



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, July 19, 2017, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

- | | | |
|-----|---|-----------|
| 1. | Visitor Comments | 1:00 p.m. |
| 2. | Annual Report from Parks Commission | 1:05 p.m. |
| 3. | Review Final Report of Cost of Services Analysis – <i>Steve Donovan</i> | 1:20 p.m. |
| 4. | Halloweentown Events Update – <i>Tina and SHEDCO</i> | 1:35 p.m. |
| 5. | 4 th Quarter Communications Report – <i>Crystal</i> | 1:55 p.m. |
| 6. | 4 th Quarter Main Street Program Report - <i>Jasmine</i> | 2:05 p.m. |
| 7. | 4 th Quarter Municipal Court Report - <i>Matt</i> | 2:15 p.m. |
| 8. | 4 th Quarter Financial Report – <i>Matt</i> | 2:25 p.m. |
| 9. | Discuss Making 0.5FTE Building Inspector to 1.0FTE | 2:35 p.m. |
| 10. | Update on Potential Sweetened Beverage Tax – <i>Matt</i> | 2:45 p.m. |
| 11. | Update on Council Chambers Renovations/Cable Access - <i>Matt</i> | 3:00 p.m. |
| 12. | Department Reports | 3:10 p.m. |
| 13. | Council Reports | 3:30 p.m. |
| 14. | Executive Session: ORS 192.660(2)(d) Labor Negotiations
ORS 192.660(2)(e) Real Property Transactions
ORS 192.660(2)(h) Potential Litigation | 3:50 p.m. |
| 15. | Other Business | |
| 16. | Adjourn | |

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FOR YOUR INFORMATION

Upcoming Dates to Remember:

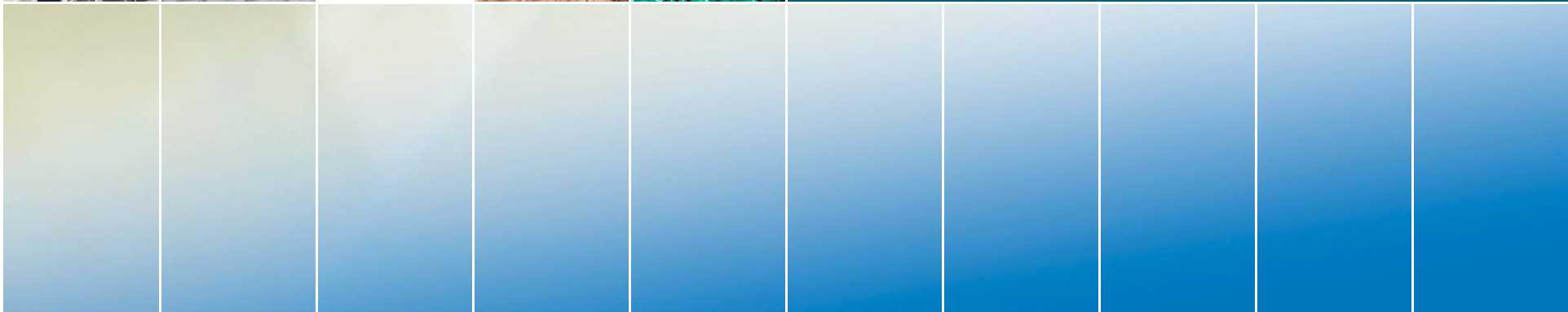
- July 17, Youth Council, 7:00 p.m., Council Chambers
- July 18, Library Board, 7:15 p.m., Columbia Center Auditorium
- July 19, Council Work Session, 1:00 p.m., Council Chambers
- July 19, Council Public Hearing, 6:00 p.m., Council Chambers
- July 19, Council Regular Session, 7:00 p.m., Council Chambers
- July 25, Arts & Cultural Commission, 6:30 p.m., Council Chambers

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

- PH: July 19, 6:00 p.m., Adoption of Proposed St. Helens Urban Renewal Plan



City of St. Helens
Utilities Rates & SDC Study Update
July 19, 2017



Today's Agenda



- Summary of monthly rates & SDC recommendations
- Detailed rates analysis: water, sewer, storm
- Detailed SDCs analysis: water, sewer, storm, parks
- Council questions & comments

Summary of rates and SDC recommendations

-- Rates --



- No rate increases required for water or wastewater at all; no rate increase for stormwater until fiscal 2020-21
- Over the five year forecast horizon, fund all stormwater capital improvement costs with cash in the wastewater fund. This total is estimated to be \$1.9 million.
- Eliminate the current stormwater fee exemption policy.
- Enact by resolution a policy of adjusting all utility rates for inflation on January 1st of each year.
- Engage with Columbia City to update the 1982 water sales agreement.

Summary of rates and SDC recommendations

--SDCs --



- Implement the SDC increases that have been proposed in this 2017 utilities rates and SDC study
- Establish by resolution a City policy of formally reviewing all SDCs charged by the City every five (5) years
- Between formal SDC review periods, annually adjust all SDCs for inflation.
- Commission a new wastewater master plan.
- Commission a new stormwater master plan.

WATER FORECAST ANALYSIS

Updated Water Financial Forecast



- Key financial drivers for the water fund:
 - ❑ FY 17-18 Capital costs at \$305k; meter and mains replacements, reservoir tank coating, well maintenance; all to be financed with cash
 - ❑ Estimated fund balance on July 1, 2017 at \$2.8 million
 - ❑ Estimated annual revenues from water sales at \$3.35 million
 - ❑ Future capital costs (through FY 21-22) at \$4.3 million; funding plan calls for \$964k from SDCs, the balance, \$3.4 million, from water fund balance
 - ❑ Forecasted O&M expenses are grow at 5% per year for total personal services and 3% per year for materials and services

Updated Water Financial Forecast



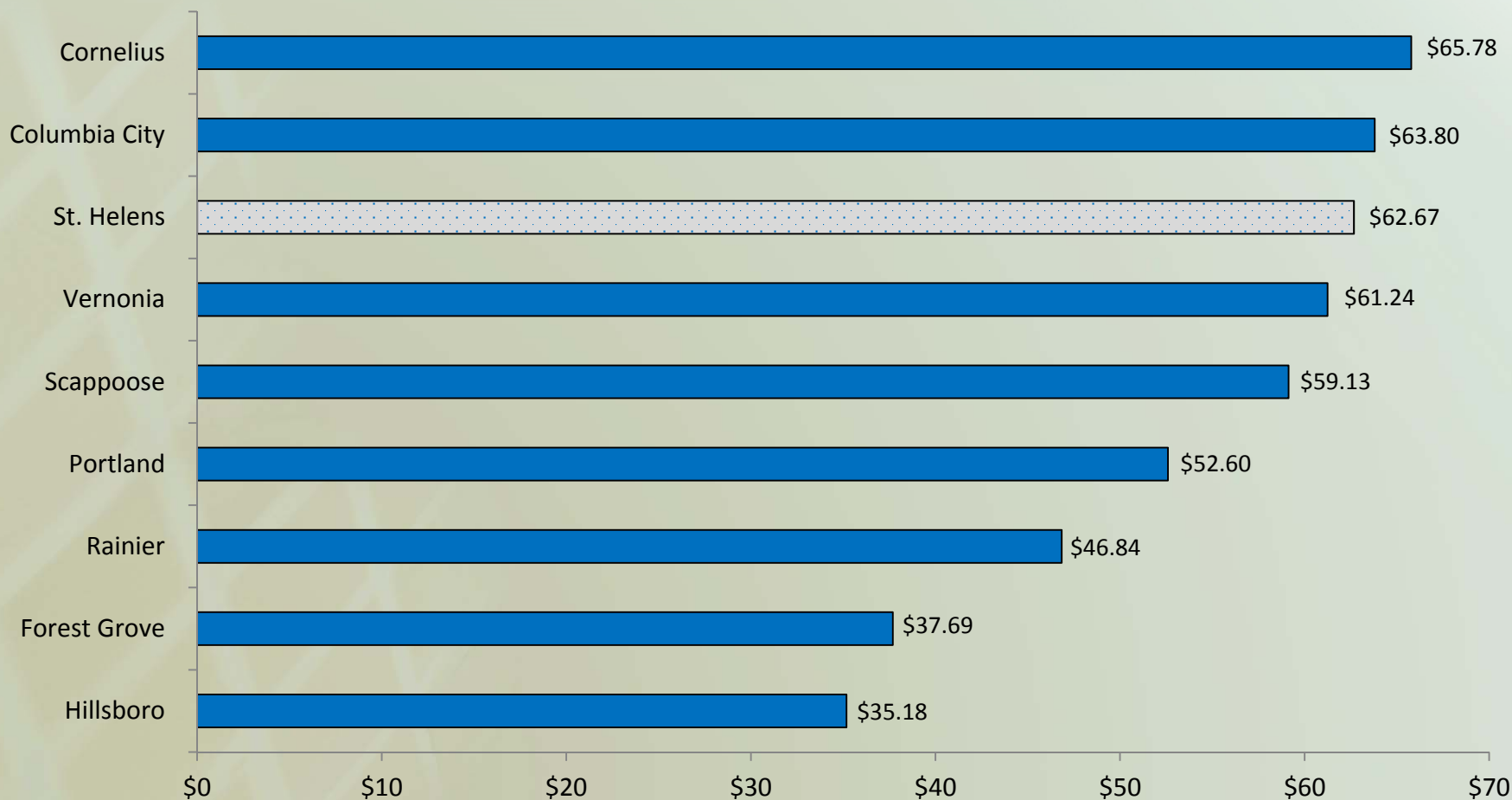
- Financial modeling results for the 5 year water forecast:
 - ❑ No rate increases required based on the modeling input assumptions
 - ❑ Forecasted water cash position as follows:



Neighboring Communities' Water Rates



Columbia County Water Rates for 10 Ccf of Water per Month - July, 2017



WASTEWATER FORECAST ANALYSIS

Updated Wastewater Financial Forecast



- **Key financial drivers for the wastewater fund:**
 - ❑ FY 17-18 Capital costs at \$490k; sewer mains replacements, lift station #1 upgrade, south trunk upgrade; all to be financed with cash
 - ❑ Estimated fund balance on July 1, 2017 at \$4.3 million
 - ❑ Estimated annual revenues from wastewater services at \$4.2 million
 - ❑ Future capital costs (through FY 21-22) at \$965k; funding plan calls for 100% funding from wastewater fund balance (zero SDC eligibility)
 - ❑ From FY 2018-19 through FY 2021-22 wastewater fund transfers \$1.9 million to stormwater fund to pay for stormwater capital costs
 - ❑ Forecasted O&M expenses are grow at 5% per year for total personal services and 3% per year for materials and services

Updated Wastewater Financial Forecast



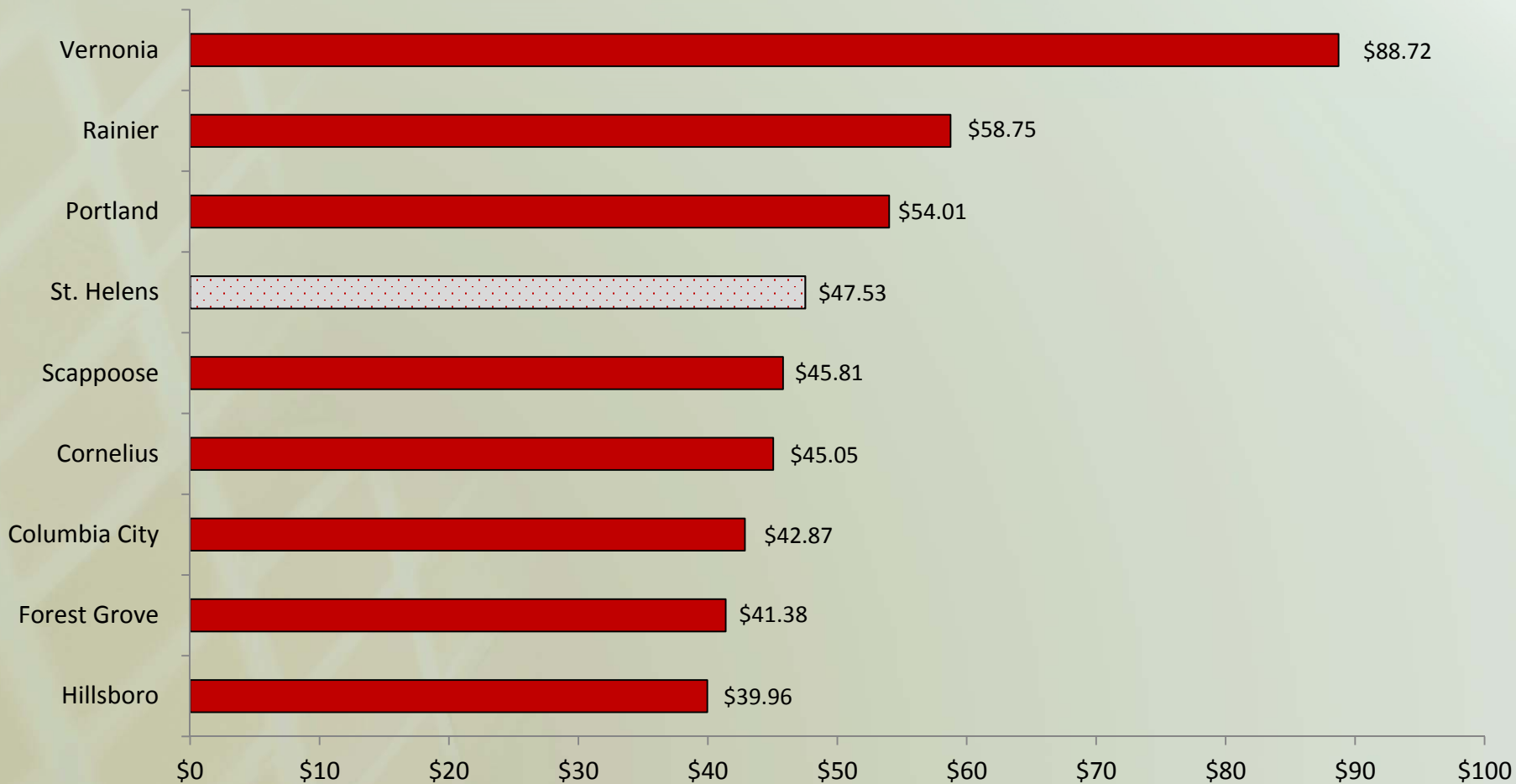
- Financial modeling results for 5 year wastewater forecast:
 - No rate increases required based on the modeling input assumptions, including cash transfers to the stormwater fund
 - Forecasted wastewater cash position as follows:



Neighboring Communities' Wastewater Rates



Columbia County Wastewater Rates for 5.5 Ccf of Winter Average Monthly Flow - July, 2017



STORMWATER FORECAST ANALYSIS

Updated Stormwater Financial Forecast

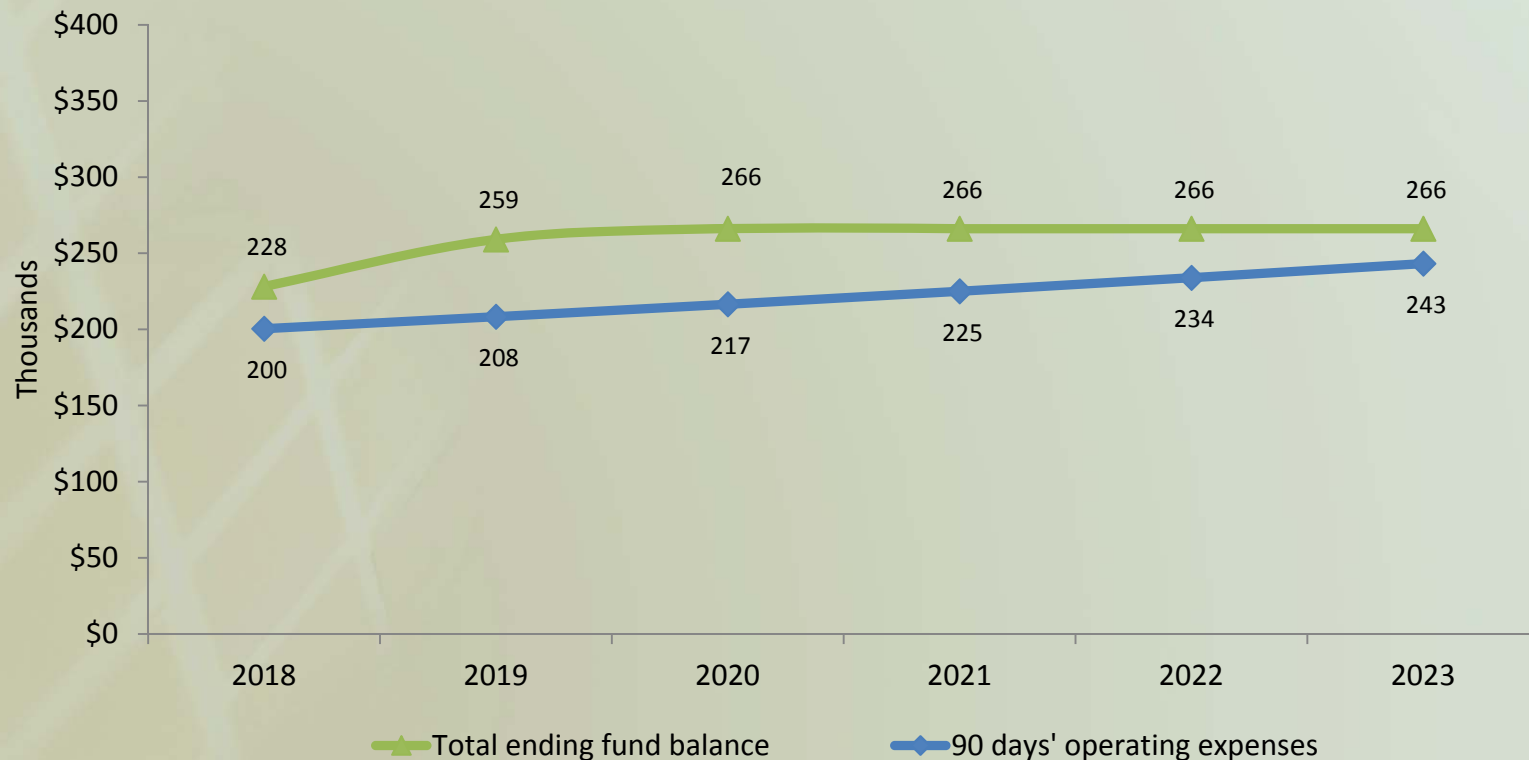


- Key financial drivers for the stormwater fund:
 - ❑ FY 17-18 Capital costs at \$789k; Columbia Blvd., South 10th Street, Godfrey Park, and general system repairs; all paid from cash
 - ❑ Estimated fund balance on July 1, 2017 at \$959k; due to high budgeted CIP, we are projecting to end the year at \$228k
 - ❑ Estimated annual revenues from wastewater services at \$865k
 - ❑ Future capital costs (through FY 21-22) at \$1.98 million; funding plan calls for \$77k from SDCs, and the balance, \$1.9 million from wastewater fund balance
 - ❑ For modeling, assume City continues its stormwater fee exemption policy; 316 accounts are currently exempt.
 - ❑ Forecasted O&M expenses are grow at 5% per year for total personal services and 3% per year for materials and services

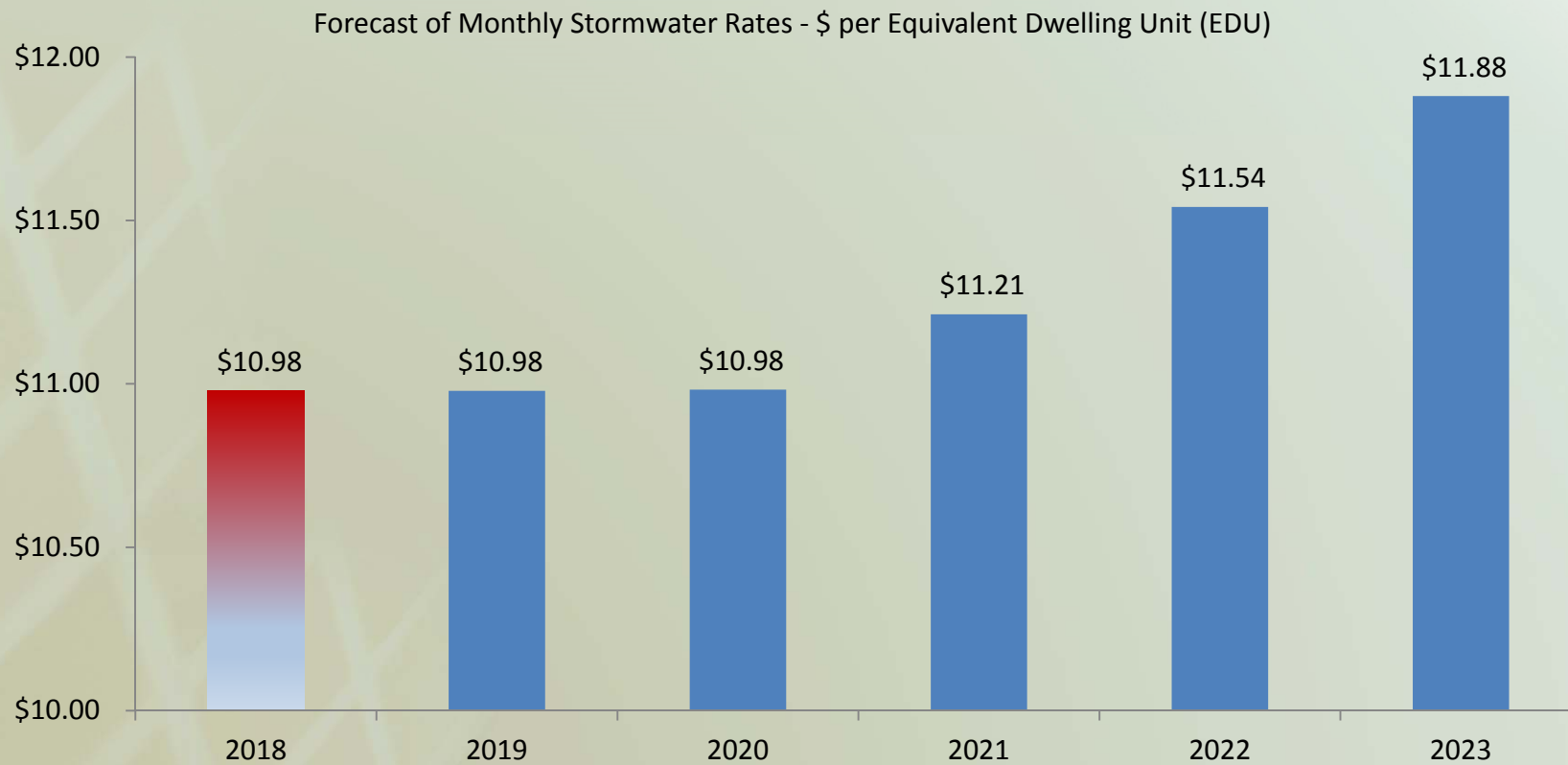
Updated Stormwater Financial Forecast



- Financial modeling results for 5 year stormwater forecast:
 - ❑ Rate increases are required starting in fiscal 2020-21 based on the modeling input assumptions, including cash transfers to the stormwater fund
 - ❑ Forecasted wastewater cash position as follows:



