding front doors
- Clean glass in courtroom door, office doors, and interior office windows
- Bathrooms:
 - Clean and disinfect toilets, toilet seats and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Dust overhead fan
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Dust blinds and windowsills
- Clean all doorknobs and handles
- Clean and disinfect front counters
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

ANNUAL TASKS (may be contracted out)

- Strip wax vinyl floors and re-wax
- Clean exterior windows
- Steam clean carpets

RECREATION CENTER – 1810 Old Portland Road, St. Helens**REGULAR TASKS – Service one (1) day per week**

- Bathrooms:
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Clean floors
 - Clean and disinfect drinking fountain
- Gym:
 - Sweep floors
 - Clean mirrors
- Sweep and mop floors in front area
- Gather all garbage where able and place in dumpster for disposal
- Check and lock building doors upon completion of work

MONTHLY TASKS

- Deep clean drinking fountain
- Deep clean gym floors

ANNUAL (may be contracted out)

- Clean exterior windows

COMMUNITY CENTER – 2625 Gable Road, St. Helens**REGULAR TASKS – Service one (1) day per week**

- Bathrooms on both sides:
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep and mop floors
 - Clean and disinfect drinking fountain
 - Clean glass doors weekly
- Kitchen side of complex:
 - Sweep floors (mop as needed)
- Stage side of complex:
 - Sweep and mop floors
- Gather all garbage where able and place in dumpster for disposal
- Gather all recycling and place in appropriate container for recycling
- Check and lock building doors upon completion of work

MONTHLY TASKS

- Deep clean drinking fountain

ANNUAL TASKS (may be contracted out)

- Clean exterior windows

POLICE STATION – 150 S. 13th Street, St. Helens

Service anytime except thirty minutes before or thirty minutes after 6:00 AM; 2:00 PM, and 10:00 PM.

REGULAR TASKS – Service five (5) days per week

- Bathrooms:
 - Clean and disinfect toilets, toilet seats, urinals, and shower
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep and mop floors
 - Dust air vents and walls
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage from within building and garage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect kitchen countertops and microwave
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked or closed, do not enter or clean that office/area
- Clean and disinfect main entry counter surfaces
- Clean inside and outside of main entry windows
- Sweep and mop main entry floors
- Check and lock building doors upon completion of work

ANNUAL TASKS (may be contracted out)

- Strip wax vinyl floors and re-wax
- Clean exterior windows around building
- Steam clean carpets

PARKS SHOPS – 475 N. 18th Street, St. Helens**REGULAR TASKS – Service one (1) day per week**

- Bathrooms:
 - Clean and disinfect toilets and toilet seats

- Clean and disinfect restroom fixtures and all door handles
- Sweep and mop floors
- Vacuum carpeted areas
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect countertops in office area
- Check and lock building doors upon completion of work

WASTEWATER TREATMENT PLANT – 451 Plymouth Street, St. Helens

REGULAR TASKS - Service one (1) day per week

- Bathrooms:
 - Clean and disinfect toilets, toilet seats and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Sweep and mop floors
- Lab Area:
 - Only sweep/mop floor, vacuum rugs. **Do not clean anything else.**
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Clean and disinfect kitchen countertops and fixtures
- Clean inside and outside of fridge and microwave
- Dust all walls and ceilings when needed
- Check and lock building doors upon completion of work

ANNUAL TASKS (may be contracted out)

- Strip wax vinyl floors and re-wax
- Clean exterior windows

COLUMBIA LEARNING CENTER – 375 N. 18th Street, St. Helens

ENTIRE BUILDING

Regular Tasks

- Check and lock building doors upon completion of work

Monthly Tasks

- Spot clean carpets
- Clean ledge by the library front desk
- Clean interior glass windows as needed

Semi Annual Tasks (June/Dec)

- Vacuum and/or wash air handling vents
- Dust/clean light fixtures
- Clean interior/exterior surfaces of exterior windows
- Deep clean carpets and restroom floors

COMMON AREAS – Lobby, Restrooms, Armstrong Room, and Auditorium**Regular Tasks – five (5) days per week**

- Clean and disinfect all door handles for the bathrooms and stalls
- Clean and disinfect sinks, toilets, and urinals
- Clean and disinfect bathroom fixtures – changing tables, baby seats, dispensers
- Refill all dispensers as needed from stock – towels, toilet paper, air freshener, soap, seat covers, stall trash can liners in women’s room
- Clean restroom mirrors
- Clean restroom floors
- Check and lock building doors upon completion of work
- Clean all exterior/interior doorknobs, handles, and entry keypads
- Clean and disinfect drinking fountain

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal including large cans on the porch

Weekly Tasks

- Vacuum carpeted and vinyl meeting areas (except Auditorium)
- Sweep walkways around exterior garbage cans at entrances

Monthly Tasks

- Clean all glass entrance doors to building and meeting rooms
- Clean Armstrong Room sink and replenish towels and soap
- Vacuum carpeted and vinyl areas in Auditorium