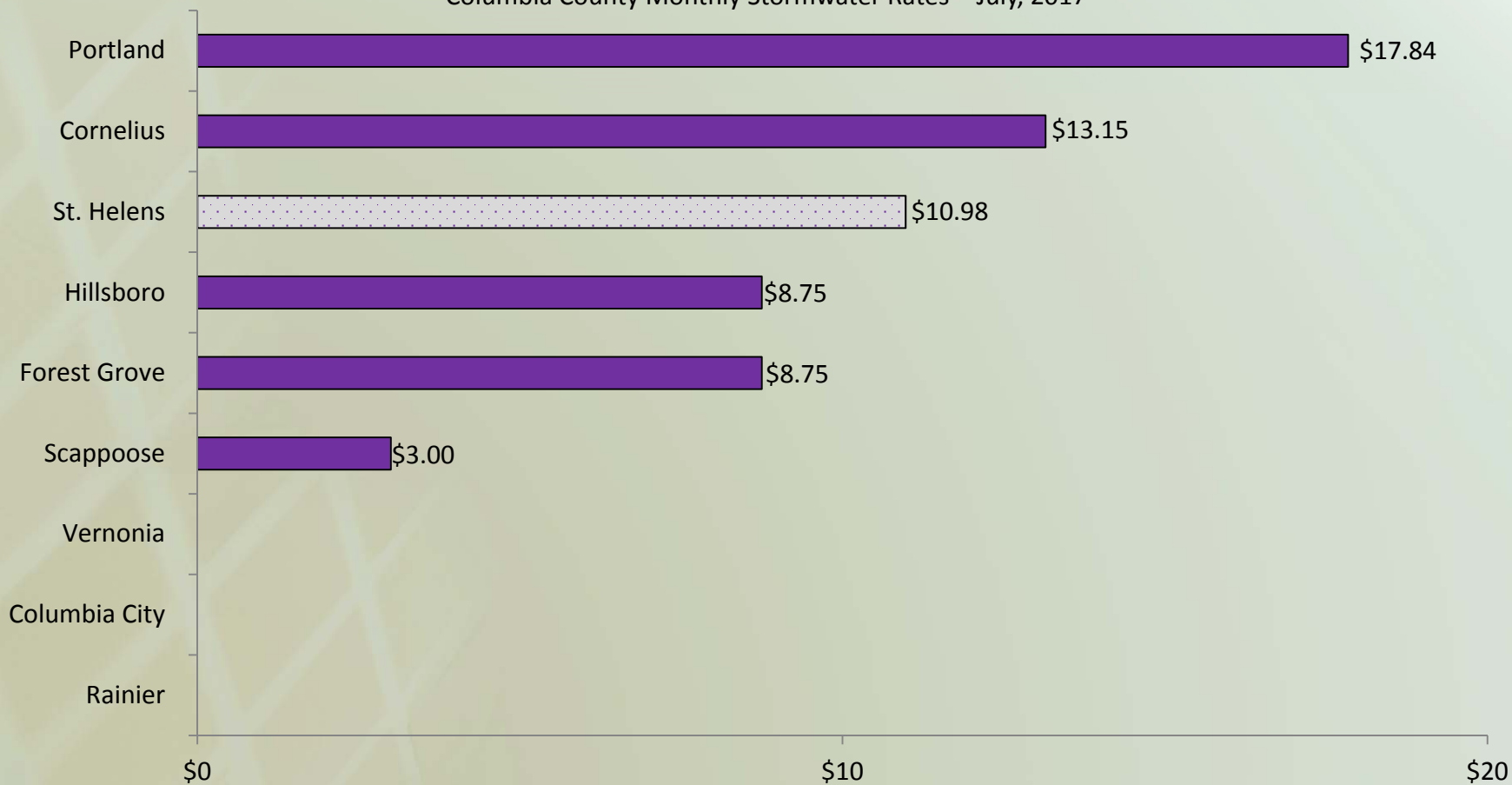
Stormwater Rate Forecast



Neighboring Communities' Stormwater Rates



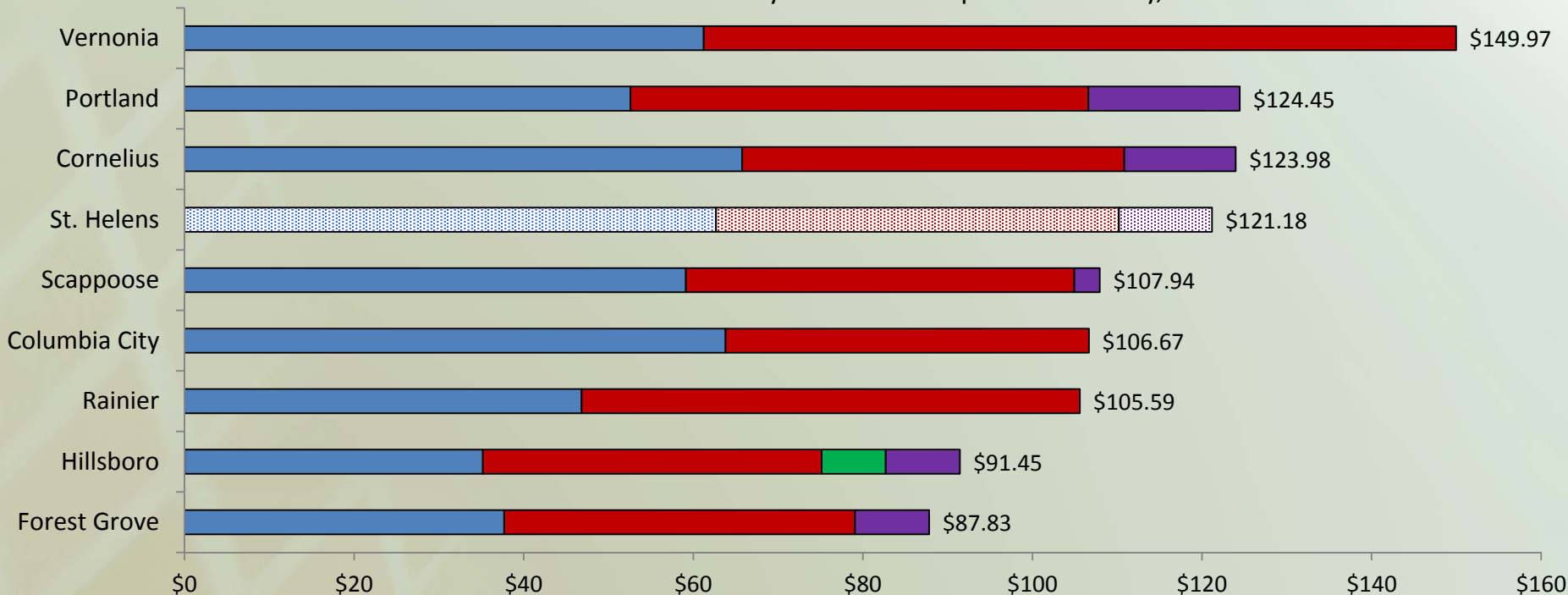
Columbia County Monthly Stormwater Rates - July, 2017



Neighboring Communities' Total Utilities Rates



Columbia County Utilities Rates per Month - July, 2017



	Forest Grove	Hillsboro	Rainier	Columbia City	Scappoose	St. Helens	Cornelius	Portland	Vernonia
Water	37.69	35.18	46.84	63.80	59.13	62.67	65.78	52.60	61.24
Wastewater	41.38	39.96	58.75	42.87	45.81	47.53	45.05	54.01	88.72
Transportation	-	7.56	-	-	-	-	-	-	-
Stormwater	8.75	8.75	-	-	3.00	10.98	13.15	17.84	-
Total	\$87.83	\$91.45	\$105.59	\$106.67	\$107.94	\$121.18	\$123.98	\$124.45	\$149.97

System Development Charges



- Reason for updating the SDCs
- Overview – proposed vs. current SDCs for the average single family residential customer
- Specific Details of the analysis
- SDCs in neighboring communities

Reason for SDC Updates

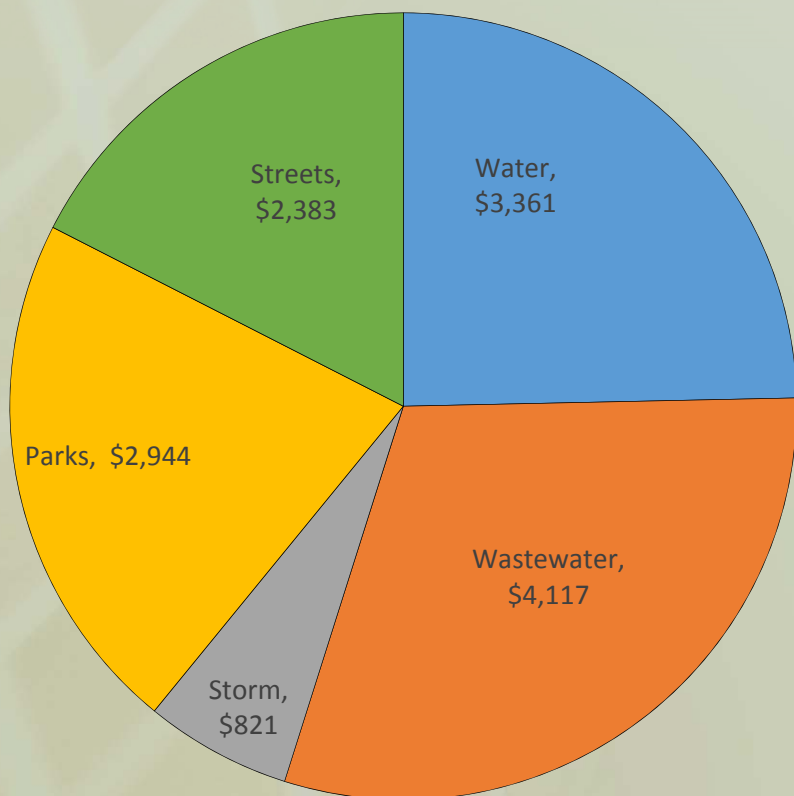


- It has been the policy of the City Council to periodically review and update the methodology used in the construction of SDCs
- SDCs last reviewed in 2007 for wastewater, stormwater, and parks; In 2013 water and transportation were updated in conjunction with the mater plan updates for those services
- Transportation SDCs were not reviewed; deemed adequate by City Staff
- Opportunity to get the SDC methodology updated for latest Council-adopted capital improvement plans (CIPs) for:
 - Water, Wastewater, Stormwater, Parks

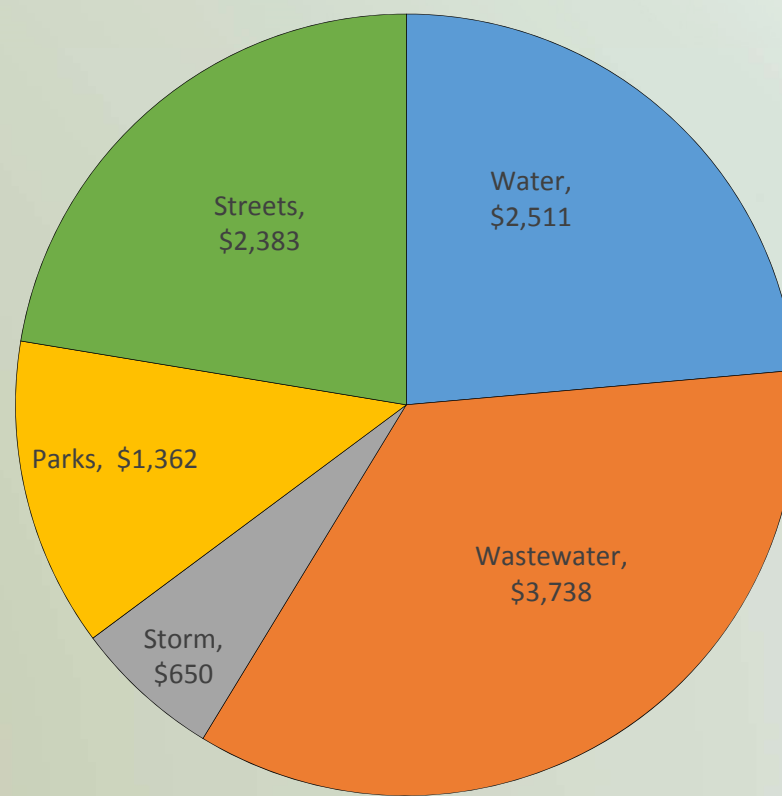
Overview – Proposed vs. Current



Proposed SDCs - \$13,626



Current SDCs - \$10,643



Water-Specific Details



Line Item Description	Service Unit	Proposed	Current	Difference
<i>Water:</i>	per 3/4" water meter			
Reimbursement fee		\$ 1,666	\$ 1,196	\$470
Improvement fee		1,534	1,281	253
Administration fee @ 5%		160	33	127
Total		\$ 3,361	\$ 2,511	\$ 850

- Reimbursement fee higher because of investments in facilities that expand the capacity of the water system
- The improvement fee has increased as a result of the newly updated water system Capital Improvement Plan (CIP)
- Administration fee set at 5% vs. 2013 level of 1.34%

Wastewater-Specific Details



Line Item Description	Service Unit	Proposed	Current	Difference
<i>Wastewater:</i>	per 3/4" water meter			
Reimbursement fee		\$ 1,023	\$ 999	\$ 24
Improvement fee		2,898	2,690	208
Administration fee @ 5%		196	49	147
Total		\$ 4,117	\$ 3,738	\$ 379

- Reimbursement fee up due to greater investment in wastewater fixed assets vs 2007 SDC update
- The improvement fee has increased as a result of the newly updated wastewater system Capital Improvement Plan (CIP)
- Administration fee up due to an assumed rate of 5%

Stormwater-Specific Details



Line Item Description	Service Unit	Proposed	Current	Difference
<i>Stormwater:</i>	per Equivalent Service Unit			
Reimbursement fee		\$ 155	\$ 1	\$ 154
Improvement fee		627	641	(13)
Administration fee @ 5%		39	9	30
Total		\$ 821	\$ 650	\$ 171

- Reimbursement fee higher due to recent investment in stormwater infrastructure by the City to serve growth
- The improvement fee has decreased slightly because proposed projects have been built, and now capacity expanding costs are reflected in the reimbursement fee
- Administration fee up due to an assumed rate of 5%

Parks-Specific Details



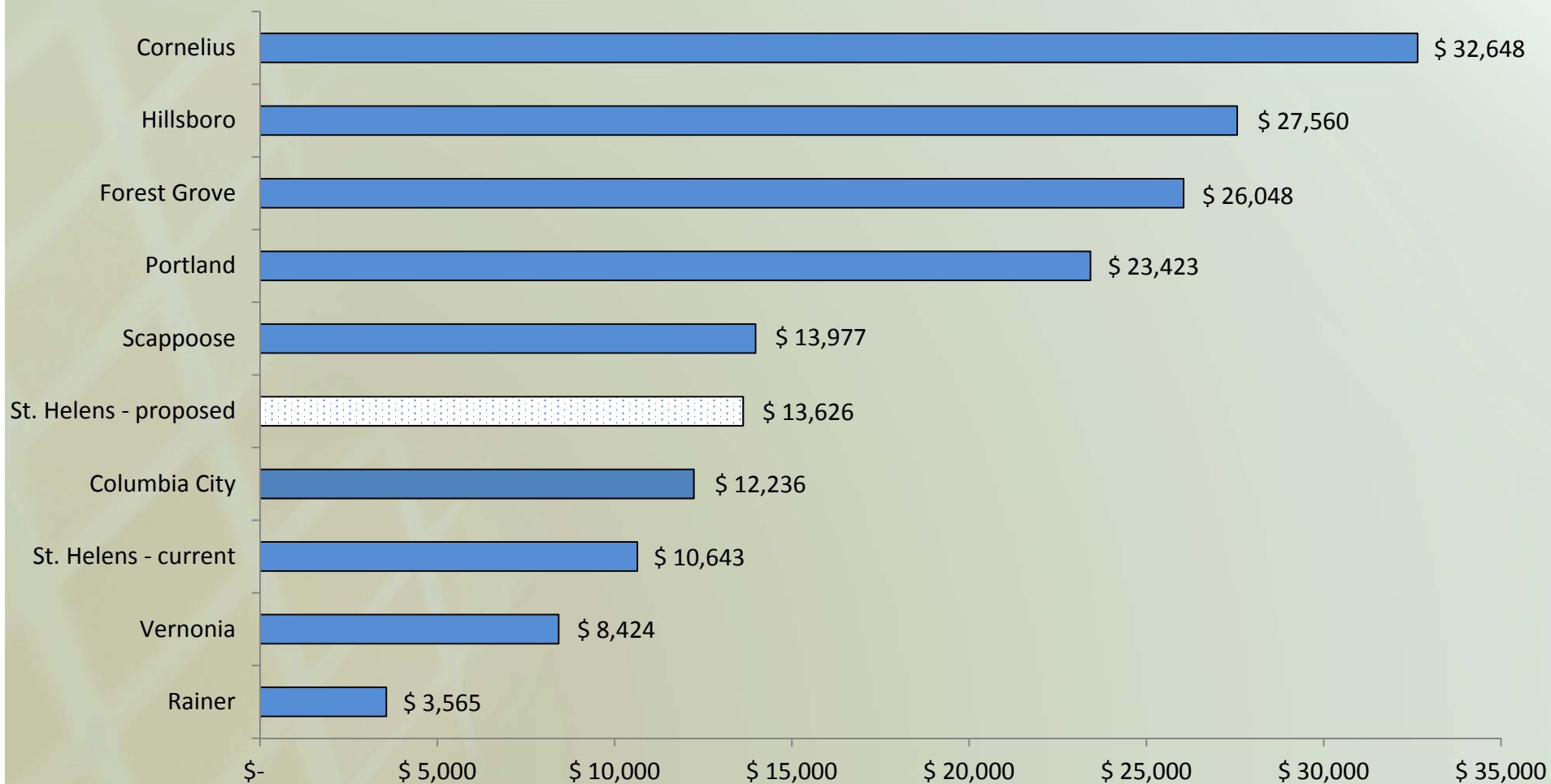
Line Item Description	Service Unit	Proposed	Current	Difference
<i>Parks:</i>	per detached SF residence			
Reimbursement fee		\$ 85	\$ 285	\$ (200)
Improvement fee		2,720	1,059	1,661
Administration fee @ 5%		140	18	122
Total		\$ 2,944	\$ 1,362	\$ 1,583

- Reimbursement fee lower because there is effectively no capacity remaining in the existing parks system
- The improvement fee has increased as a result of the newly updated Parks system Capital Improvement Plan (CIP)
- Administration fee up due to an assumed rate of 5%

SDCs in Neighboring Communities



Columbia County System Development Charges - Single Family Residential July, 2017



SDCs in Neighboring Communities



Jurisdiction	Water	Wastewater	Streets	Parks	Storm Drainage	Total
Rainer	920	2,645	-	-	-	\$ 3,565
Vernonia	2,269	2,957	858	1,000	1,340	\$ 8,424
St. Helens - current	2,511	3,738	2,383	1,362	650	\$ 10,643
Columbia City	4,292	1,623	4,575	1,496	250	\$ 12,236
St. Helens - proposed	3,361	4,117	2,383	2,944	821	\$ 13,626
Scappoose	4,831	4,276	2,355	1,933	583	\$ 13,977
Portland	3,599	5,712	2,814	10,381	917	\$ 23,423
Forest Grove	5,478	5,500	8,458	6,010	602	\$ 26,048
Hillsboro	8,445	5,500	8,458	4,647	510	\$ 27,560
Cornelius	12,329	5,500	8,458	4,471	1,890	\$ 32,648

Questions



Presented by:



July

2017

Municipal Utilities Rate & SDC Study

Final Report

Prepared for:

The City of St. Helens



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Municipal Utilities Rate & SDC Study

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Executive Summary

The City of St. Helens is the sole provider of municipal utilities services to customers within the urban services boundary of the City. Revenues required to fund the delivery of these urban services are obtained from monthly user fees which are set by the City Council via its City charter authority. This study addresses two things; first, the revenue required from rates needed to support future operations and maintenance costs for the water, wastewater, and stormwater utilities along with a funding plan for capital needs identified in the City's capital improvement plans. Second, this study reviewed and updated the water, wastewater, stormwater, and parks System Development Charge (SDC) methodologies.

Monthly User Fees

With the active involvement of City staff, twenty year planning models were developed for this project; however, the focus for the rate and SDC study is the five year near-term forecast of fiscal 2017-18 through fiscal 2022-23. These financial models have been reviewed with the City as they were developed and will be provided to St. Helens as a project deliverable enabling the City to make future updates.

The purpose of this study is to develop a cost of service-based methodology that will accurately determine the cost the city incurs to deliver municipal utilities services. The models developed for this project have been populated with adopted fiscal 2017-18 budgeted revenues and costs, estimated results for fiscal 2017, along with actuals for fiscal 2015 through 2016. During this study, the project team presented multiple rate scenarios to the City Staff for their consideration. These model runs simulated the current service levels (CSL) of the utilities, and sensitivity cases for a number of funding issues facing the City's utilities. The results of each model run were expressed in terms of the rate impacts on the average single family residential customer's monthly bill for each utility service. Over the near-term five year forecast horizon, water and wastewater system revenue requirements can be satisfied with revenues from current rates. With contributions in aid of construction from the wastewater fund, the stormwater utility will not be facing any rate increases until fiscal 2020-21, and they will be modest at that time. If the City eliminated its current policy of exempting customers whose properties drain directly to creeks, receiving streams, and the Columbia River, stormwater rate increases can be eliminated entirely over the five year forecast.

System Development Charges

The City of St. Helens conducts periodic updates to its Comprehensive Plan and its various Public Facility Plans to provide orderly and sustainable growth of municipal infrastructure. A key component to funding these public facilities is the system development charge (SDC) program. SDCs are one-time charges for new development—designed to recover the costs of infrastructure capacity needed to serve new development. This section describes the policy context and project scope upon which the body of this report is based. It concludes with a numeric overview of the calculations presented in subsequent sections of this report for water, wastewater, stormwater, and parks SDCs. The reader should note that a review of transportation SDCs was not included in this analysis because the City was comfortable with the current methodology and levels of SDCs for this service.

The city's current schedule of SDCs were last reviewed in April, 2008. In June, 2013 an update was completed for water and transportation in conjunction with updates to the water master plan and the transportation system plans. With this review and update, the City has stated a number of objectives:

- Review the basis for charges to ensure a consistent methodology;
- Address specific policy, administrative, and technical issues which had arisen from application of the existing SDCs;

- Determine the most appropriate and defensible fees, ensuring that development is paying its way;
- Consider possible revisions to the structure or basis of the charges which might improve equity or proportionality to demand;
- Provide clear, orderly documentation of the assumptions, methodology, and results, so that City staff could, by reference, respond to questions or concerns from the public.

This report provides the documentation of that effort, and was done in close coordination with City staff and available facilities planning documents. The SDC updates comply with St. Helens Municipal Code chapter 13.24.

Table 1 gives a component breakdown for the current and proposed residential equivalent SDCs for water, wastewater, stormwater, and parks.

Table 1 - Component Breakdown of the Proposed Residential Equivalent SDCs

Line Item Description	Service Unit	Proposed	Current	Difference
<i>Water:</i>				
	per 3/4" water meter			
Reimbursement fee		\$ 1,666	\$ 1,196	\$470
Improvement fee		1,534	1,281	253
Administration fee @ 5%		160	33	127
Total		\$ 3,361	\$ 2,511	\$ 850
<i>Wastewater:</i>				
	per 3/4" water meter			
Reimbursement fee		\$ 1,023	\$ 999	\$ 24
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Administration fee @ 5%		196	49	147
Total		\$ 4,117	\$ 3,738	\$ 379
<i>Stormwater:</i>				
	per Equivalent Residential Unit			
Reimbursement fee		\$ 155	\$ 1	\$ 154
Improvement fee		627	641	(13)
Administration fee @ 5%		39	9	30
Total		\$ 821	\$ 650	\$ 171
<i>Parks:</i>				
	per detached SF residence			
Reimbursement fee		\$ 85	\$ 285	\$ (200)
Improvement fee		2,720	1,059	1,661
Administration fee @ 5%		140	18	122
Total		\$ 2,944	\$ 1,362	\$ 1,583

The schedules of utility rates and proposed SDCs shown above were developed through consultation with City staff and the members of the rate study project team. The study process included an evaluation of revenue requirements, cost of service, and rate design for the five year forecast (fiscal 2019 through fiscal 2023). The revenue requirements analysis determined the amount of annual revenue needed to be generated by rates. This analysis addressed the level, rather than the structure of rates.

A number of specific conclusions and policy recommendations were developed through this collaboration, and are briefly discussed in this executive summary. Itemized below is a listing of these conclusions and recommendations.

Conclusions

- On balance, the City's utilities are in excellent financial condition. Fund balances exceed minimum operating reserve requirements, and revenue bond debt service coverage on water and wastewater debt exceeds covenants.
- Over the next five years, the water utility has planned capital improvements that total \$4.3 million (adjusted for inflation). Our modeling indicates the City can reasonably expect to cash finance these future capital investments with a mix of \$964k in SDC contributions, and \$3.4 million in contributions from utility rates. By the end of this five year forecast period, we estimate the water SDC fund will have an ending fund balance of \$116k and the water operating fund will have an ending fund balance of \$4.8 million. This can be accomplished without any rate increases, as existing and planned resources will be sufficient to meet system financial needs.
- On July 1, 2017, the wastewater and stormwater utilities will have separate budgets and financial plans. In prior years, the finances of the two utilities were comingled in the wastewater fund. We commend the City for creating this enhanced level of financial transparency. Our modeling indicates the wastewater fund will need to support the capital spending requirements of the stormwater utility over the entire five year forecast horizon to mitigate what would have been substantial stormwater rate increases. There will be no material adverse impact on the revenue requirements of the wastewater utility because of this proposal. Over the next five years, the wastewater utility is planning on spending \$964k (adjusted for inflation) on capital improvements. By industry standards, this is a very low capital requirement. However, in consultation with City engineering staff, these forecasted expenditures were verified. Out of this total requirement, none of the costs can be supported with SDCs because all of the projects are repair and replacement in nature. That means 100% of these costs are to be funded with rate revenues. In addition to funding its own capital costs, we are proposing to have the wastewater fund transfer a total of \$1.9 million to the stormwater fund over the five year forecast period. This can be accomplished without wastewater rate increases because the wastewater utility is in very good financial health. Our modeling indicates that all of these system requirements can be funded from existing and projected resources. By the end of the five year forecast horizon, we project the wastewater SDC fund will have an ending fund balance of \$2.6 million, and the wastewater operating fund will have a corresponding cash balance of \$4.6 million.
- The stormwater utility has a revenue recovery problem. Under current City policy, any property that drains directly to a creek or the Columbia River is exempt from paying monthly storm and surface water management fees. A query of the City's utility billing system found that 316 customers are "exempt" from the monthly stormwater fee. At the current monthly rate of \$10.98 per Equivalent Dwelling Unit (EDU), this translates to a revenue loss of \$41,636 per year assuming each of the currently exempt accounts are single family residential customers.

- The SDC analysis indicates all of the utilities that were reviewed are justified in increasing their respective SDCs. Parks is showing the largest justified increase at \$1,583 per single family residential unit. This increase is directly related to the recommendations found in the 2015 Parks Master Plan.

Recommendations

The recommendations of this municipal utilities rates and SDC study are pragmatic and reasonable. The good news is the City does not need to raise rates in the foreseeable future. Our recommendations are focused on securing the financial future of the utilities and to make sure that all customers who receive the benefits of utilities services pay their proportionate share of the costs of delivering those utility services. Itemized in Table 2 are the key recommendations for each utility over the next five years:

Table 2 – Summary of the 2017 Water and Wastewater Rate Study Recommendations

Concerning Rates	Concerning SDCs
<ul style="list-style-type: none"> • Over the five year forecast horizon, fund all stormwater capital improvement costs with cash in the wastewater fund. This total is estimated to be \$1.9 million. Make annual budget appropriations via cash transfers from the wastewater fund to the stormwater fund 	<ul style="list-style-type: none"> • Implement the SDC increases that have been proposed in this 2017 utilities rates and SDC study
<ul style="list-style-type: none"> • Eliminate the current stormwater fee exemption policy. The primary purpose of the stormwater utility is to keep City streets clear of standing stormwater and to eliminate localized flooding throughout the City. Exemptions only hamper the City from completing this mission. 	<ul style="list-style-type: none"> • Establish by resolution a City policy of formally reviewing all SDCs charged by the City every five (5) years
<ul style="list-style-type: none"> • Even though we are not recommending any rate increases for water, wastewater, and storm, we recommend the City enact by resolution a policy of adjusting all utility rates for inflation on January 1st of each year. We recommend the City use the Engineering News Record’s “Construction Cost Index” for inflation adjustments. 	<ul style="list-style-type: none"> • Between formal SDC review periods, annually adjust all SDCs for inflation. We recommend the City use the Engineering New Record’s “Construction Cost Index” for inflation adjustments
<ul style="list-style-type: none"> • Engage with Columbia City to update the 1982 water sales agreement. Columbia City has not purchased any finished culinary water from the City since 2014. Perhaps it is time to close out this contract and replace it with some other mutually agreeable arrangement. 	<ul style="list-style-type: none"> • Commission a new wastewater master plan. The City does not have a comprehensive wastewater facilities plan at this time. We estimate a new plan will cost \$250k, and can be fully funded from SDCs.
	<ul style="list-style-type: none"> • Commission a new stormwater master plan. The City’s current plan is almost twenty (20) years old and is in desperate need of updating. We estimate a new plan will cost \$150k, and can be fully funded from SDCs.

Analysis Section

Background and Study Methodology

St. Helens is a residential community located along the Columbia River on State Highways 30 in Columbia County. The City owns and operates a culinary water system that serves 5,158 customers and provided about 450 million gallons of water to customers in fiscal 2015-16. St. Helens has a wholesale water sales agreement with the City of Columbia City, but has not sold any finished water to them since the summer of 2014. Out of the 5,158 active accounts, 89% are residential/small commercial customers. The balance of the accounts are larger multifamily, institutional, and industrial customers. The majority of industrial water use is on the Port of St. Helens property. The largest users in the St. Helens service area include Boise Cascade and Armstrong World Industries.

The City also owns and operates a wastewater collection and treatment system. The wastewater treatment plant is located at 451 Plymouth Street. It consists of two lagoons, an operations building, a chlorine building and a shop. The plant treats all of the domestic waste from both St. Helens and Columbia City. It also treats waste from a number of local industries. There are three employees at the plant, a Superintendent, two Operators, and one who also serves as the Pretreatment Program Coordinator. Along with the treatment plant, the operators also maintain nine sewer lift stations and one stormwater lift station throughout the City.

The treatment process consists of two lagoons. When waste enters the plant, it is screened and enters the smaller 3 acre lagoon for primary treatment. After that, it is disinfected and flows into the larger 40 acre lagoon. Here, it mixes with the waste from the Cascade Paper Mill. After the secondary treatment, it is discharged into the Columbia River. The typical flows to the river are between 6 and 10 million gallons per day.

Finally, the City owns and operates a storm drainage system that consists of 43.4 miles of storm drainage lines ranging in size from 6-inch diameter to 66-inch diameter, 2,466 storm structures (catch basins, manholes, cleanouts, storm inlets and outfalls), and one stormwater pump station. The storm drainage system is essential in protecting the public health, water quality, and the environment. Effectively, all of the stormwater that is detained and conveyed within the City eventually flows to the Columbia River.

To pay for the operation, maintenance, replacement, and improvement of these water, wastewater, and stormwater systems, the City charges its customers fees on a bi-monthly basis. The purpose of this study is to evaluate the City's methodology for calculating these fees and to perform an industry standard, cost of service analysis (COSA). The process used to prepare the COSA for the City's utilities follows standard ratemaking principles, as outlined by the American Water Works Association (AWWA), the Water Environment Federation (WEF), and the U.S. Environmental Protection Agency (EPA). This process consists of three steps:

1. Determine revenue requirements...(how much does it cost to provide service system-wide)
2. Allocate costs to customer classes...(who is causing the need for the service, and in what proportion)
3. Determine rate structure and develop rates...(align rates to recover costs from those causing the need)

Step 1: Determination of Revenue Requirements

Revenue requirements are the total costs of providing services to utility customers over a specific period of time (usually one year). These costs include operation and maintenance (O&M) and capital costs. O&M

costs are the routine costs of operating and maintaining a utility system in order to provide service. For the purpose of rate setting, revenue requirements are projected from budgeted expenses, and adjusted based on historical cost trends and the expertise of utility staff. Examples of O&M costs are chemicals and electricity used at plants, skilled plant operator labor, and administrative expenses.

Capital costs, as defined for the City's rates structures, are the resources used to acquire or construct capital assets. These include current revenue funded (pay-as-you-go) improvements, planned annual contributions to funds for such purposes, and ongoing debt service requirements (principal and interest payments on outstanding loans and other obligations). Capital assets are defined as major assets that benefit more than a single fiscal period. Typical examples are land, improvements to land, easements, buildings, improvements, vehicles, machinery, equipment and other infrastructure. Capital costs are projected for the rate-setting period based on the capital improvement plan, the City's bond covenants and utility staff expertise.

To determine the amount of revenue that rates must generate annually, the total revenue requirements are reduced by nonrate or other system revenues. Examples of other system revenues are unrestricted interest earnings, revenues from wholesale contract customers, and revenue from miscellaneous charges. Total requirements less other system revenues equal requirements from rates.

Step 2: Allocate Revenue Requirements to Customer Classes

Determination of the costs-of-service by customer class is a four-step process. These steps are referred to as functionalization, joint and specific groupings, classification, and allocation. Functionalization involves categorizing revenue requirements according to utility functions. For example, wastewater functions typically include treatment (often broken up by unit process), collection, pumping, and customer service. Utilities incur varying levels of costs to perform the different system functions needed to meet customer demands. Therefore, the first step in the cost allocation process is to determine what it costs the utility to perform different service functions. Next, functional costs are grouped by joint and specific categories. This process allows for certain types of costs (e.g., industrial pretreatment costs) to be allocated directly to benefiting customers. The majority of costs are generally joint or common to all customers.

Following functionalization and joint and specific groupings, a classification process is undertaken. A fundamental objective in developing a rate system is to price utility services so that each customer pays for the service they receive in proportion to their use. Some costs incurred by the utilities are a function of quantity. In the case of water, it means metered water sales. In the case of wastewater, it means the amount of wastewater discharged to the collection system. Other costs are associated with serving customers regardless of the quantity that flows through the system.

Ideally, each customer would be charged according to the actual cost of providing service to his or her connection. However, it is impractical to estimate the cost of serving each individual customer. Therefore, it is accepted practice in the utility industry to classify customers into relatively few, reasonably homogeneous groups, and then to develop rates for each group. In the final step of the cost allocation process, the characteristics of the utilities' customers are analyzed and costs are allocated to each class. For water systems, user characteristics include number of meters, base daily demand, and extra capacity demand measured in maximum day and maximum month demand. For wastewater systems, user characteristics include sewage flows, strengths and the number of customer accounts.

The user characteristics serve as the basis for allocating costs by service characteristic to each customer class. The sum of each class's proportionate cost share of each service characteristic is that class's total cost-of-service.

Step 3: Determine Rate Structure and Develop Rates

The last step in the rate development process is the design of the rate structure and the development of rates. There are a variety of rate structure options available to meet a wide range of policy objectives. In the City's case, by the fall of 2017, it is anticipated that all utility customers will be on a monthly billing cycle. Currently, some customers are billed monthly, and some are on a bi-monthly schedule.

St. Helens water and wastewater rates are comprised of a fixed charge per customer per billing period (monthly) and a volume charge that varies based on water usage or estimated sewage flow. Stormwater fees are flat rated for residential customers at an assumed amount of impervious surface equal to 2,500 square feet. Commercial, institutional, and industrial customers are billed based on actual measured impervious surface.

Once a rate structure is selected, rates are calculated based on the costs-of-service by class determined in Step 2. The end result of this rate development process is an equitable distribution of system revenue requirements to system users.

Analysis of Water System Revenue Requirements

This analytical task determines the amount of revenue needed from water rates. This is driven by utility cash flow or income requirements, constraints of bond covenants, and specific fiscal policies related to the water utility. Based on two years of actual financial records (i.e., fiscal 2015 through 2016), estimated results for fiscal 2017, and for the upcoming budget year 2018, a base case analysis was developed. This case is predicated on a number of planning assumptions. These planning assumptions are discussed in detail below.

For the upcoming budget year (fiscal 2018), it is forecasted that the water utility will generate sufficient revenues from rates, charges and fees to meet its obligations and produce an unappropriated ending balance in the water operating fund of \$3,492,605. The beginning balance for the water operating fund in this same fiscal year is estimated to be \$2,817,070. In order to establish and maintain cash balances in the water operating fund while continuing to support the funding of future operations and maintenance work, no general water rate increases will be required for each of the ensuing five fiscal years starting on July 1, 2018 (i.e., the start of fiscal 2018-19).

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

Inflation in costs and growth in the customer base – In order to accurately reflect likely future conditions, the revenue requirements model was programmed to allow for inflation and cost escalation factors by budget line item. Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 5.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (OMI contract) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in 3/4" meters is estimated to be 1.50% per year over the five (5) year forecast horizon.

Capital Improvement Plan Funding - In the upcoming budget year 2018, total water system capital improvement costs are estimated to be \$305,000, and consist of the following projects:

Project ID	Project Description	Cost
WTR.003	water meter replacements	\$25,000
WTR.004	water mains replacements	200,000
WTR.006	waterproof reservoir exterior	50,000
WTR.008	water well cleanup	<u>30,000</u>
		\$305,000

With the assistance of City Staff, a 20 year water system capital improvement plan was developed for this rate study effort. Over this 20 year horizon, the City's water system capital improvement plan calls for the investment of \$12,865,000 (future dollars). For the purposes of this rate study, the project team focused on the funding strategy for the first five (5) years of the Plan. The first five years of investments is also shown in Table 3. The water system financial plan calls for all of these costs to be funded from internally generated cash flow.

Table 3 - 5 Year Water Capital Improvement Plan

Cost in FY 2018	Year	CIP ID No.	Project	Growth Accommodation	FISCAL YEARS FUTURE COST OF PROJECTS				
					2019	2020	2021	2022	2023
			Source of Supply		-	-	-	-	-
240,000	2019	WTR.002	Purchase Land (High/Low)	100%	247,200	-	-	-	-
			Treatment		-	-	-	-	-
130,000	2019	WTR.005	Filtration membrane replacement	0%	133,900	-	-	-	-
130,000	2020	WTR.005	Filtration membrane replacement	0%	-	137,917	-	-	-
130,000	2021	WTR.005	Filtration membrane replacement	0%	-	-	142,055	-	-
130,000	2022	WTR.005	Filtration membrane replacement	0%	-	-	-	146,316	-
			Reservoirs and Storage		-	-	-	-	-
2,000,000	2022	WTR.001	Water reservoirs	100%	-	-	-	2,251,018	-
50,000	2019	WTR.006	Waterproof reservoir exterior	0%	51,500	-	-	-	-
			Mains and Distribution		-	-	-	-	-
200,000	2019	WTR.004	Water Main Replacements	50%	206,000	-	-	-	-
200,000	2020	WTR.004	Water Main Replacements	50%	-	212,180	-	-	-
200,000	2021	WTR.004	Water Main Replacements	50%	-	-	218,545	-	-
200,000	2022	WTR.004	Water Main Replacements	50%	-	-	-	225,102	-
250,000	2019	WTR.007	Pittsburg Road/Milton Creek bypass	0%	257,500	-	-	-	-
			Meters and Services		-	-	-	-	-
25,000	2019	WTR.003	Water Meter Replacement	0%	25,750	-	-	-	-
25,000	2020	WTR.003	Water Meter Replacement	0%	-	26,523	-	-	-
25,000	2021	WTR.003	Water Meter Replacement	0%	-	-	27,318	-	-
25,000	2022	WTR.003	Water Meter Replacement	0%	-	-	-	28,138	-
\$ 3,960,000			Net Construction Cost		\$ 921,850	\$ 376,620	\$ 387,918	\$ 2,650,573	\$ -

As discussed above, under this initial water system financial plan, it is assumed that all of the capital improvement costs are to be funded from a mix of water SDCs and free cash flow generated in the water operating fund. The water CIP funding plan is shown below in Table 4.