LIBRARY**Regular Tasks – five (5) days per week**

- Family bathroom in library
 - Clean and disinfect all door handles
 - Clean and disinfect sink and toilet
 - Clean and disinfect bathroom fixtures – changing table, baby seat, dispensers
 - Clean restroom mirrors
 - Clean restroom floors
- Clean all doorknobs, handles, and entry keypads
- Check and lock building doors upon completion of work

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

Weekly Tasks

- Vacuum carpeted areas

Monthly Tasks

- Clean the glass entrance doors to the library
- Clean and disinfect staff kitchen sink and replenish towels and soap

CET OFFICES AND MAKERSPACE – Southern Wing of the Building

Regular Tasks – five (5) days per week

- Clean and disinfect all doorknobs and handles

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

Monthly Tasks

- Clean all glass doors
- Vacuum carpeted and vinyl meeting areas
- Clean and disinfect makerspace sink and replenish towels and soap

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Completion of high school diploma or GED equivalent.
- One (1) year of progressively responsible work experience in custodial maintenance in a public or commercial building or institution.
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for one (1) year of experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal skills, with demonstrated success in working with people.
- Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm and courteous.
- Ability to work both independently and in a collaborative team environment.
- Commitment to public service and community.
- Ability to adhere to safety and confidentiality policies.
- Ability to exercise sound judgment while upholding high integrity and ethical standards.
- Strong organizational skills.
- Demonstrated problem-solving skills.

- i. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- j. Strong attention to detail.
- k. General Microsoft office skills to use computer for email and timekeeping.
- l. Ability to work with minimal supervision.
- m. Proficient knowledge of cleaning equipment and agents.
- n. Available to work after hours as needed. Position may begin early in the day and potentially into the early evening hours depending on facility needs.
- o. Resilient to cleaning agents and chemicals.
- p. Ability to lift and carry up to 50 pounds.
- q. Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
- r. Possess working knowledge of methods, technique, and materials used in custodial work.
- s. Ability to climb ladders and work from heights, if necessary.

SPECIAL REQUIREMENTS

- Must possess a valid driver's license.
- ~~Valid CPR/First Aid certification required when offered.~~
- Must pass CJIS training and a background check.

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 position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

WORKING CONDITIONS

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.

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

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 **Custodian** 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:

Custodian

Date

Print Name: _____

Facilities Maintenance Supervisor

Date



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 1, 2023

Planning Division Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 10.23.2023

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential redevelopment of the old “Gracie’s Annex” building along The Strand and a vacant lot behind it along S. 1st Street.

Had a post decision Q&A meeting with a potential developer for the Comstock Subdivision, which was approved last year.

Had a Q&A meeting with the original owner of the Ridgecrest Subdivision, Phase 3 for some remaining lots to be developed, which have been in discussion since I started working for St. Helens in 2007. Issue is timing of construction, an abutting sensitive land, and when the sensitive lands laws took effect. No other lots in town have this circumstance that I am aware of. We also discussed some Phase 3 Homeowners Association issues; there is a lot of common space for this subdivision, and I don’t think there is an established or functional Homeowners Association yet. Messy situation that goes back years.

PLANNING ADMINISTRATION—MISC.

Conducted final inspection for building I of the Broadleaf Arbor (Gable Road apartments) development. D (community building), E, F, G and H (multi-family buildings) inspected previously. H is the 6th of ten buildings.

Burger King final inspection conducted this month. Several items to resolve still. We confirmed with CRPUD that the street trees along US30 were ok because there is less clearance than normal with the trees planted on a slope behind the sidewalk.

Much work this month on the Police Station land use permitting, given appeal of the Planning Commission’s denial. More work still as the council’s final decision needs to be drafted and signed. Then notice goes out with the potential of an appeal to the Oregon Land Use Board of Appeals (LUBA),

A Lot Line Adjustment (LLA) in and adjacent to the Elk Ridge Subdivision off Hankey Road has been completed. This is related to some old landfill areas and DEQ requirements. This LLA is report worthy as it was an important step the owners undertook to get a No Further Action

(NFA) from Oregon DEQ. The NFA from DEQ is an important step to market the remaining approximately 37 acres for future phases of the subdivision. Those phases will be higher up the hill and have some of the best long-distance views in town, including being able to see downtown Portland on clear days. Some infrastructure challenges will add cost though.

DEVELOPMENT CODE ENFORCEMENT

Another month, another shed complaint. This one is too small to require a permit but too close to the property line with the roof slanted towards the adjacent property. Proximity and rain runoff is the most common reason for a neighbor's shed concern. This one is on Whitetail Avenue.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

October 10, 2023 meeting (outcome): This meeting was cancelled. Staff confirmed the Commission and Councilor liaison was ok with this prior to official cancellation.

November 14, 2023 meeting (upcoming): The Commission has two public hearings scheduled. One is for a zoning and comprehensive plan map change at 475 N 12th from industrial to residential. The other is for a Conditional Use Permit for a new location and construction of a new building for the Amani Center. The Amani Center is currently located along Columbia Boulevard in the Houlton area, and they are looking for a more suitable location and building.