Table 4 - Forecast of Future Water System Capital Financing Plan

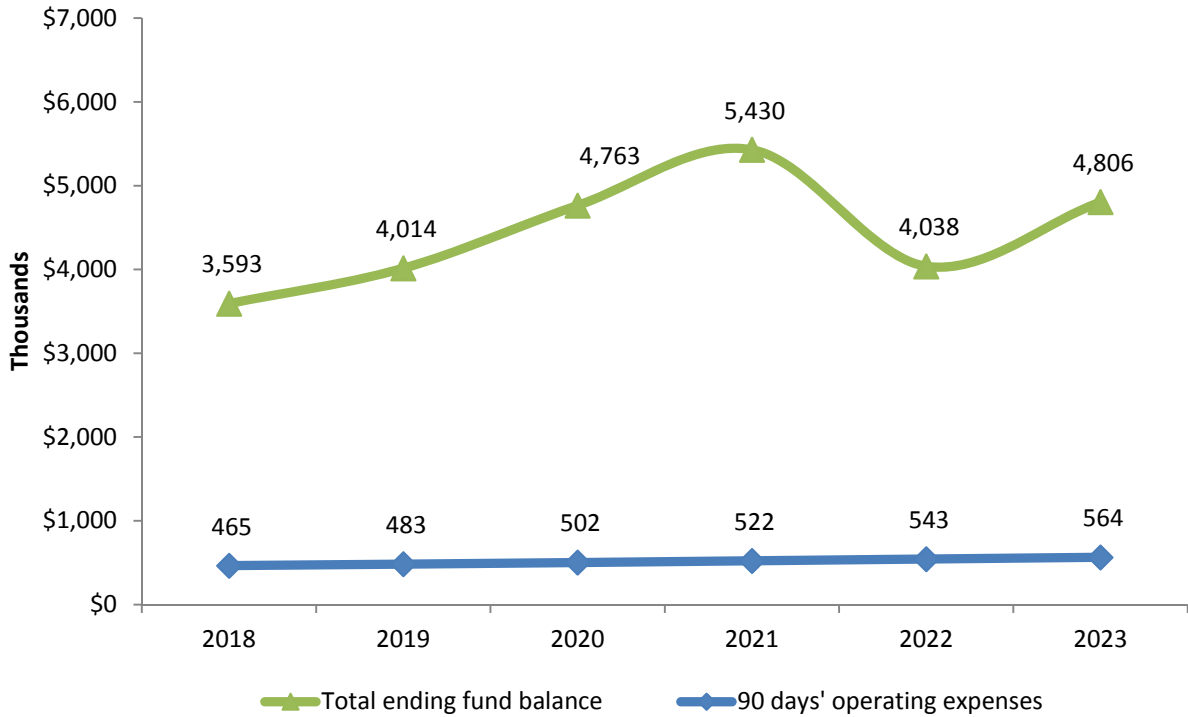
Capital Improvements Financing	2019	2020	2021	2022	2023
Capital Costs to be Funded	921,850	376,620	387,918	2,650,573	-
less: Contributions from SDCs	350,200	106,090	109,273	396,159	-
less: Contributions From Construction Fund bal	-	-	-	-	-
less: Contributions From Utility Rates	571,650	270,530	278,645	2,254,414	-
less: Developer Contributions	-	-	-	-	-
Amount to be Financed	-	-	-	-	-
Interim Borrowing:					
BANs Issued:	-	-	-	-	-
less: Borrowing Cost	-	-	-	-	-
less: Interest Payments	-	-	-	-	-
plus: Interest Earnings	-	-	-	-	-
Net Available from BANS	-	-	-	-	-
Long-term Borrowing:					
Revenue Bonds:					
Amount Borrowed	-	-	-	-	-
less: Financing Cost	-	-	-	-	-
less: Reserve Funding	-	-	-	-	-
less: Refunding of BANS	-	-	-	-	-
Net Funds from Revenue Bonds	-	-	-	-	-
General Obligation Bonds:					
Amount Borrowed	-	-	-	-	-
less: Financing Cost	-	-	-	-	-
less: Reserve Funding	-	-	-	-	-
less: Refunding of BANS	-	-	-	-	-
Net Funds from G.O. Bonds	-	-	-	-	-
New Annual Debt Service:					
Debt Service	-	-	-	-	-
Coverage	-	-	-	-	-
Reserve Funding	-	-	-	-	-

It should be noted, the City is budgeting for total water rate revenues of \$3,350,000 for fiscal 2017-18. This level of ongoing cash flow in combination with fund balances in the water SDC and operating funds is sufficient to make the water capital funding plan work.

Operating Costs in Excess of Inflation – In most rate studies, there are certain operating cost categories that tend to grow in excess of the general price index. We have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the water utility does add staff, these costs will impact the current revenue requirements forecast.

Modeling for Contingencies, Reserves, and Ending Fund Balances - The financial engine of the water utility is the water operating fund. Because the utility cash finances all of its operations, the ending fund balance in the water operating fund is in effect the contingency fund for the utility. Over the past three years, the ending fund balance in the Water Operating Fund has been growing, primarily due to steady growth in rate revenue receipts, and expense controls initiated by City management. For planning purposes, we are expecting the Water Operating Fund will end all forecast years with a target ending fund balance in excess of ninety days of operating expenses. This target balance gives the water utility enough contingency to fund unforeseen operating cost spikes. The five year forecast of targeted Water Operating Fund balances and operating reserve requirements is shown below in Figure 1.

Figure 1 - Forecast of Water Operating Fund Balances and Operating Reserve Requirements



Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model which is the platform for the “base case” forecast. The base case assumes the utility will fund the pay as you go capital improvements strategy (discussed above). Also, the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of water system revenue requirements (Table 5).

Table 5 – Base Case Forecast of Water System Revenue Requirements

	Budget	Forecast				
	2018	2019	2020	2021	2022	2023
Projection of Cash Flow:						
Revenues:						
Total Service Charges	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000
Total other financing sources	-	-	-	-	-	-
Bond proceeds for projects	-	-	-	-	-	-
Total miscellaneous income	35,000	41,556	45,302	50,435	55,088	47,415
Subtotal gross operating revenues	3,465,000	3,471,556	3,475,302	3,480,435	3,485,088	3,477,415
Operations & Maintenance Expense:						
Total personal services	890,600	935,130	981,887	1,030,981	1,082,530	1,136,656
Total materials and services	994,117	1,023,941	1,054,659	1,086,298	1,118,887	1,152,454
Total capital outlay	305,000	571,650	270,530	278,645	2,254,414	-
Total debt service	499,748	499,430	498,901	498,160	500,716	500,716
Transfers to other funds (excluding transfers to SDC fund)	-	-	-	-	-	-
Total operations and maintenance expense	2,689,465	3,030,151	2,805,976	2,894,085	4,956,548	2,789,827
(Use)/replacement of fund balance					(1,471,460)	
Net Cash	775,535	441,405	669,326	586,350	0	687,588
Net Deficiency/(Surplus)	(775,535)	(441,405)	(669,326)	(586,350)	(0)	(687,588)
Test of Coverage Requirement:						
Gross Revenues:						
Operating revenues	3,465,000	3,471,556	3,475,302	3,480,435	3,485,088	3,477,415
System Development Charges	60,000	60,900	61,814	62,741	63,682	64,637
Total Gross Revenues	3,525,000	3,532,456	3,537,116	3,543,175	3,548,770	3,542,052
Operating Expenses:						
Total personal services	890,600	935,130	981,887	1,030,981	1,082,530	1,136,656
Total materials and services	994,117	1,023,941	1,054,659	1,086,298	1,118,887	1,152,454
Transfers to/(from) the rate stabilization account	-	-	-	-	-	-
Total Operating Expenses	1,884,717	1,959,071	2,036,545	2,117,279	2,201,417	2,289,110
Net Revenues	1,640,283	1,573,385	1,500,570	1,425,896	1,347,353	1,252,941
Debt Service	499,748	499,430	498,901	498,160	500,716	500,716
Coverage Recognized	3.28	3.15	3.01	2.86	2.69	2.50
Coverage Required	1.20	1.20	1.20	1.20	1.20	1.20
Net Deficiency/(Surplus)	(1,040,585)	(974,069)	(901,889)	(828,104)	(746,493)	(652,082)
Projection of Revenue Sufficiency and Forecasted Rates:						
Maximum Deficiency	-	-	-	-	-	-
Percent Increase Required Over Current Rate Revenues	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Five Year Average Increase in Revenue Requirements	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Revenues Recovered From Existing Rates and Charges:	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000
add: Revenues Recovered From Rate Increase	-	-	-	-	-	-
Total Revenues Recovered From Rates & Charges after Increase	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000

Table 5 shows, forecasted annual changes in water system revenue requirements are zero in each year of the forecast.

Analysis of Water Rates and Recommended Policy Changes

Wholesale Rates Charged to Columbia City

Columbia City has a contracted right to purchases culinary water from St. Helens under the terms of a 1982 long term water purchase agreement. An analysis of billing records indicates Columbia City has not purchased any water from the City since the summer of 2014. Section 5 of that agreement states:

“5. AMOUNT OF WATER: Columbia City may purchase and use up to 1,000,000 cubic feet of water per month. In the event one or more additional water intake and treatment facilities yielding sufficient quantities are put in operation within the Columbia City limits, the monthly amount will increase by 500,000 cubic feet per month per well, provided Columbia City complies with the following paragraph.

Columbia City shall pay a percentage representing its share of all water sold by St. Helens, of the cost of the additional water intake and treatment facilities and transmission lines to the point the water is delivered to Columbia City if Columbia City desires the additional 500,000 cubic feet from an additional well. No direct charge for capital costs of the additional water intake and treatment facilities will be made to Columbia City if they do not desire the additional water and remain at the 1,000,000 cubic feet level.”

Historically, the rates charged to Columbia City have been developed under the “Utility” approach to rate making. Under this approach Columbia City’s total unit rate per CCF of purchased water consists of the following components:

- Pro rata share of annual operations and maintenance expenses of the water system dedicated to produce, treat, and deliver water to Columbia City.
- Depreciation expense on water utility plant in service dedicated to produce, treat, and deliver water to Columbia City.
- Return on rate base – a rate of return on investments made by St. Helens customers in water utility plant and equipment that is used to serve Columbia City.

In the 2009 Water, Sewer, and Stormwater Rates Update, it was recommended the City adjust its wholesale water rate for Columbia City from \$1.73 per ccf to \$2.39 per ccf. Under the current rate schedule, the Columbia City wholesale water rate is \$3.154 per ccf. Under this rate study, we were unable to verify these rates since no material amount of finished water has been sold to Columbia City for some time. In essence, Columbia City has its own dedicated ground water source to serve its needs, and no longer uses the St. Helens water system for its base demand or peaking needs. We suggest the City reengage with the leadership of Columbia City to clarify this situation.

Allocation of Revenue Requirements to Customer Classes (Cost of Service)

The ratemaking methodology that was used to allocate water system revenue requirements is called the “base-extra capacity method”, and is consistent with industry standards in water rate making. The City has been using this method at least since 2007. Under this methodology, costs of service are separated into three primary cost components: (1) base costs, (2) extra capacity costs, and, (3) customer costs.

Base costs are those that tend to vary with the total quantity of water used plus those operations and maintenance (O&M) expenses and capital costs associated with service to customers under average load conditions, without the elements of cost incurred to meet water use variations and resulting peaks in demand. Base costs include O&M expenses of supply, treatment, pumping, and distribution facilities.

Base costs also include capital costs related to water plant investment associated with serving customers to the extent required for a constant, or average, annual rate of demand/usage.

Extra capacity costs are those associated with meeting rate of use requirements in excess of average and include O&M expenses and capital costs for system capacity beyond that required for average rate of use. These costs have been subdivided into costs necessary to meet maximum-day extra demand, and maximum-hour demand in excess of maximum day demand.

Customer costs comprise those costs associated with serving customers, irrespective of the amount or rate of water use. They include meter reading, billing, and customer accounting and collection expense, as well as maintenance and capital costs related to meters and services.

Existing Water Rates

The City's current water rate structure was last reviewed in 2009. A number of rate increases have been implemented by the Council since that time, but the basic water rate methodology has remained intact. Billings for customers include two components: a fixed rate (demand charge) and a volume rate (commodity charge). The two components are added together to compute an invoice for each customer. As discussed earlier, the City is in the process of completing the installation of a city-wide automatic meter reading system (AMR). Upon completion of this project, which is estimated to be in the fall of 2017, all water customers will be billed on a monthly basis. AMR, is the technology of automatically collecting consumption, diagnostic, and status data from water meters and transferring that data to a central database for billing, troubleshooting, and analyzing. This technology mainly saves utility providers the expense of periodic trips to each physical location to read a meter. Another advantage is that billing can be based on near real-time consumption rather than on estimates based on past or predicted consumption. This timely information coupled with analysis can help both utility providers and consumers to better control water consumption.

The fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the water system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water. The last rate adjustments were made by the City Council via Resolution no. 1725 (dated November 18, 2015) with an implementation date of December 15, 2015. The current schedule of water rates and charges is shown below in Table 6.

Table 6 - Schedule of St. Helens Water Rates Effective December 15, 2015

Wastewater Rate Component Description	Inside City	Outside City
<i>Fixed Rate (Demand Charge \$/account):</i>		
Monthly billings	10.48	20.96
Bi-monthly billings	20.96	41.92
<i>Volume Rate (Commodity Charge \$/ 100 cf):</i>		
Residential (single family)	5.219	10.438
Multifamily		
Duplex	5.038	10.075
Apartments	4.937	9.8735
Commercial/Industrial	4.232	8.463
Wholesale		
Columbia City		3.154

The volume rates contained in Table 6 are a product of the base-extra capacity allocation methodology. As the reader can see, the single family residential volume rate of \$5.219 per ccf is higher than the corresponding volume rates for all other customer classes. This is a direct result of the peaking demand this customer class places on the system relative to the peaking demands associated with the other classes. We define the peaking factors as maximum month, and maximum day demands as a percentage of average month and average day demand, respectively. Intuitively, this makes sense since peaking demand for water occurs in the hot summer months when irrigation demand is at its highest. The largest users of irrigation water in the City are single family residential customers.

Rate Design Alternatives

The City’s current water rate methodology is sound, conforms to industry practice, and promotes conservation. We see no reason to move off of this methodology.

Analysis of Wastewater System Revenue Requirements

For the budget year (fiscal 2018), it is forecast that the wastewater utility will generate sufficient revenues from rates, charges and fees to meet its obligations and produce an unappropriated ending balance in the Wastewater Operating Fund of \$4,552,524. The beginning balance for this same fiscal year is estimated to be \$4,320,237. The financial stability of the wastewater system is strong. This level of operating reserve is well above ninety (90) days of operating expenses. The strategy for the wastewater utility is to maintain these reserve levels, without any rate increases over the five year forecast horizon, and to use this money as the funding source of wastewater and stormwater capital improvement projects.

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

Inflation in costs and growth in the customer base – Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 5.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (including contract services) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in Equivalent Dwelling Units (EDUs) is estimated to be 1.50% per year over the five (5) year forecast horizon.

Capital Improvement Plan Funding In the upcoming budget year 2018, total wastewater system capital improvement costs are estimated to be \$305,000. All of the projects are related to the wastewater collection system, and consist of the following projects:

Project ID	Project Description	Cost
WTR.002	Sewer mains replacement	\$200,000
WTR.003	Lift station #1 upgrade	40,000
WTR.004	South trunk upgrade	<u>250,000</u>
		\$490,000

It is assumed all project costs will be funded with cash on hand or cash that is generated from wastewater rates, and is accounted for in the revenue requirements calculations. We have not budgeted for any costs in the other minor capital line items.

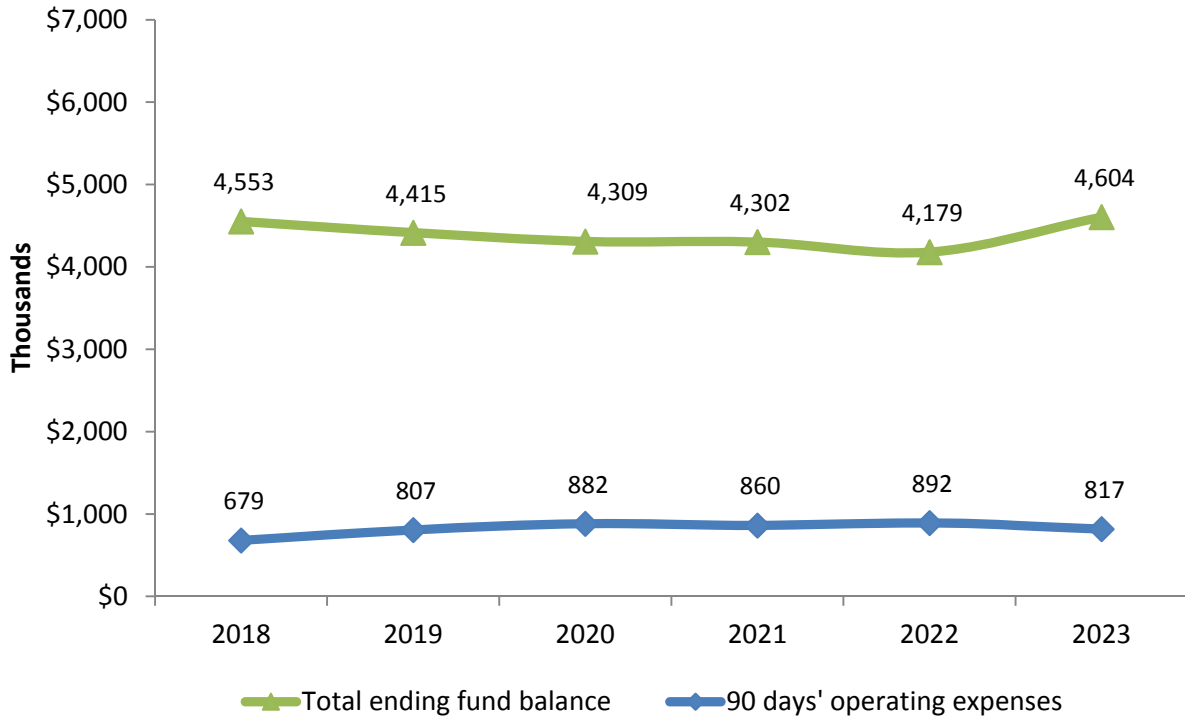
Over the next twenty years, the City plans on investing \$19,355,891 in the wastewater system, the preponderance of which will be spent on collection system repair, replacement, and expansion. However, over the first five years of this timeframe, a fairly modest budget of \$900,000 is currently planned. Adjusted for inflation, this total comes to \$964,827. This budget consists of about \$200k per year for sewer mains replacements, and a one-time cost of \$150k in fiscal 2018-19 to dredge the primary treatment lagoon (approximately three acres). Our modeling indicates all of these future costs can be funded from internally generated wastewater system cash flow (without rate increases).

Special Transfers to the Stormwater Fund – Prior to the budget year 2018, all revenues and costs associated with stormwater services were domiciled in the wastewater fund. Going forward, stormwater services will be budgeted and accounted for in the dedicated stormwater operating and SDC funds. In order to mitigate substantial future stormwater rate increases, our modeling indicates all stormwater capital improvement project costs will have to be funded from the wastewater operating fund balance. The level of future transfers from the wastewater fund to the stormwater fund for these planned costs is estimated to be \$1,859,018 between fiscal 2018-19 and fiscal 2022-23. A complete discussion of the stormwater projects that make up this total and why the wastewater operating fund support is necessary is discussed in the stormwater revenue requirements section of this report.

Operating Costs in Excess of Inflation – As in the case of water, we have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the wastewater utility does add staff, these costs will impact the current revenue requirements forecast.

Modeling for Contingencies, Reserves, and Ending Fund Balances – As discussed above, the Wastewater Operating Fund is expected to end fiscal 2017-18 with an unappropriated ending fund balance of \$4,552,524; a strong operating reserve. For planning purposes, we are expecting the Wastewater Operating Fund will end all forecast years with an ending fund balance well in excess of ninety days of operating expenses. This target balance gives the wastewater utility enough contingency to fund unforeseen operating cost spikes and to build a reserve for future capital funding support. The forecast of targeted wastewater operating fund balances and operating reserve requirements is shown below in Figure 2.

Figure 2 - Forecast of Wastewater Operating Fund Balances and Operating Reserve Requirements



Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model and from this, the “base case” forecast was developed. The base case assumes the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of wastewater system revenue requirements (Table 7).

Table 7 – Base Case Forecast of Wastewater System Revenue Requirements

	Budget	Forecast				
	2018	2019	2020	2021	2022	2023
Projection of Cash Flow:						
Revenues:						
Charges for Services:						
Sewer Service Charges	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000
Secondary Boise	460,000	473,800	488,014	502,654	517,734	533,266
Sludge Disposal Charge	130,000	133,900	137,917	142,055	146,316	150,706
Connection Charge	1,000	1,030	1,061	1,093	1,126	1,159
Sewer LID Payments	1,000	1,000	1,000	1,000	1,000	1,000
Sewer Lateral Payments	2,000	2,000	2,000	2,000	2,000	2,000
Total other financing sources	-	-	-	-	-	-
Bond proceeds for projects	-	-	-	-	-	-
Total miscellaneous income	13,000	27,745	27,553	26,945	26,938	26,234
Subtotal gross operating revenues	4,207,000	4,239,475	4,257,545	4,275,747	4,295,113	4,314,365
Operations & Maintenance Expense:						
Total personal services	1,028,000	1,079,400	1,133,370	1,190,039	1,249,540	1,312,017
Total materials and services	1,727,713	1,779,544	1,832,931	1,887,919	1,944,556	2,002,893
Total capital outlay	490,000	309,000	212,180	218,545	225,102	-
Total debt service	729,000	696,681	574,461	574,461	574,461	574,461
Transfers to other funds (excluding transfers to SDC fund)	-	-	-	-	-	-
Total operations and maintenance expense	3,974,713	3,864,625	3,752,942	3,870,963	3,993,659	3,889,371
(Use)/replacement of fund balance	232,287					
Net Cash	-	374,850	504,604	404,783	301,454	424,994
Net Deficiency/(Surplus)	-	(374,850)	(504,604)	(404,783)	(301,454)	(424,994)
Test of Coverage Requirement:						
Gross Revenues:						
Operating revenues	4,207,000	4,239,475	4,257,545	4,275,747	4,295,113	4,314,365
System Development Charges	125,000	127,623	130,300	133,034	135,825	138,674
Total Gross Revenues	4,332,000	4,367,098	4,387,845	4,408,780	4,430,938	4,453,040
Operating Expenses:						
Total personal services	1,028,000	1,079,400	1,133,370	1,190,039	1,249,540	1,312,017
Total materials and services	1,727,713	1,779,544	1,832,931	1,887,919	1,944,556	2,002,893
Transfers to/(from) the rate stabilization account	-	-	-	-	-	-
Total Operating Expenses	2,755,713	2,858,944	2,966,301	3,077,957	3,194,097	3,314,910
Net Revenues	1,576,287	1,508,153	1,421,544	1,330,823	1,236,842	1,138,129
Debt Service	729,000	696,681	574,461	574,461	574,461	574,461
Coverage Recognized	2.16	2.16	2.47	2.32	2.15	1.98
Coverage Required	1.20	1.20	1.20	1.20	1.20	1.20
Net Deficiency/(Surplus)	(701,487)	(672,136)	(732,191)	(641,470)	(547,489)	(448,776)
Projection of Revenue Sufficiency and Forecasted Rates:						
Maximum Deficiency	-	-	-	-	-	-
Percent Increase Required Over Current Rate Revenues	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Five Year Average Increase in Revenue Requirements		0.00%	0.00%	0.00%	0.00%	0.00%
Revenues Recovered From Existing Rates and Charges:	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000
add: Revenues Recovered From Rate Increase	-	-	-	-	-	-
Total Revenues Recovered From Rates & Charges after Increase	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000

Allocation of Revenue Requirements to Customer Classes (Cost of Service)

The cost of service analysis is intended to provide the analytical basis for equitably recovering the forecasted revenue requirement from customer classes according to the demand they place on the wastewater system. Consistent with industry practice, the analysis involves a two-step process; first, capital and O&M costs are allocated to the functional categories (service functions) of the wastewater system using operational and system design criteria. Then, based on customer class characteristics derived from historical billing system data (i.e., number of customers and monthly water usage), these functionally allocated costs are distributed to the customer classes.

Cost of service allocations are made for a test year considered representative of the period in which proposed rates are expected to be in effect. Fiscal 2018 has been used as the test year for the cost of service analysis.

Functional Cost Allocations

Capital and operating costs are allocated to the following functional components of the wastewater system. The wastewater functional components and their descriptions are shown in Table 8.

Table 8 - Wastewater System Functional Components

Wastewater Functional Component	Description
Customer Accounts	Costs associated with providing service to customers regardless of the level of wastewater contribution, such as billing and customer service. These costs are typically associated with the number of accounts or customers.
Wastewater Flow (Q)	Costs are associated with conveying and treating customer contributed wastewater flow (volume).
Infiltration & Inflow (I&I)	Costs are associated with conveying and treating I&I of groundwater and stormwater runoff into sanitary sewers.
Strength of Discharge	Costs are associated with treating effluent loadings of biochemical oxygen demand (BOD) and total suspended solids (TSS).

Capital related costs include debt service payments, system reinvestment funding, and a portion of additions/uses of cash reserves. The most common method of assigning the capital portion of the revenue requirement to functional components is to allocate such costs on the basis of existing plant-in-service. The allocation of historical plant assets utilizes documented engineering and planning criteria from both the City and industry standards.

Operating costs include O&M expenses and a portion of additions/uses of cash reserves. These costs are allocated to the functions based on a detailed review of line item categories, generally following the cost causation process used in the allocation of plant. For example, customer billing related costs are assigned to the customer component; system operating costs for collection and treatment are allocated in the same manner as collection and treatment plant costs; other operational costs are assigned in proportion to total plant; and general and administrative costs are allocated in proportion to all other costs.

The functional cost allocation process results in a pool of costs for each functional category. From these cost pools, unit costs are created that form the building blocks for designing rate structures that recognize the demands of each customer class. As a result, costs will be recovered from customer classes based on their demand by functional category. Through this process if one customer class places a higher or lower proportional average demand in one functional category, that customer class pays a higher or lower portion of that functional category's cost.

Allocations to Customer Classes

The next step in the cost of service analysis involves distribution of the functionally allocated system costs to the customer classes. A key component in the allocation of system costs to customer classes is testing the reliability and accuracy of customer statistics. This is accomplished through a review of historical billing system data and application of the rate schedule in effect for that year. City staff provided historical billing system records for fiscal 2015-16, including number of accounts, equivalent residential units (ERUs), and monthly water usage. The test of reliability is conducted by applying the detailed billing statistics to the rates in effect for that year. The total revenue generated from these customer statistics should approximate the actual revenue receipts shown in the financial statements (with minor differences due to accounts receivables, delinquencies, timing of connections and disconnections throughout the year, etc.). If the revenue estimates are within reasonable limits, statistics are determined "valid" and an adjustment factor is applied to the statistics if necessary to account for any minor discrepancies. The results of this analysis indicated that the customer statistics are valid and will serve as a reasonable basis for projecting revenues and allocating system costs to the customer classes.

Customer usage statistics are also evaluated to determine if current customer class designations represent an appropriate grouping of customers, or if revisions are warranted to better reflect groupings that exhibit similar usage patterns. The City currently categorizes customers into two major groups for rate design purposes: Residential includes single family residential (SFR), multi-family residential (MFR), and manufactured home parks. The same schedule of rates applies to all customers within this class.

Commercial includes all non-residential customers, such as commercial businesses, schools, churches, etc. The same base charge applies to all customers within this class. The volume charge varies by subclass depending on an assumed strength concentration.

The functionally allocated system-wide costs are allocated to the recommended customer classes to determine "cost shares" based on the relative demands placed on the system by each class. Test year fiscal 2016 customer statistics form the basis for this allocation.

Functional costs are allocated to the customer classes as follows: Customer costs are allocated based on proportional shares of total system number of accounts. Wastewater flow costs are allocated to the customer classes based on their proportional share of total billed volume (winter water usage for SFR and actual monthly water usage for MFR and commercial customers). I&I costs are allocated based on customer flow patterns. Finally, strength costs are allocated to the customer class based on their proportional share of total billed volume.

Determine Rate Structure and Develop Rates

The principal consideration in establishing utility rates is to obtain rates for customers that generate sufficient revenues for the utility and that are reasonably commensurate with the cost of providing service. Other considerations in designing rates should include customer equity, incentives for conservation, ease of implementation, and impact on customer bills. These considerations are consistent with the City's identified rate structure goals noted in the previous section.

Existing Wastewater Rates

The City's current wastewater rate structure was last reviewed in 2009. Although the structure has not changed since that time, the rates have been increased on a regular basis. As in the case of water rates, billings for customers include two components: a fixed rate (demand charge) and a volume rate (commodity charge). The two components are added together to compute an invoice for each customer. The fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the sewer system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water or a fixed amount if no measurable consumption is available. The last rate adjustments were made by the City Council via Resolution no. 1725 (dated November 18, 2015) with an implementation date of December 15, 2015. The current schedule of wastewater rates and charges is shown below in Table 9.

Table 9 - Schedule of St. Helens Wastewater Rates Effective December 15, 2015

Wastewater Rate Component Description	Inside City	Outside City
<i>Fixed Rate (Demand Charge \$/account):</i>		
Monthly billings	15.27	19.09
Bi-monthly billings	30.53	38.15
Residential without measurable consumption		
Monthly billings	47.55	59.44
Bi-monthly billings	95.08	118.85
<i>Volume Rate (Commodity Charge \$/ 100 cf):</i>		
Residential (single family)		
With measurable water consumption	5.8647	7.3283
Multifamily		
Two residential sewers	6.4862	8.1103
Duplex	4.6817	5.8446
Apartments	4.5013	5.6341
Commercial		
Low strength	5.2632	6.5764
Medium strength	6.6566	8.3208
High strength	9.2631	11.5689
Special strength	Lab analysis	
Wholesale		
Columbia City		1.7845

The City's current wastewater rate structure is consistent with industry standard, and promotes conservation and equity. Some of the key elements of this rate structure are:

Treatment of Customers without Measurable Water Consumption

Under the City's wastewater rate structure, accounts are considered to be "without measurable water consumption" when potable water is obtained from a well or where the customer has no personal water consumption history established during the winter averaging period within the service area. For single family and multifamily residential customers, new customer accounts without history are set based on 5.50 ccf (monthly) per dwelling unit until measurable consumption is recorded and used to establish a

new rate. Customers receiving only sewer service who obtain potable water from a well or another water provider are set based on 5.50 ccf (monthly). Adjustments may be made based on actual usage during the winter averaging months of January through April if the customer can provide sufficient documentation.

For commercial customers without measurable water consumption history, a two-step policy is used as follows:

1. Strengths will be defined by Standard Industrial Classification (SIC) code (i.e. restaurants defined as high) or the customer may elect to have a qualified laboratory regularly monitor and provide measurements of Biological Oxygen Demand (BOD), Total Suspended Solids (TSS) and other particulates (i.e. fats, oils, and grease) to the City.
2. Volumes will be from certification of meter readings provided at the source (well or 3rd party provider). It will be the customer's responsibility to obtain and forward meter readings to the City on a regular bases. In absence of actual meter readings, the City will utilize average usage patterns from similar commercial customers with measurable usage. This method is to be an interim step until such time as a system to measure water usage can be implemented and/or received.

Residential Customers Charged Based on Winter Average Water Consumption

At one time, the City charged all residential wastewater customers on a flat rate basis. Some time ago, the City moved off of this approach and implemented a consumption based rate (CBR) strategy for its residential class. Commercial/industrial and wholesale customers have always been billed based on metered water consumption. Under a CBR methodology, a portion of the wastewater bill is based on how much water a customer uses during the non-irrigation or winter average period, as winter water use is a reasonable estimate of a customer's wastewater discharge. A CBR structure enhances the equity of the wastewater rates by relating a portion of an individual's wastewater bill to the actual discharge into the collection and treatment system. When coupled with a service charge per account that continues to assess the majority of wastewater system costs on a fixed monthly basis, a CBR structure generally balances revenue stability and equity objectives. The policy workings of the City's winter average billing methodology for residential accounts is:

1. Volume will be based on 4-month winter averaging of water consumption. The winter average period will be defined as the 4-month period starting with the first full billing cycle starting on or after December 15th of each year.
2. Accounts with an average usage of less than 1 ccf of water consumption are automatically assessed at the 5.50 ccf average.
3. Customers may request in writing to have the sewer based on actual usage if the property is vacant (transition between tenants, foreclosure, etc.) or consistently averages below 1 ccf per billing cycle over a 12-month period.
4. The assigned average for water consumption may be appealed to the City Administrator, or his/her designee, and could be modified pending a review of the account and findings thereof.

Commercial Customers Charged Based on Assumed Strength of Discharge

The City bills commercial customers based on their assumed strength of discharge. Under this approach, commercial customers are grouped into low, medium, high, and industrial extra strength categories based upon their standard industrial classification. The City’s strength of discharge class limits are as follows:

Strength Classification	BOD (mg/l)	TSS (mg/l)
Low	0-250	0-300
Medium	251-500	301-600
High	501-1,000	601-1,200
Special	1,001+	1,201+

Per City code, the responsible person for paying the sewer charge may appeal the strength classification made by the City. Such appeal shall be made in writing to the City Administrator. The person appealing must provide sufficient information as to the strength of the sewer discharge created by their use so that the City Administrator or designee may evaluate the evidence and determine the proper strength of the waste generated.

Rate Design Alternatives

There are a variety of wastewater rate structures in use across the state and the nation. This study seeks to establish the guiding principles to be considered during the wastewater rate setting. It is important to establish the principles in advance of undertaking the technical work of rate setting. Once the principles are established and fixed, then the rate setting process evolves from them. It must also be recognized that there needs to be a balance in how the principles are applied; e.g., a flat rate is simple, but it may not necessarily be fair and equitable if customers are not equally responsible for the cost of the system. The Review will seek to determine and evaluate alternatives by comparing the various types of rate structures against each principle to determine which structure most satisfies the principles. One must recognize that one or more principles may compete or be in direct contrast with another. Ultimately, the objective is to identify the structure that best meets as many of the principles as possible.

Any rate structure that is considered must respect current legislation and contractual commitments. The main objective is to ensure the wastewater system is sustainable over the long term, thereby ensuring the protection of the health of citizens and the environment. The concepts of user pay and full cost pricing are key elements of which the City should address in the future. The question of what each customer pays is, however, a complex issue with varying viewpoints and interests.

The following principles should be used to develop alternative rate structures for Council’s consideration:

1. be fair and equitable
2. promote conservation
3. be affordable and financially sustainable
4. stabilize revenue
5. be justifiable
6. be simple to understand
7. support economic development;

The City's CBR rate structure has been in place for many years, and works well for the City and its customers. Based on the equity the rate structure provides to customers, there is no reason to think the current rate structure for wastewater services is unfair or unreasonable. We recommend the City stay with this rate structure at this time.

Analysis of Stormwater System Revenue Requirements

For the budget year (fiscal 2018), it is estimated the stormwater utility will generate sufficient revenues from rates, charges and fees to meet its obligations and produce an unappropriated ending balance in the Stormwater Operating Fund of only \$228,158. The beginning balance for this same fiscal year is estimated to be \$959,070. The principal reason for the fund balance draw down is the budgeted cash financing of stormwater capital improvements in the amount of \$788,850. Clearly this level of rate support for capital investments cannot be sustained over the balance of the five year forecast horizon without either substantial rate increases, or funding support from other City resources.

The stormwater utility is also facing a revenue recovery shortfall. Under current City policy, any property that drains directly to a creek or the Columbia River is exempt for paying monthly storm and surface water management fees. A query of the City's utility billing system found that 316 customers are "exempt" from the monthly stormwater fee. At the current monthly rate of \$10.98 per ERU, and assuming all of these customers are single family residential customers, this translates to a revenue loss of \$41,636 per year. We believe the City Council should revisit its current stormwater exemption policy with an eye toward repealing it in its entirety. This policy is contrary to industry practice, and assumes that the exempt customers are not benefiting from the services that are provided by the stormwater utility. The primary purpose of the stormwater utility is to keep City streets clear of standing stormwater and to eliminate localized flooding throughout the City. Exemptions only hamper the City from completing this mission.

For modeling purposes, we have not assumed any change in the exemption policy, but we have, with input from City Staff, devised a plan to transfer cash from the wastewater operating fund to fully fund future stormwater capital improvement costs over the fiscal 2018-19 through 2022-23 timeframe. With this cash support, the stormwater fund can avoid any rate increases until fiscal 2020-21. The fund can also establish an operating reserve level above the minimum requirement of ninety (90) days of operating expenses.

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

Inflation in costs and growth in the customer base – Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 5.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (including contract services) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in Equivalent Dwelling Units (EDUs) is estimated to be 1.50% per year over the five (5) year forecast horizon. For stormwater, and EDU is defined as 2,500 square feet of impervious surface.

Capital Improvement Plan Funding – As discussed above, in the upcoming budget year 2018, total stormwater system capital improvement costs are estimated to be \$788,850. All of the projects are related to the stormwater collection/conveyance system, and consist of the following projects:

Project ID	Project Description	Cost
STM.001	Columbia Blvd. drainage improvements	\$150,000
STM.002	Storm drain maintenance	200,000
STM.004	South 10 th street drainage improvements	400,000
STM.005	Godfrey Park stormwater improvements	8,850
STM.006	Street sweeping cleanup	<u>30,000</u>
		\$788,850

It is assumed all project costs will be funded with cash on hand or cash that is generated from stormwater rates, and is accounted for in the revenue requirements calculations. We have not budgeted for any costs in the other minor capital line items.

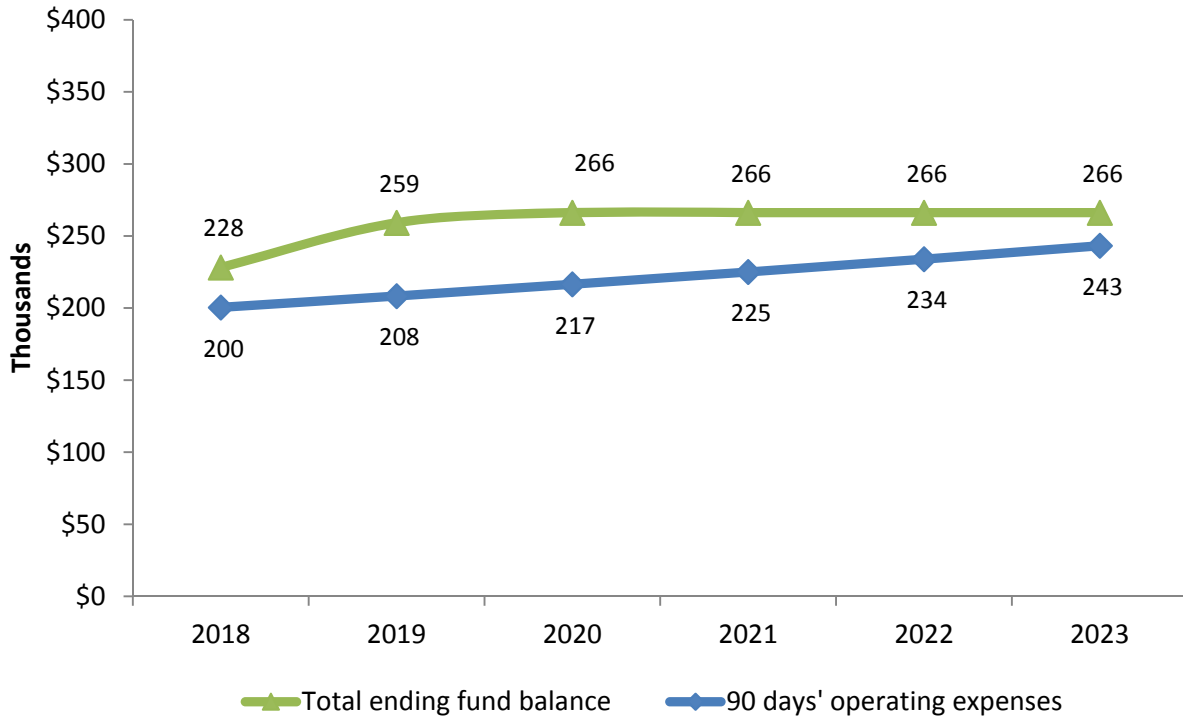
Over the next twenty years, the City plans on investing \$24,656,877 in the stormwater system, the preponderance of which will be spent on collection/conveyance system repair, replacement, and expansion. However, over the first five years of this timeframe, \$1,800,000 is currently planned. Adjusted for inflation, this total comes to \$1,935,834. This budget consists of about \$1.6 million in total storm line replacements and upgrades, and about \$200k for the installation of grassy swales in the Columbia Boulevard drainage system. As discussed above, our plan is to have all of these project costs funded from the proceeds of cash transfers from the wastewater operating fund.

Special Transfers to the Stormwater Fund – In order to mitigate substantial future stormwater rate increases, our modeling indicates all stormwater capital improvement project costs will have to be funded from the wastewater operating fund balance. The level of future transfers from the wastewater fund to the stormwater fund for these planned costs is estimated to be \$1,859,018 between fiscal 2018-19 and fiscal 2022-23. We expect to also get project funding support from stormwater SDCs in the amount of \$76,816. The sum the SDC support and cash transfers from the wastewater fund equals the inflated five year project budget cost of \$1,935,834.

Operating Costs in Excess of Inflation – As in the case of water and wastewater, we have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the wastewater utility does add staff, these costs will impact the current revenue requirements forecast.

Modeling for Contingencies, Reserves, and Ending Fund Balances – As discussed above, we expect to end fiscal 2017-18 with an unappropriated ending fund balance of \$228,158 in the Stormwater Operating Fund. Assuming construction funding support from the Wastewater Operating Fund, our modeling indicates the Stormwater Operating Fund will end all forecast years with an ending fund balance slightly excess of ninety days of operating expenses. The forecast of targeted Stormwater Operating Fund balances and operating reserve requirements is shown below in Figure 3.

Figure 3 - Forecast of Stormwater Operating Fund Balances and Operating Reserve Requirements



Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model and from this, the “base case” forecast was developed. The base case assumes the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of stormwater system revenue requirements (Table 10).