The Commission has some position vacancy matters to discuss too.

COUNCIL ACTIONS RELATED TO LAND USE

The Council heard the appeal for the Police Station matter that the Planning Commission denied. They reserved the Commission's decision by approving it with conditions and with the interpretation that for a "critical facility," the word "facility" means "building." A police station is a critical facility in floodplain regulation world, which adds extra regulation considerations. Clarification of "facility" means "building" eliminates some ambiguity.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: October Planning Department Report
Date: Friday, October 20, 2023 11:23:19 AM
Attachments: [image001.png](#)

Here are my additions to the October Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk & County Culvert Project** – Construction with TFT began July 17, starting at the culvert near Gable Road. All but the trees have been installed. Project is near completion.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Columbia View Park improvements that are not covered by grants and Parks SDCs. 1st Reimbursement request processed (which included over 30 invoices). Working with finance and URA revenue projection consultant to support amendment request for additional funding for undergrounding.
3. **Riverwalk Project (OPRD Grants x2)** – Project bidding closed on 9/19. All bids came back around \$5 million, which is higher than we had budgeted and estimated. Working on value engineering efforts to reduce project costs rebid the project and to ensure full utilization of grant funding. It is likely we will not be able to construct the playground and the picnic shelter at this time.
4. **Community Development Block Grant (CDBG)** – \$2.5 million grant award to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project. This project covers 3 sanitary sewer basins which were identified as deficient and priorities for improvement in the adopted Wastewater Master Plan. Grant Administration contract approved at 10/18 CC RS. CDBG 1st Draw requirements complete. Design RFQ closes on 11/2. Selection will occur week of 11/6.
5. **CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. Commission scored 4 applicants and selected top-scoring applicant at 135 S. 3rd Street. Prepared package of project material for the state to begin review process which could take up to 75 days. State had additional follow up questions about meeting the standards for rehabilitation, applicant is working on answers /clarifications.
6. **DLCD Technical Assistance Program** – Submitted request for 60k to cover the cost of a new Economic Opportunities Analysis (EOA), including a Resolution from City Council and a letter of support from Columbia Economic Team. Grant was due 9/29.
7. **SHPO Veterans Memorial Grant Program** - 33k award for an expansion at McCormick Park Veterans Memorial. Project includes 7 branch of service monuments and corresponding flags. The project includes matching funds of \$28,130 through in-kind labor and donations. Electrician and mason have provided quotes. Project costs (mason) are higher than expected, but we're working on a solution. Public Works poured pedestals. Mason is installing veneer. Granite slabs are being etched.
8. **ODOT Community Paths Program** - Received 300k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Contracts are expected in October. Award is \$300k, with a match of around 42k split between Scappoose, the County, and us.

- ODOT anticipates grant contracts in November/December. Received draft Statement of Work from ODOT. Compiled first round of comments on the statement of work.
9. **SHPO Oregon Heritage Grant Program** - Grant program opened to cover the design and cost of materials for the Warrior Rock Lighthouse replica and signage. Request was for 20k. Construction could be completed in-house as a match requirement by Public Works staff. Received a letter of support from the County Commissioners and the Columbia County Museum Association. Submitted budget, timeline, grant narrative before deadline on 10/12.
 10. **Travel Oregon Grant Program** - Submitted a 100k grant request to fund ADA components of the Riverwalk Project (Grant was due 9/15). Included a letter of support from our Regional Destination Management Organization (RDMO) which is CET, narrative responses, project budget, grant timeline, and permitting and planning attachments.
 11. **CCCC Grant Program** – Columbia County Cultural Coalition Grant Due Nov 18. Max request is 2k. City will submit for the same project as the SHPO OR Heritage grant above.
 12. **ODOT TGM Program** – Reviewed and provided comments on the Draft Statement of Work (SoW) for our new Transportation Systems Plan (TSP) project paid for by the successful ODOTTGM grant. ODOT’s SoW will be used to solicit the consultant who will do the work. Attended initial kickoff meeting on 10/4.

PROJECTS & MISC

13. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station nearly complete. Bluff trail construction is moving along. Stormwater improvements south of Columbia View park complete. Rough grade of traffic circle near Cowlitz/Strand underway. Water line under construction. Undergrounding at 1st Street and St. Helens Street design ongoing.
14. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie provided preliminary PT for PGE parcel. City will facilitate partition process, PGE will prepare other land use applications. Project is on hold with potential user/sale of property.
15. **Oregon Population Forecast Program Survey** - Worked with Jacob to prepare narrative/qualitative responses to this survey which are due in November. PSU divides the state into 4 regions and each region receives a forecast every 4 years with a 50-year horizon. The previous report was from 2020-2070. The next report will be for 2024.
16. **Professional Development** - Attended two conferences in October. Mainstreet Conference in Independence & Oregon American Planning Association (OAPA) in Eugene.

Jenny Dimsho, AICP | Community Development Project Manager

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