Table 10 – Base Case Forecast of Stormwater System Revenue Requirements

	Budget	Forecast				
	2018	2019	2020	2021	2022	2023
<i>Gross revenues required from rates:</i>						
Operations and maintenance expense	813,062	844,954	878,177	912,792	948,857	986,440
Operating fund capital outlays	788,850	412,000	611,290	411,437	424,292	-
Transfers to other funds (including debt service)	-	-	-	-	-	-
(Use)/Replacement of Operating Fund balance	(730,912)	31,000	7,000	-	-	-
Subtotal gross revenues required from rates	871,000	1,287,953	1,496,467	1,324,228	1,373,150	986,440
<i>Revenue offsets to cost of service:</i>						
Total other financing sources	-	412,000	611,290	411,437	424,292	-
Bond proceeds for projects	-	-	-	-	-	-
Total miscellaneous income	6,000	2,399	2,616	2,690	2,722	2,756
Subtotal revenue offsets to cost of service	6,000	414,399	613,906	414,126	427,015	2,756
<i>Net revenues required from rates</i>	865,000	873,555	882,562	910,102	946,135	983,683
Forecasted billable retail EDUs	6,565	6,631	6,697	6,764	6,832	6,900
Monthly rate based on master plan CIP	<u>\$ 10.98</u>	<u>\$ 10.98</u>	<u>\$ 10.98</u>	<u>\$ 11.21</u>	<u>\$ 11.54</u>	<u>\$ 11.88</u>

Ratemaking for Stormwater Services

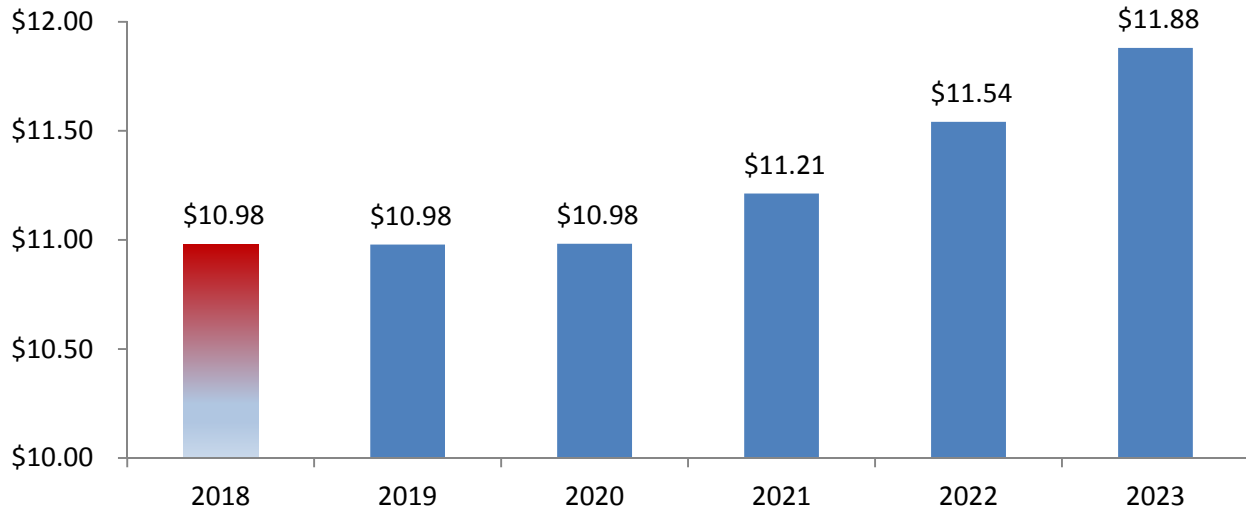
Stormwater management utilities are authorized by Oregon statute as enterprise funds within a City’s budget structure. They are defined as being financially self-sufficient and can be designed to furnish a comprehensive set of services related to stormwater quantity and quality management. Services that stormwater management utilities provide include not only the construction and maintenance of facilities necessary to control flooding and improve the character of surface runoff, but also implementation of best management practices (BMPs) designed to address nonpoint source pollution. These BMPs may include water quality sampling, public education and plan review, stormwater system maintenance, site inspections and basin planning. All of these program elements are part of the National Pollutant Discharge Elimination System (NPDES) permit requirements.

St. Helens’ current stormwater utility fee is applied to customers based on an ERU approach. Under this structure, single-family homes are counted as one ERU and, on average, contain 2,500 square feet of impervious area. All non-single-family residential customers are charged based on their measured impervious surface area for each developed property which is then divided by the ERU value of 2,500 square feet of impervious surface. This determines the total number of ERUs billed to that non single-family residential customer. The City’s current monthly stormwater rate is \$11.98 per ERU.

Stormwater Rates Forecast – Base Case

The stormwater financial base case assumes the City continues its policy of exempting customer’s whose stormwater runoff discharges directly to a creek, receiving stream, or the Columbia River. Under this base case assumption, the stormwater fund will be facing rate increases by the start of fiscal 2020-21 even with 100% of the stormwater capital improvement projects funded from the wastewater system reserves. The base case stormwater rate profile over the five year forecast horizon is shown below in Figure 4.

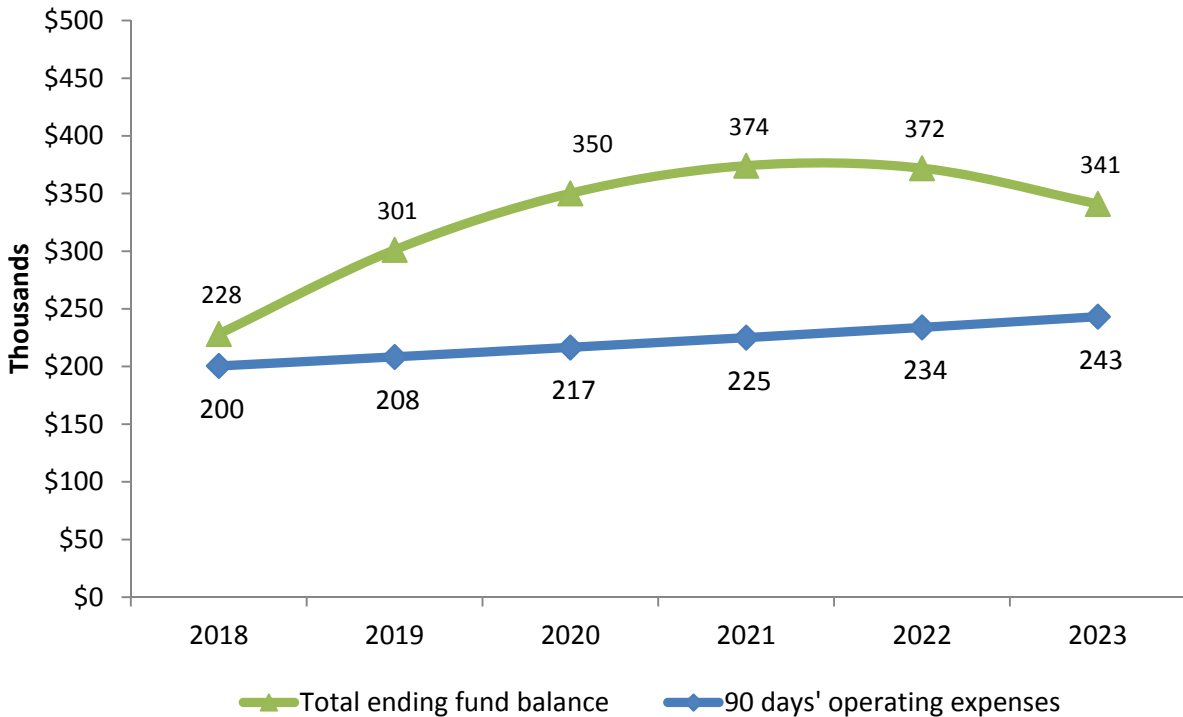
Figure 4 - Base Case Stormwater Rate Profile \$/EDU/Month



Stormwater Rate Forecast – Eliminate Exemptions Case

An alternative to the status quo base case has been prepared. In this sensitivity case, we have assumed the City eliminates its drainage exemptions policy and moves the 316 currently exempt accounts to billable status. Under this case, our modeling indicates the City can avoid stormwater rate increases over the five year forecast horizon, and actually add to its current tenuous reserve base. However, in order to achieve these ends, the wastewater fund will still need to underwrite the stormwater system capital improvement costs as portrayed in the base case. The forecast of targeted Stormwater Operating Fund balances and operating reserve requirements for the “eliminate exemptions case” is shown below in Figure 5.

Figure 5 - Forecast of Stormwater Operating Fund Balances and Operating Reserve Requirements Eliminate Exemptions Case



Rate Study Conclusions and Recommendations

Conclusions

On balance, the City's utilities are in excellent financial condition. Fund balances exceed minimum operating reserve requirements, and revenue bond debt service coverage on water and wastewater debt exceeds covenants.

Over the next five years, the water utility has planned capital improvements that total \$4.3 million (adjusted for inflation). Our modeling indicates the City can reasonably expect to cash finance these future capital investments with a mix of \$964k in SDC contributions, and \$3.4 million in contributions from utility rates. By the end of this five year forecast period, we estimate the water SDC fund will have an ending fund balance of \$116k and the water operating fund will have an ending fund balance of \$4.8 million. This can be accomplished without any rate increases, as existing and planned resources will be sufficient to meet system financial needs.

On July 1, 2017, the wastewater and stormwater utilities will have separate budgets and financial plans. In prior years, the finances of the two utilities were comingled in the wastewater fund. We commend the City for creating this enhanced level of financial transparency. Our modeling indicates the wastewater fund will need to support the capital spending requirements of the stormwater utility over the entire five year forecast horizon to mitigate what would have been substantial stormwater rate increases. There will be no material adverse impact on the revenue requirements of the wastewater utility because of this proposal. Over the next five years, the wastewater utility is planning on spending \$964k (adjusted for inflation) on capital improvements. By industry standards, this is a very low capital requirement. However, in consultation with City engineering staff, these forecasted expenditures were verified. Out of this total requirement, none of the costs can be supported with SDCs because all of the projects are repair and replacement in nature. That means 100% of these costs are to be funded with rate revenues. In addition to funding its own capital costs, we are proposing to have the wastewater fund transfer a total of \$1.9 million to the stormwater fund over the five year forecast period. This can be accomplished without wastewater rate increases because the wastewater utility is in very good financial health. Our modeling indicates that all of these system requirements can be funded from existing and projected resources. By the end of the five year forecast horizon, we project the wastewater SDC fund will have an ending fund balance of \$2.6 million, and the wastewater operating fund will have a corresponding cash balance of \$4.6 million.

The stormwater utility has a revenue recovery problem. Under current City policy, any property that drains directly to a creek or the Columbia River is exempt for paying monthly storm and surface water management fees. A query of the City's utility billing system found that 316 customers are "exempt" from the monthly stormwater fee. At the current monthly rate of \$10.98 per Equivalent Dwelling Unit (EDU), this translates to a revenue loss of \$41,636 per year.

Recommendations

The recommendations of this municipal utilities rates study are pragmatic and reasonable. The good news is the City does not need to raise rates in the foreseeable future. Our recommendations are focused on securing the financial future of the utilities and to make sure that all customers who receive the benefits of utilities services pay their proportionate share of the costs of delivering those utility services. Itemized below are the key recommendations for each utility over the next five years:

Concerning utilities rates and charges:

- Over the five year forecast horizon, fund all stormwater capital improvement costs with cash in the wastewater fund. This total is estimated to be \$1.9 million. Make annual budget appropriations via cash transfers from the wastewater fund to the stormwater fund
- Eliminate the current stormwater fee exemption policy. The primary purpose of the stormwater utility is to keep City streets clear of standing stormwater and to eliminate localized flooding throughout the City. Exemptions only hamper the City from completing this mission.
- Even though we are not recommending any rate increases for water, wastewater, and storm, we recommend the City enact by resolution a policy of adjusting all utility rates for inflation on January 1st of each year. We recommend the City use the Engineering News Record's "Construction Cost Index" for inflation adjustments.
- Engage with Columbia City to update the 1982 water sales agreement. Columbia City has not purchased any finished culinary water from the City since 2014. Perhaps it is time to close out this contract and replace it with some other mutually agreeable arrangement.

SDCs Introduction/History of the Project

The City of St. Helens conducts periodic updates to its Comprehensive Plan and its various Public Facility Plans to provide orderly and sustainable growth of municipal infrastructure. A key component to funding these public facilities is the system development charge (SDC) program. SDCs are one-time charges for new development—designed to recover the costs of infrastructure capacity needed to serve new development. This section describes the policy context and project scope upon which the body of this report is based. It concludes with a numeric overview of the calculations presented in subsequent sections of this report for water, wastewater, stormwater, and parks SDCs. With this review and update, the City has stated a number of objectives:

- Review the basis for charges to ensure a consistent methodology;
- Address specific policy, administrative, and technical issues which had arisen from application of the existing SDCs;
- Determine the most appropriate and defensible fees, ensuring that development is paying its way;
- Consider possible revisions to the structure or basis of the charges which might improve equity or proportionality to demand;
- Provide clear, orderly documentation of the assumptions, methodology, and results, so that City staff could, by reference, respond to questions or concerns from the public.

This report provides the documentation of that effort, and was done in close coordination with City staff and available facilities planning documents. The SDC updates comply with St. Helens Municipal Code chapter 13.24.

Table 11 gives a component breakdown for the current and proposed residential equivalent SDCs for water, wastewater, stormwater, and parks.

Table 11 - Component Breakdown of the Proposed Residential Equivalent SDCs

Line Item Description	Service Unit	Proposed	Current	Difference
<i>Water:</i>				
	per 3/4" water meter			
Reimbursement fee		\$ 1,666	\$ 1,196	\$ 470
Improvement fee		1,534	1,281	253
Administration fee @ 5%		160	33	127
Total		\$ 3,361	\$ 2,511	\$ 850
<i>Wastewater:</i>				
	per 3/4" water meter			
Reimbursement fee		\$ 1,023	\$ 999	\$ 24
Improvement fee		2,898	2,690	208
Administration fee @ 5%		196	49	147
Total		\$ 4,117	\$ 3,738	\$ 379
<i>Stormwater:</i>				
	per Equivalent Service Unit			
Reimbursement fee		\$ 155	\$ 1	\$ 154
Improvement fee		627	641	(13)
Administration fee @ 5%		39	9	30
Total		\$ 821	\$ 650	\$ 171
<i>Parks:</i>				
	per PM peak hour trip			
Reimbursement fee		\$ 85	\$ 285	\$ (200)
Improvement fee		2,720	1,059	1,661
Administration fee @ 5%		140	18	122
Total		\$ 2,944	\$ 1,362	\$ 1,583

Analytical Process for the Methodology Updates

The essential ingredient in the development of an SDC methodology is valid sources of data. For this project, the consultant team has relied on a number of data sources. The primary sources have been the newly formulated and adopted capital improvement plans for water, wastewater, stormwater, and parks. We have supplemented these data sources with City utility billing records, certified census data, and other documents that we deemed helpful, accurate, and relevant to this study. Table 12 contains a bibliography of the key documents/sources that we relied upon to facilitate our analysis and hence the resulting SDCs.

Table 12 - Data Sources for the Calculation of SDCs

Service	Master Plan Document and/or Corroborating Source Documentation
Water	<ul style="list-style-type: none"> • City of St. Helens water system twenty year capital improvement plan, June, 2017; City of St. Helens Public Works Department • City of St. Helens Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 • City of St. Helens Water System Fixed Asset Schedule; June 30, 2016; City Records • City of St. Helens Water System Construction Work in Progress Balances Work Papers; June 30, 2016; City Records • City of St. Helens Utility Billing records for fiscal 2015-16 • Water meters in service per City Staff; effective June, 2017
Wastewater	<ul style="list-style-type: none"> • City of St. Helens wastewater system twenty year capital improvement plan, June, 2017; City of St. Helens Public Works Department • City of St. Helens Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 • 2016 Discharge Monitoring Reports; City of St. Helens • St. Helens wastewater system fixed asset schedule; June 30, 2016; City records • City of St. Helens Utility Billing System – wastewater system active accounts and Equivalent Dwelling Units in service report; June, 2017 • Portland State University, College of Urban Affairs, Population Research Center; Certified census for St. Helens, Oregon; June, 2015
Stormwater	<ul style="list-style-type: none"> • City of St. Helens stormwater system twenty year capital improvement plan, June, 2017; City of St. Helens Public Works Department • City of St. Helens Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 • City of St. Helens Comprehensive Plan; land inventory by land use designations; August 6, 2014 • St. Helens stormwater system fixed asset schedule; June 30, 2016; City records
Parks	<ul style="list-style-type: none"> • City of St. Helens Parks & Trails Master Plan, adopted July, 2015 • City of St. Helens parks system fixed asset schedule; June 30, 2016; City records • U.S. Bureau of the Census; American Community Survey: <ul style="list-style-type: none"> ○ City of St. Helens population; 2015 estimated ○ City of St. Helens dwelling units; 2015 estimated ○ City of St. Helens number of employees; 2015 estimated • Oregon Department of Parks and Recreation; A guide to Community Park and Recreation Planning for Oregon Communities; April, 2013 • St. Helens parks system fixed asset schedule; June 30, 2016; City records

The data sources shown in Table 12 were used to formulate the two (2) components of the SDCs. These components are the reimbursement and improvement fees. The City has been constructing the SDCs with these two components for over twenty years, and our analysis does not propose to change that methodology. A brief definition of the two components are:

- *The reimbursement fee* considers the cost of existing facilities, prior contributions by existing users of those facilities, the value of the unused/available capacity, and generally accepted ratemaking principles. The objective is future system users contribute no more than an equitable share to the cost of existing facilities. The reimbursement fee can be spent on capital costs or debt service related to the systems for which the SDC is applied.
- *The improvement fee* portion of the SDC is based on the cost of planned future facilities that expand the system’s capacity to accommodate growth or increase its level of performance. In

developing an analysis of the improvement portion of the fee, each project in the respective service's capital improvement plan is evaluated to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. An example is a facility which improves system capacity to better serve current customers. The costs for this type of project must be eliminated from the improvement fee calculation. Only capacity increasing/level of performance costs provide the basis for the SDC calculation. The improvement SDC is calculated as a function of the estimated number of additional equivalent residential units to be served by the City's facilities over the planning period. Such a fee represents the greatest potential for future SDC changes. The improvement fee must also provide a credit for construction of a qualified public improvement.

SDC Legal Authorization and Background

SDCs are authorized by Oregon Revised Statute (ORS) 223.297-314. The statute is specific in its definition of system development charges, their application, and their accounting. In general, an SDC is a one-time fee imposed on new development or expansion of existing development, and assessed at the time of development approval or increased usage of the system. Overall, the statute is intended to promote equity between new and existing customers by recovering a proportionate share of the cost of existing and planned/future capital facilities that serve the developing property. Statute further provides the framework for the development and imposition of SDCs and establishes that SDC receipts may only be used for capital improvements and/or related debt service.

Finally, two cost basis adjustments are potentially applicable to both reimbursement and improvement fees: fund balance and compliance costs. In this study, the project team as paid attention to this detail to align future infrastructure costs to those responsible for paying those costs. The reasons for this attention is as follows:

- *Fund Balances* - To the extent that SDC revenue is currently available in fund balance, that revenue should be deducted from its corresponding cost basis. For example, if the city has wastewater improvement fees that it has collected but not spent, then those unspent improvement fees should be deducted from the wastewater system's improvement fee cost basis to prevent charging twice for the same capacity.
- *Compliance Costs* - ORS 223.307(5) authorizes the expenditure of SDCs on "the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures." To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in its SDCs.

Reimbursement Fee Methodology

The reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. Generally, if a system were adequately sized for future growth, the reimbursement fee might be the only charge imposed, since the new customer would be buying existing capacity. However, staged system expansion is needed, and an improvement fee is imposed to allocate those growth related costs. Even in those cases, the new customer also relies on capacity within the existing system, and a reimbursement component is warranted.

In order to determine an equitable reimbursement fee to be used in conjunction with an improvement fee, two points should be highlighted. First, the cost of the system to the City's customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources. Therefore, the net

investment by the customer/owners is less. Second, the value of the existing system to a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.

The method used for determining the reimbursement fee accounts for both of these points. First, the charge is based on the net investment in the system, rather than the gross cost. Therefore, donated facilities, typically including local facilities, and grant-funded facilities, would be excluded from the cost basis. Also, the charge should be based on investments clearly made by the current users of the system, and not already supported by new customers. Tax supported activities fail this test since funding sources have historically been from general revenues, or from revenues which emanate, at least in part, from the properties now developing. Second, the cost basis is allocated between used and unused capacity, and, capacity available to serve growth. In the absence of a detailed asset by asset analysis, it is appropriate to allocate the cost of existing facilities between used and available capacity proportionally based on the forecasted population growth as converted to equivalent dwelling units over the planning period. This approach reflects the philosophy, consistent with the City's Updated Master Plans, that facilities have been sized to meet the demands of the customer base within the established planning period.

Improvement Fee Methodology

There are three basic approaches used to develop improvement fee SDCs: "standards driven", "improvements-driven", and "combination/hybrid" approaches. The "standards-driven" approach is based on the application of Level of Service (LOS) standards for facilities. Facility needs are determined by applying the LOS standards to projected future demand, as applicable. SDC-eligible amounts are calculated based on the costs of facilities needed to serve growth. This approach works best where level of service standards have been adopted but no specific list of projects is available. The "improvements-driven" approach is based on a specific list of planned capacity increasing capital improvements. The portion of each project that is attributable to growth is determined, and the SDC-eligible costs are calculated by dividing the total costs of growth-required projects by the projected increase in projected future demand, as applicable. This approach works best where a detailed master plan or project list is available and the benefits of projects can be readily apportioned between growth and current users. Finally, the combination/hybrid-approach includes elements of both the "improvements driven" and "standards-driven" approaches. Level of Service standards may be used to create a list of planned capacity-increasing projects, and the growth required portions of projects are then used as the basis for determining SDC eligible costs. This approach works best where levels of service have been identified and the benefits of individual projects are not easily apportioned between growth and current users.

In the past, the City has utilized the "improvements-driven" approach for the calculation of water, wastewater, and stormwater SDCs. The City has used the LOS standards approach for parks. This study continues to use this method, and has relied on the capital improvement plans that are incorporated in the master plans, and plan updates for the water, wastewater, stormwater, and parks systems.

For this SDC methodology update, the improvement fee represents a proportionate share of the cost to expand the systems to accommodate growth. This charge is based on the adopted capital improvement plans established by the City for the four (4) municipal services. The costs that can be applied to the improvement fees are those that can reasonably be allocable to growth. Statute requires that the capital improvements used as a basis for the charge be part of an adopted capital improvement schedule, whether as part of a system plan or independently developed, and that the improvements included for SDC eligibility be capacity or level of service expanding. The improvement fee is intended to protect existing customers from the cost burden and impact of expanding a system that is already adequate for their own needs in the absence of growth.

The key step in determining the improvement fee is identifying capital improvement projects that expand the system and the share of those projects attributable to growth. Some projects may be entirely attributable to growth, such as a wastewater collection line that exclusively serves a newly developing area. Other projects, however, are of mixed purpose, in that they may expand capacity, but they also improve service or correct a deficiency for existing customers. An example might be a water distribution reservoir that both expands water storage capacity and corrects a chronic capacity issue for existing users. In this case, a rational allocation basis must be defined.

The improvement portion of the SDC is based on the proportional approach toward capacity and cost allocation in that only those facilities (or portions of facilities) that either expand the respective system's capacity to accommodate growth or increase its respective level of performance have been included in the cost basis of the fee. As part of this SDC update, City Staff and their engineering consultants were asked to review the planned capital improvement lists in order to assess SDC eligibility. The criteria in Figure 6 were developed to guide the City's evaluation:

Figure 6 - SDC Eligibility Criteria

City of St. Helens
Steps Toward Evaluating
Capital Improvement Lists for SDC Eligibility

ORS 223

1. Capital improvements mean the facilities or assets used for :
 - a. Water supply, transmission, storage and distribution
 - b. Wastewater collection, transmission, treatment, and disposal
 - c. Stormwater, conveyance, detention, treatment, and disposal
 - d. Parks & Trails – Pocket parks, urban plaza parks, neighborhood parks, community parks, nature parks, regional parks, trails, and bike/ped expansion

This definition DOES NOT ALLOW costs for operation or routine maintenance of the improvements;
2. The SDC improvement base shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related;
3. An increase in system capacity is established if a capital improvement increases the “level of performance or service” provided by existing facilities or provides new facilities.

Under the City’ approach, the following rules will be followed

1. Repair costs are not to be included;
2. Replacement costs will not be included unless the replacement includes an upsizing of system capacity and/or the level of performance of the facility is increased;
3. New regulatory compliance facility requirements fall under the level of performance definition and should be proportionately included;
4. Costs will not be included which bring deficient systems up to established design levels.

In developing the improvement fee, the project team in consultation with City staff evaluated each of its CIP projects to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. Only capacity increasing/level of performance costs were used as the basis for the SDC calculation, as reflected in the capital improvement schedules developed by the City. The improvement fee is calculated as a function of the estimated number of projected additional Equivalent Residential Units for water, wastewater, and stormwater over the planning horizon. We measure demand for parks and trails facilities in acres per 1,000 people. Once the future costs to serve growth have been segregated (i.e., the numerator), they can be divided into the total number of new ERUs (and acres/1,000 population) that will use the capacity derived from those investments (i.e., the denominator).

Methodology for the Granting of Credits, Discounts, and Exemptions

SDC Credits Policy

ORS 223.304 requires that credit be allowed for the construction of a "qualified public improvement" which is required as a condition of development approval, is identified in the Capital Improvement Plan, and either is not located on or contiguous to property that is the subject of development approval, or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project. The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement, and may be granted only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve the particular project. For multi-phase projects, any excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. In addition to these required credits, the City may, if it so chooses, provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the Capital Improvement Plan, or provide a share of the cost of an improvement by other means.

The City has adopted a policy for granting SDC credits, and has codified this policy in the St. Helens Municipal Code (SHMC) §13.24.130. The adopted SDC credit policy consists of five (7) items as follows:

SHMC §13.24.130

1. When development occurs that is subject to a system development charge, the system development charge for the existing use, if applicable, shall be calculated and if it is less than the system development charge for the use that will result from the development, the difference between the system development charge for the existing use and the system development charge for the proposed use shall be the system development charge. If the change in the use results in the system development charge for the proposed use being less than the system development charge for the existing use, no system development charge shall be required. No refund or credit shall be given unless provided for by another subsection of this section.
2. A credit shall be given to the permittee for the cost of a qualified public improvement upon acceptance by the city of the public improvement. The credit shall only be for the improvement fee charged for the type of improvement being constructed, and the applied credit shall not exceed the amount of the improvement fee. When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee, the excess credit may be applied against improvement fees that accrue in subsequent phases of the project.
3. If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the city's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this section. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city.
4. Notwithstanding subsection (3) of this section, when establishing a methodology for a system development charge, the city may provide for a credit against the improvement fee, the reimbursement fee, or both, for capital improvements constructed as part of the development which reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the council finds reasonable.

5. Credit shall not be transferable from one development to another except in compliance with standards adopted by the city council.
6. Credit shall not be transferable from one type of system development charge to another.
7. Credits shall be used within 10 years from the date the credit is given. (Ord. 3082 §7, 2008; Ord. 2836 § 13, 2001)

SDC Discount Policy

The City, at its sole discretion may discount the SDC rates by choosing not to charge a reimbursement fee for excess capacity, or by reducing the portion of growth-required improvements to be funded with SDCs. A discount in the SDC rates may also be applied on a pro-rata basis to any identified deficiencies, which must to be funded from sources other than improvement fee SDCs. The portion of growth-required costs to be funded with SDCs must be identified in the CIP. Because discounts reduce SDC revenues, they increase the amounts that must come from other sources, such as user fees or general fund contributions, in order to acquire the facilities identified in the Updated Master Plan(s).

Partial and Full SDC Exemption

The City may exempt certain types of development, from the requirement to pay SDCs. Exemptions reduce SDC revenues and, therefore, increase the amounts that must come from other sources, such as user fees and property taxes. As in the case of SDC credits, the City has articulated a policy relative to partial and full SDC exemption. This SDC exemption policy is codified in SHMC §13.24.120, and is as follows:

SHMC §13.24.120

1. Structures and uses established and existing on or before June 19, 1991, are exempt from a system development charge, except water and sewer charges, to the extent of the structure or use then existing and to the extent of the parcel of land as it is constituted on that date. Structures and uses affected by this subsection shall pay the water or sewer charges pursuant to the terms of this chapter upon the receipt of a permit to connect to the water or sewer system.
2. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the State Uniform Building Code, are exempt from all portions of the system development charge.
3. Alterations, additions, replacements, or changes in use that do not increase the parcel or structure's use of the public improvement facility are exempt from all portions of the system development charge.
4. A project financed by city revenues is exempt from all portions of the system development charge. (Ord. 2836 § 12, 2001)

Water SDCs

Water Capital Improvement Plan

The principal source document for the water capital improvement plan (CIP) was the 2017 twenty (20) year Water System Capital Improvement Plan. For this water SDC methodology update, the 2017 water CIP was reviewed for accuracy with City Staff and where appropriate amended. This amendment process consisted of two steps. The first step was to eliminate master plan projects that City Staff deemed unnecessary at the current time due to the very long lead times anticipated for their development. The second step in the CIP amendment process was to eliminate the cost of planned projects (or portions of projects) that have been funded and constructed since the adoption of the last water master plan in 2012. In this case, the planned future costs are deducted from the CIP. The actual costs spent on these projects were capitalized by the City, and now reside in the water system fixed asset inventory (i.e., balance sheet assets). These historical costs will be included in the reimbursement fee calculations.

The amended water system CIP now consists of future projects that remain a 20 year priority for the City, and only consists of projects yet to be completed. The resulting CIP that was used for this SDC methodology update is shown in summary form in Table 13.

Table 13 – Adopted 2017 Water System Capital Improvement Plan

Master Plan ID	Project Description	Estimated Cost of Improvement in 2016 Dollars
Distribution:		
DS 1	Pipeline repair and replacement program	\$6,564,000
DS 2	18th street main replacement (8-inch)	182,000
DS 3	19th - 21st street bottleneck replacement (8-inch)	81,000
DS 4	6th - Plymouth street main replacement (8-inch)	51,000
DS 5	2nd - 4th street main replacement (8-inch)	182,000
DS 6	SCADA/telemetry improvements	375,000
Storage:		
ST 1	Land acquisition for main zone storage	300,000
ST 2	Land acquisition for high zone storage	200,000
ST 3	1.5 mg main zone reservoir 1	1,500,000
ST 4	1.5 mg main zone reservoir 2	1,500,000
ST 5	0.25 mg high reservoir 1/lemont pump station upgrade	500,000
ST 6	0.25 mg high reservoir 2	300,000
Source of Supply:		
SR 1	Ranney well maintenance (nos 2 and 3) 5 yr intervals	450,000
Meters and Services:		
MS 1	Water master plan update (eveny 6 years)	360,000
MS 2	Asset management program development analysis	60,000
MS 3	Water management and conservation plan update	40,000
MS 4	Leak detection program	90,000
MS 5	Meter calibration	90,000
MS 6	Long term supply options study	40,000
Totals		\$12,865,000

Water Customers Current and Future Demographics

Existing Water Demand and Population Growth

Current St. Helens water demands are based on historical customer billing records, and actual water meters in service as of June 8, 2017. Projected demands are estimated based on a maximum daily water demand (MDD) growth rate of 1.3 percent within the City’s existing urban growth boundary. This annual MDD growth factor is from the 2012 Water System Master Plan Update.

Estimated Demand per Equivalent ¾” Water Meter

The City serves single-family residential customers and a significant number of multifamily housing developments and commercial customers. Single-family residential water services generally have a consistent daily pattern of water use whereas water demands for multifamily residences, commercial and industrial users may vary significantly from service to service depending on the number of multifamily units per service or the type of commercial enterprise. When projecting future water demands based on population change, the water needs of nonresidential and multi-family residential customers are represented by comparing the water use volume at these services to the average single-family residential water service. A method to estimate this relationship is to calculate ERUs. In the case of St. Helens, the standard residential unit of demand is the rated capacity (in gallons per minute) of the ¾” water meter. As of June 30, 2016, the City had 2,838 active water meters in service, 4,689 of which were ¾” meters serving single family residential customers. In other words, roughly 91% of all active water services were assigned to the single family residential customer class. The process for calculating equivalent ¾” meters is shown below in Table 14.

Table 14 – Estimated ¾” Equivalent Meters in Service as of June 8, 2017

Meter Size	Total Meters in Service	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	¾" Meter Equivalence
5/8 inch - displacement or multi-jet	8	30	1.00	8
¾ inch - displacement or multi-jet	4,689	30	1.00	4,689
1.0 inch - displacement or multi-jet	56	50	1.67	93
1.5 inch - displacement or class I turbine	23	100	3.33	77
2.0 inch - displacement or class I & II turbine	27	160	5.33	144
3.0 inch - displacement	203	300	10.00	2,030
4.0 inch - displacement or compound	111	500	16.67	1,850
6.0 inch - displacement or compound	5	1,000	33.33	167
8.0 inch - compound	4	1,600	53.33	213
	5,126			9,271

Source - St. Helens utility billing records

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Projected Demands

The planning horizon for the master plan is approximately 20 years, through the year 2036. That is the forecast horizon that is used for the water SDC methodology update. With the benefit of actual meters in service, and a MDD growth forecast that is predicated on existing growth trends for the City a forecast of future equivalent ¾” meters was developed. Based upon these decision rules, the forecast of equivalent meters in use for this water SDC methodology update are shown below in Table 15

Table 15 – Forecast of Equivalent ¾” Meters for the 2017 Water SDC Methodology Update Study

Year	Equivalent Dwelling Units		
	Annual		
	Growth Rate in MDD	Additions	End of Year
2016			9,271
2017	1.3%	121	9,392
2018	1.3%	122	9,514
2019	1.3%	124	9,638
2020	1.3%	125	9,763
2021	1.3%	127	9,890
2022	1.3%	129	10,019
2023	1.3%	130	10,149
2024	1.3%	132	10,281
2025	1.3%	134	10,415
2026	1.3%	135	10,550
2027	1.3%	137	10,687
2028	1.3%	139	10,826
2029	1.3%	141	10,967
2030	1.3%	143	11,110
2031	1.3%	144	11,254
2032	1.3%	146	11,400
2033	1.3%	148	11,548
2034	1.3%	150	11,698
2035	1.3%	152	11,850
2036	1.3%	154	12,004
		2,733	

Reimbursement Fee Calculations

As discussed earlier in this report, the reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. In theory, this should be a simple calculation. Simply go to the Utility’s balance sheet, find the book value of assets in service, and divide that cost by the number of forecasted new connections to the water system. That is a simple calculation, and it is wrong. In order to determine an equitable reimbursement we have to account for some key issues of rate equity;

- First, the cost of the system to the City’s existing customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources.
- Second, the value of the existing system to a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.
- Third, the accounting treatment of asset costs generally has no relationship to the capacity of an asset to serve growth. In the absence of a detailed asset by asset analysis detailed in the balance sheet (or fixed asset schedule), a method has to be used to allocate cost to existing and future users of the asset. Generally, it is industry practice to allocate the cost of existing facilities between used and available capacity proportionally based on the forecasted growth as converted to equivalent dwelling units (i.e., equivalent ¾” meters) over the planning period.
- Fourth, the Oregon SDC statute has strict limitations on what type of assets can be included in the basis of the reimbursement fee. ORS 223.299 specifically states that a “capital improvement” does not include costs of the operation or routine maintenance of capital improvements. This means the assets on the balance sheet such as certain vehicles and equipment used for heavy repair and maintenance of infrastructure cannot be included in the basis of the reimbursement fee.

For this water SDC methodology update, the following discrete calculation steps were followed to arrive at the recommended water reimbursement fee.

- Step 1: Calculate the original cost of water fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of water fixed assets**.
- Step 2: Subtract from the adjusted original cost of water fixed assets any grant funding or contributed capital. This arrives at the **modified original cost of water fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified original cost of water fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross water reimbursement fee basis**.
- Step 4: Subtract from the gross water reimbursement fee basis the fund balance held in the Water Reimbursement SDC fund (if available). This arrives at the **net water reimbursement fee basis**.
- Step 5: Divide the net water reimbursement fee basis by the sum of existing and future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total water reimbursement fee is shown below in Table 16.

Table 16 - Calculation of the Water Reimbursement Fee

Utility Plant-in-Service (original cost): ¹	
Land, easements & right of way	\$ 956,373
Buildings and improvements	11,131,467
Machinery and equipment	1,886,845
Distribution system infrastructure	12,234,447
Water storage systems	2,838,131
Construction Work-in-Progress	<u>10,571</u>
Total Utility Plant-in-Service	29,057,835
Eliminating entries:	
Principal outstanding on bonds, notes, and loans payable	
2013 Capital One water refunding note	5,163,000
Grants and contributions	<u>3,892,379</u>
	9,055,379
Net basis in utility plant-in-service available to serve future customers	\$ 20,002,456
Estimated existing and future 3/4" Meter Equivalents (MEs)	12,004
Calculated reimbursement fee - \$ per 3/4"ME	<u><u>\$ 1,666</u></u>

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Improvement Fee Calculations

The calculation of the water improvement fee is more streamlined than the process used to calculate the water reimbursement fee. This study continues to use the improvements-driven method, and has relied on the 2017 water system capital improvement plan. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Water Improvement SDC Fund. This arrives at **the net water improvement fee basis**.
- Step 3: Divide the net water improvement fee basis by the forecasted number of growth equivalent ¾" meters over the planning period. This arrives at **the total water improvement fee**.

The actual data that was used to calculate the total water improvement fee is shown below in Table 17.

Table 17 - Calculation of the Water Improvement Fee

Master Plan ID	Project Description	Estimated Cost of Improvement in 2016 Dollars	Project Costs Cost Attributed to Existing Demands	Costs Attributed to Future Demands
Distribution:				
DS 1	Pipeline repair and replacement program	\$6,564,000	\$6,564,000	\$0
DS 2	18th street main replacement (8-inch)	182,000	182,000	-
DS 3	19th - 21st street bottleneck replacement (8-inch)	81,000	81,000	-
DS 4	6th - Plymouth street main replacement (8-inch)	51,000	51,000	-
DS 5	2nd - 4th street main replacement (8-inch)	182,000	182,000	-
DS 6	SCADA/telemetry improvements	375,000	375,000	-
Storage:				
ST 1	Land acquisition for main zone storage	300,000	-	300,000
ST 2	Land acquisition for high zone storage	200,000	-	200,000
ST 3	1.5 mg main zone reservoir 1	1,500,000	-	1,500,000
ST 4	1.5 mg main zone reservoir 2	1,500,000	-	1,500,000
ST 5	0.25 mg high reservoir 1/lemont pump station upgrade	500,000	-	500,000
ST 6	0.25 mg high reservoir 2	300,000	-	300,000
Source of Supply:				
SR 1	Ranney well maintenance (nos 2 and 3) 5 yr intervals	450,000	450,000	-
Meters and Services:				
MS 1	Water master plan update (every 6 years)	360,000	253,641	106,359
MS 2	Asset management program development analysis	60,000	60,000	-
MS 3	Water management and conservation plan update	40,000	40,000	-
MS 4	Leak detection program	90,000	90,000	-
MS 5	Meter calibration	90,000	90,000	-
MS 6	Long term supply options study	40,000	-	40,000
Totals		\$12,865,000	\$8,418,641	\$4,446,359
Total Improvement Fee Eligible Costs for Future System Improvements.....				\$4,446,359
less: Estimated water SDC fund balance as of June 30, 2017				<u>253,099</u>
Adjusted Improvement Fee Eligible Costs for Future System Improvements				\$4,193,260
Total Growth in 3/4" Meter Equivalents (20 year forecast).....				2,733
Calculated Water Improvement Fee SDC per Meter Equivalent.....				<u>\$1,534</u>

Water SDC Model Summary

The 2017 water SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted plan updates for water services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$3,361 for the standard ¾" residential water meter. A comparison of the proposed and current water SDCs for the average single family residential customer is shown below in Table 18.

Table 18 - Proposed and Current Water SDCs for a 3/4" Meter

Line Item Description	City-Wide
Proposed SDC components:	
Reimbursement fee	\$ 1,666
Improvement fee	1,534
Administration fee at 5%	<u>160</u>
Total proposed water SDC	\$ 3,361
Current SDC components:	
Reimbursement fee	\$ 1,196
Improvement fee	1,281
Administration fee at 1.34%	<u>33</u>
Total current water SDC	\$ 2,511

For water meters larger than ¾", the project team has developed a schedule of SDCs based on the general design criteria for meters that are installed in the St. Helens water service area. This criteria is from the standard approach of using American Water Works Association design criteria for displacement and compound water meters.

The resulting schedule of water SDCs for the array of potential meter sizes is shown below in Table 19.

Table 19 - Proposed Schedule of Water SDCs by Potential Water Meter Size

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 1,666	\$ 1,534	\$ 160	\$ 3,361
1.00 inch - Displacement Multi-jet	50	1.67	2,777	2,557	267	5,601
1.50 inch - Displacement Class I Turbine	100	3.33	5,554	5,114	533	11,202
2.00 inch - Displacement or Class I & II Turbine	160	5.33	8,887	8,183	853	17,923
3.00 inch - Displacement	300	10.00	16,663	15,343	1,600	33,607
4.00 inch - Displacement or Compound	500	16.67	27,772	25,572	2,667	56,011
6.00 inch - Displacement or Compound	1000	33.33	55,544	51,144	5,334	112,022
8.00 inch - Compound	1600	53.33	88,870	81,830	8,535	179,235

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Wastewater SDCs

Wastewater Capital Improvement Plan

As in the case of the water SDCs, the principal sources of data for the wastewater system CIP are the 2017 capital improvement plans for wastewater treatment, pumping stations, and collection systems. City Staff have periodically updated these plans for current development conditions. With the assistance of City Staff, the project team has summarized the 2017 wastewater system CIPs for this SDC methodology update. The 2017 wastewater system CIP is shown in Table 20.

Table 20 - 2017 Wastewater System CIP

Project Description	Estimated Cost of Improvement in 2016 Dollars
Collection System Improvements:	
Railroad Avenue and pump station (PL and PS)	\$426,382
Clark Street to pump station (local system gravity extension)	101,520
McNulty Creek industrial area and 9th street parallel to Old PDX rd.	401,473
Gray Cliff area to pump station (local system gravity extension)	197,963
Old Portland Rd. from Letica to Bayport to McNulty Creek PS	743,123
Bachelor Flat Rd., Ross to fairgrounds (trunk line & pump station)	177,659
Main replacement	1,370,515
Hwy 30 north to Pittsburg to Deer Island Rd.	254,903
Pittsburg Rd. from Reservoir to North Vernonia Rd.	242,158
Achilles (UGB west to Old Portland Rd.)	382,355
McNulty Creek trunk phase I	810,610
South Hwy 30 trunk, pressure line, and lift station	1,725,833
Bayview pump station and force main	653,555
Gable Rd. trunk	207,719
South trunk replacement	3,318,436
McNulty Creek trunk phase II	440,769
Firlock park trunk	506,631
Sykes Rd. trunk extension	238,117
Vernonia Rd. trunk phase II	405,305
McNulty Creek trunk phase III	265,981
Aubuchon trunk	400,239
Old Portland Rd. trunk	321,711
Firtex pump station and force main	476,287
Bayview trunk	443,302
Pump station #11 relocation/upgrade	406,078
Pump station #4 upgrade	1,928,872
Pump station #4 pressure line to Port avenue	1,421,274
Millard Rd. trunk line and lift station (Ross Rd. to Hwy 30)	482,218
Wastewater Treatment Plant Projects:	
Head works upgrade	254,903
WWTP aerator replacement	-
Primary lagoon dredge	100,000
Studies, Plans, and I&I Abatement:	
Wastewater system master plan	<u>250,000</u>
Totals	\$19,355,891

Wastewater Customers Current and Future Demographics

Existing Wastewater Demand and Population Growth

Current St. Helens wastewater demands documented in the wastewater treatment system master plan documents we reviewed are based on Average Annual Dry Weather Flows (AADWF) to the headworks of the wastewater treatment plant. These flows are expressed in million gallons per day (MGD) figures. For the purpose of this wastewater SDC methodology update, the project team had to translate these MGD figures into standard billing units used for charging out SDCs. In this case, those standard billing figures are expressed in EDUs. In the wastewater industry, an EDU is typically defined as the amount of wastewater a single family residential customer contributes to the wastewater system during an average month in the winter, where winter is defined as November through April. Fortunately, the City’s utility billing system tracks the winter average water consumption for the single family residential customer class. When a new single family residential customer connects to the wastewater system, that customer is assigned the “system average winter monthly water consumption” for the basis of the sewer usage charge. Once that customer established his/her own winter water usage history, that actual average number overwrites the system average. For the winter period November, 2016 through April, 2017, the average single family residential customer contributes 5.50 hundred cubic feet (CCF) of water to the wastewater system in the average winter month. This hundred cubic feet figure translates to 133 gallons per day.

Forecasted EDUs

With this historical consumption data in hand, the project team was able to calculate the number of EDUs relative to the AADWF data from the wastewater treatment plant monitoring data that gets reported to the Oregon Department of Environmental Quality on a monthly basis. The EDU calculation methodology is shown in Table 21.

Table 21 - Forecast of Current and Future Wastewater EDUs

	2016	2036	Growth	CAGR ¹
Average Dry Weather Flow (ADWF) MGD	1.0338	1.3923	0.3586	1.50%
Observed St. Helens EDU (November 2015 - April, 2016)				
Ccf per month - Single Family Residential	5.50	5.50		
Gallons per month - SFR	4,115	4,115		
Gallons per day - SFR	135	135		
Estimated EDUs based on ADWF and observed St. Helens SFR winter ave metered water consumption	7,642	10,293	2,651	1.50%

¹ CAGR - Compounded Annual Growth Rate

Reimbursement Fee Calculations

The wastewater reimbursement fee methodology mirrors that used for the water reimbursement fee. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of wastewater fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of wastewater fixed assets**.
- Step 2: Subtract from the adjusted original cost of wastewater fixed assets any grant funding or contributed capital. This arrives at the **modified original cost of wastewater fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified original cost of wastewater fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross wastewater reimbursement fee basis**.
- Step 4: Subtract from the gross wastewater reimbursement fee basis the fund balance held in the Wastewater Reimbursement SDC fund (if available). This arrives at the **net wastewater reimbursement fee basis**.
- Step 5: Divide the net wastewater reimbursement fee basis by the sum of existing and future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total wastewater reimbursement fee is shown below in Table 22.

Table 22 - Calculation of the Wastewater Reimbursement Fee

	Collection System	Primary Treatment	Secondary Treatment	Wastewater System
Utility Plant-in-Service (original cost): ¹				
Land, Easements & Right of Way	\$ 30,990	\$ -	\$ 19,172	\$ 50,162
Buildings and Improvements	15,126,432	1,026,400	1,764,066	17,916,898
Machinery and equipment	1,008,043	535,784	1,963,117	3,506,944
Construction Work-in-Progress	<u>600</u>	<u>-</u>	<u>-</u>	<u>600</u>
Total Utility Plant-in-Service	16,166,065	1,562,184	3,746,354	21,474,604
Eliminating entries:				
Principal outstanding on bonds, notes, and loans payable				
DEQ SRF Loan R06801				1,550,000
DEQ SRF Loan R80162				351,494
DEQ SRF Loan R80163				4,558,019
2013 Capital One Sewer Refunding Note				1,508,000
Developer Contributions				-
Grants, original cost				<u>2,979,660</u>
Total eliminating entries				10,947,173
Net basis in utility plant-in-service available to serve future customers				\$ 10,527,431
Estimated existing and future wastewater treatment EDUs				10,293
Calculated reimbursement fee - \$ per treatment EDU				<u>\$ 1,023</u>

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Improvement Fee Calculations

The calculation of the wastewater improvement fee also follows the logic that was used to calculate the water improvement fee. As in the case of water, this study continues to use the improvements-driven method, and has relied on the capital improvement plans, and plan updates for the wastewater treatment, pump stations, and collection systems. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Wastewater Improvement SDC Fund. This arrives at **the net wastewater improvement fee basis**.

Step 3: Divide the net wastewater improvement fee basis by the forecasted number of growth EDUs over the planning period. This arrives at **the total wastewater improvement fee**.

The actual data that was used to calculate the total wastewater improvement fee is shown below in Table 23.

Table 23 - Calculation of the Wastewater Improvement Fee

Project Description	Estimated Cost of Improvement in 2016 Dollars	Project Costs Cost Attributed to Existing	Costs Attributed to Future
Collection System Improvements:			
Railroad Avenue and pump station (PL and PS)	\$426,382	\$426,382	\$0
Clark Street to pump station (local system gravity extension)	101,520	101,520	-
McNulty Creek industrial area and 9th street parallel to Old PDX rd.	401,473	401,473	-
Gray Cliff area to pump station (local system gravity extension)	197,963	197,963	-
Old Portland Rd. from Letica to Bayport to McNulty Creek PS	743,123	743,123	-
Bachelor Flat Rd., Ross to fairgrounds (trunk line & pump station)	177,659	177,659	-
Main replacement	1,370,515	1,370,515	-
Hwy 30 north to Pittsburg to Deer Island Rd.	254,903	254,903	-
Pittsburg Rd. from Reservoir to North Vernonia Rd.	242,158	242,158	-
Achilles (UGB west to Old Portland Rd.)	382,355	382,355	-
McNulty Creek trunk phase I	810,610	23,883	786,727
South Hwy 30 trunk, pressure line, and lift station	1,725,833	951,872	773,961
Bayview pump station and force main	653,555	357,740	295,815
Gable Rd. trunk	207,719	207,719	-
South trunk replacement	3,318,436	97,774	3,220,662
McNulty Creek trunk phase II	440,769	33,617	407,152
Firlock park trunk	506,631	279,429	227,202
Sykes Rd. trunk extension	238,117	238,117	-
Vernonia Rd. trunk phase II	405,305	405,305	-
McNulty Creek trunk phase III	265,981	30,600	235,381
Aubuchon trunk	400,239	400,239	-
Old Portland Rd. trunk	321,711	321,711	-
Firtex pump station and force main	476,287	-	476,287
Bayview trunk	443,302	244,500	198,802
Pump station #11 relocation/upgrade	406,078	263,466	142,612
Pump station #4 upgrade	1,928,872	1,251,466	677,406
Pump station #4 pressure line to Port avenue	1,421,274	922,133	499,141
Millard Rd. trunk line and lift station (Ross Rd. to Hwy 30)	482,218	312,867	169,351
Wastewater Treatment Plant Projects:			
Head works upgrade	254,903	127,452	127,452
WWTP aerator replacement	-	-	-
Primary lagoon dredge	100,000	100,000	-
Studies, Plans, and I&I Abatement:			
Wastewater system master plan	250,000	-	250,000
Totals	\$19,355,891	\$10,867,941	\$8,487,951
Total Improvement Fee Eligible Costs for Future System Improvements			\$8,487,951
less: Estimated wastewater SDC Fund balance as of June 30, 2017			<u>804,102</u>
Adjusted Improvement Fee Eligible Costs for Future System Improvements			\$7,683,849
Total Growth in EDUs (20 year forecast)			2,651
Calculated Water Improvement Fee SDC per EDU			<u>\$2,898</u>

Wastewater SDC Model Summary

The 2017 wastewater SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted capital improvement plans and plan updates for wastewater services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$4,117 for the standard ¾" residential water meter. A comparison of the proposed and current wastewater SDCs for the average single family residential customer is shown below in Table 24.

Table 24 - Proposed and Current Wastewater SDCs for a ¾" Meter

Line Item Description	City-Wide
Proposed SDC components:	
Reimbursement fee	\$ 1,023
Improvement fee	2,898
Administration fee at 5%	<u>196</u>
Total proposed wastewater SDC	\$ 4,117
Current SDC components:	
Reimbursement fee	\$ 999
Improvement fee	2,690
Administration fee at 1.34%	<u>49</u>
Total current wastewater SDC	\$ 3,738

For water meters larger than ¾", the schedule of wastewater SDC uses the same flow factors that were developed for the water SDCs (i.e., AWWA standards for displacement and compound meters). The complete proposed schedule of wastewater SDCs by potential meter size are shown in Table 25.

Table 25 - Proposed Schedule of Wastewater SDCs by Potential Water Meter Size

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Wastewater SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 1,023	\$ 2,898	\$ 196	\$ 4,117
1.00 inch - Displacement Multi-jet	50	1.67	1,705	4,831	327	6,862
1.50 inch - Displacement Class I Turbine	100	3.33	3,409	9,662	654	13,724
2.00 inch - Displacement or Class I & II Turbine	160	5.33	5,455	15,459	1,046	21,959
3.00 inch - Displacement	300	10.00	10,228	28,985	1,961	41,173
4.00 inch - Displacement or Compound	500	16.67	17,046	48,308	3,268	68,622
6.00 inch - Displacement or Compound	1000	33.33	34,093	96,616	6,535	137,244
8.00 inch - Compound	1600	53.33	54,548	154,585	10,457	219,590

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Stormwater SDCs

Stormwater Capital Improvement Plan

As in the case of the water and wastewater SDCs, the principal sources of data for the stormwater system CIP are the 2017 capital improvement plans for stormwater collection, detention, treatment, and disposal systems. City Staff have periodically updated these plans for current development conditions. With the assistance of City Staff, the project team has summarized the 2017 stormwater system CIPs for this SDC methodology update. The 2017 stormwater system CIP is shown in Table 26.

Table 26 - 2017 Stormwater System CIP

Project Description	Estimated Cost of Improvement in 2016 Dollars
<i>Collection System Projects:</i>	
Middle Trunk bypass at 15th St. north of Plymouth St. and downstream culverts	\$549,881
Upgrade existing Middle Trunk piping from 15th St. to 4th St.	\$1,536,398
Upgrade existing undersized piping in Columbia Blvd. west of Milton Creek to Cherrywood Dr. including re-routing Vernonia Rd. flows down Michael Ave. to Milton Creek.	\$1,942,679
Upgrade existing undersized culverts in the North Trunk Canyon at 12th St., 8th St., from 7th St. to 6th St. and from 5th St. to the east side of 4th St.	\$378,262
Upgrade existing undersized culvert and piping system extending from U.S. 30 east to 8th St. along Lemont St.	\$1,314,577
Upgrade existing undersized piping on 4th St. roughly between Cowlitz St. and St. Helens St. and the system outlet on Cowlitz St. near The Strand.	\$277,859
Upgrade existing undersized culverts located at the intersection of Gable Road and Old Portland Road and on Gable Road approximately 1400 feet east of U.S. 30.	\$249,840
Upgrade existing undersized piping on Little St. NW of U.S. 30 to Milton Creek discharge.	\$172,060
Upgrade existing undersized piping on Sunset Blvd. from Crescent Dr. to Columbia Blvd.	\$375,927
Upgrade existing undersized piping extending from Cowlitz St. to Tualatin St. along 20th-16th Streets.	\$791,548
Upgrade existing undersized piping extending from Cowlitz St. to the Middle Trunk system on 13th St. & 14th St.	\$469,325
Upgrade existing undersized system extending from 11th St. to 5th St. between West St. and Wyeth St.	\$833,534
Upgrade existing system outlet at Sykes Road and U.S. 30	\$429,512
Upgrade existing undersized piping along Tualatin St. from 19th St. to McNulty Creek and Dubois Ln. from 20th St. to Melvin Ave. Reroute Dubois Ln. flows to Tualatin St. outfall.	\$393,439
Construct a new storm line from Wagner Ave. extending down Shore Dr. approximately 750 feet to existing outfall.	\$396,375
Upgrade existing undersized culverts North of Columbia Blvd. at McMichael St. and at Allendale Dr.	\$184,805
Upgrade existing undersized culvert and piping system extending from 3rd St. to 8th St. along Lemont St. and from 7th St. to Lemont St. along 8th St.	\$544,218
Upgrade existing undersized piping extending from 14th St. N. of St. Helens to 16th St. S. of St. Helens Upgrade existing piping from 16th St. south of St. Helens to 12th St. north of St. Helens. Connect the existing culvert S. of St. Helens at 15th St. to the improved	\$226,864
Upgrade existing undersized piping along 16th St. north of Old Portland Rd. and culverts at 17th St. and Old Portland Rd.	\$138,922

Table 26 - 2017 Stormwater System CIP (continued)

Project Description	Estimated Cost of Improvement in 2016 Dollars
<i>Collection System Projects:</i>	
Upgrade existing undersized piping on Gable Rd. and U.S. 30.	\$256,178
Construct a new storm line from McArthur St. to Milton Creek along Halsey St. Upgrade existing undersized piping on Nimitz St. from McArthur St. to Milton Creek and on Park St. from Vernonia Rd. to Milton Creek.	\$391,277
Upgrade existing undersized culverts at the Hinterlands Subdivision	\$174,609
Upgrade existing undersized piping SW of City sewage lagoons at Boise Cascade site.	\$1,537,067
Upgrade existing undersized piping north of Columbia Blvd. at 21st St. and 20th St.	\$307,158
Upgrade existing undersized piping along 1st St. and St. Helens St.	\$128,726
Upgrade existing undersized piping on Columbia Blvd. from Bradley St. to Milton Creek.	\$89,216
Install new conveyance facility from Pittsburg Rd. to the upstream end of the Lemont St. system.	\$1,325,497
Install new conveyance facility along Vernonia Rd. south to Columbia Blvd.	\$934,220
Install new conveyance facility along Sykes Rd. west of Columbia Blvd.	\$729,023
Install new conveyance facility from U.S. 30 north of Kavanaugh St. to McNulty Cr. near Gable Rd.	\$732,847
Install new conveyance facilities from Millard Rd. and Morse Rd. to Old Portland Rd. north of Millard Rd. Upgrade existing culverts and channels at the U.S. 30 crossing north of Millard Rd.	\$1,297,458
Install new conveyance facilities along the southerly portion of Childs Rd. to McNulty Creek.	\$308,433
Install new conveyance facilities from Bachelor Flat Rd. south down Ross Rd. to McNulty Creek.	\$1,150,888
Install new conveyance facility from Morse Rd. to the Columbia River along Achilles Rd. Connect to existing 24-inch culvert across the Portland and Western Railroad.	\$1,535,792
Install new conveyance system from Morse Rd. to Old Portland Rd. between Achilles Rd. and Millard Rd. Includes improving existing 18-inch culvert across the Portland and Western Railroad.	\$1,865,892
Install new conveyance facility south of Millard Rd. extending from Fischer Rd. to the easterly side of the Portland and Western Railroad and continuing south. Includes improving existing 15-inch culvert across the Portland and Western Railroad and tie-in to existing 24-inch culvert.	\$536,571
Stormwater Master Plan	\$150,000
Totals	\$24,656,877

Stormwater Customers Current and Future Demographics

Existing Stormwater Demand and Population Growth

St. Helens' stormwater utility service charge and SDC are based on estimated impervious surface area. The average amount of impervious area on a single family residential developed lot within the City is set at 2,500 square feet. This equates to one EDU. Both rates and SDCs are calculated as a function of EDUs meaning that each property's fee is calculated as follows:

$$\text{Estimated Impervious Surface} \div 2,500 \text{ square feet} = \text{Number of ESUs}$$

The number of EDUs is then multiplied by the unit rate to determine the service charge or SDC amount.

A previous study conducted by Murray Smith and Associates (MSA) found that, based on zoning by acreage and the amount of buildable acreage, the City is projected to have 2,146 acres of impervious surface area at build-out.

In order to estimate the amount of impervious surface area that will be added by development from existing conditions to build-out (the end of the stormwater planning period the following approach was again taken. In 2000, MSA found that the City had 1,055 acres of impervious surface area. This initial total was grown proportionately with population, from 10,019 in 2000 to the current population of 13,158 in 2015 (per U.S. Census estimates). This resulted in a current estimate of impervious surface area of 1,385 acres, or 24,136 EDUs.

Forecasted EDUs

The existing amount of impervious surface area was then subtracted from the build-out total of 2,146 impervious acres to arrive at the amount of impervious area expected to be added by future development: 760.77 acres, or 13,256 EDUs. The buildout EDU forecast methodology is shown in Table 27.

Table 27 - Forecast of Current and Future Stormwater EDUs

	Acres	Sq. Feet	EDUs
Estimated IA per 2007 SDC study	1,257	54,754,920	21,902
Population as a driver for IA:			
2007 population per PSU Population Research Center	11,940		
2015 population per American Fact Finder (U.S. Census)	<u>13,158</u>		
Percent increase in population	10.20%		
Estimated IA as of 2016	1,385.23	60,340,472	24,136
Estimated buildout IA per Murray Smith SWM MP	2,146.00	93,479,760	37,392
Growth acres of IA	760.77	33,139,288	13,256

Reimbursement Fee Calculations

The stormwater reimbursement fee methodology mirrors that used for the water and wastewater reimbursement fee. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of stormwater fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of stormwater fixed assets**.
- Step 2: Subtract from the adjusted original cost of stormwater assets in service any grant funding or contributed capital. This arrives at the **modified original cost of stormwater fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified original cost of stormwater fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross stormwater reimbursement fee basis**.

- Step 4: Subtract from the gross stormwater reimbursement fee basis the fund balance held in the stormwater Reimbursement SDC fund (if available). This arrives at the **net stormwater reimbursement fee basis**.
- Step 6: Divide the net stormwater reimbursement fee basis by the sum of existing and future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total stormwater reimbursement fee is shown below in Table 28.

Table 28 - Calculation of the Stormwater Reimbursement Fee

Utility Plant-in-Service (original cost): ¹	
Land, Easements & Right of Way	\$ -
Buildings and improvements	-
Machinery and equipment	-
Infrastructure - storm drains	4,458,696
Construction Work-in-Progress	<u>1,934,572</u>
Total Utility Plant-in-Service	6,393,269
Eliminating entries:	
Principal outstanding on bonds, notes, and loans payable	-
Developer Contributions	-
Grants, net of amortization	<u>613,301</u>
	613,301
Net basis in utility plant-in-service available to serve future customers	\$ 5,779,968
Estimated existing and future stormwater EDUs	37,392
Calculated reimbursement fee - \$ per EDU	\$155
Calculate reimbursement fee - \$/square foot of impervious surface	\$0.0618

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Improvement Fee Calculations

The calculation of the stormwater improvement fee also follows the logic that was used to calculate the water and wastewater improvement fees. As in those cases, this study continues to use the improvements-driven method, and has relied on the capital improvement plans, and plan updates for the stormwater systems. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Stormwater Improvement SDC Fund. This arrives at **the net stormwater improvement fee basis**.
- Step 3: Divide the net stormwater improvement fee basis by the forecasted number of growth EDUs over the planning period. This arrives at **the total stormwater improvement fee**.

The actual data that was used to calculate the total stormwater improvement fee is shown below in Table 29.

Table 29 - Calculation of the Stormwater Improvement Fee

Project Description	Estimated Cost of Improvement in 2016 Dollars	Project Costs Cost Attributed to Existing Demands	Costs Attributed to Future Demands
<i>Collection System Projects:</i>			
Middle Trunk bypass at 15th St. north of Plymouth St. and downstream culverts	\$549,881	\$322,100	\$227,781
Upgrade existing Middle Trunk piping from 15th St. to 4th St.	\$1,536,398	\$899,966	\$636,432
Upgrade existing undersized piping in Columbia Blvd. west of Milton Creek to Cherrywood Dr. including re-routing Vernonia Rd. flows down Michael Ave. to Milton Creek.	\$1,942,679	\$1,137,950	\$804,729
Upgrade existing undersized culverts in the North Trunk Canyon at 12th St., 8th St., from 7th St. to 6th St. and from 5th St. to the east side of 4th St.	\$378,262	\$221,572	\$156,690
Upgrade existing undersized culvert and piping system extending from U.S. 30 east to 8th St. along Lemont St.	\$1,314,577	\$770,031	\$544,546
Upgrade existing undersized piping on 4th St. roughly between Cowlitz St. and St. Helens St. and the system outlet on Cowlitz St. near The Strand.	\$277,859	\$162,760	\$115,099
Upgrade existing undersized culverts located at the intersection of Gable Road and Old Portland Road and on Gable Road approximately 1400 feet east of U.S. 30.	\$249,840	\$146,347	\$103,493
Upgrade existing undersized piping on Little St. NW of U.S. 30 to Milton Creek discharge.	\$172,060	\$100,787	\$71,273
Upgrade existing undersized piping on Sunset Blvd. from Crescent Dr. to Columbia Blvd.	\$375,927	\$220,204	\$155,723
Upgrade existing undersized piping extending from Cowlitz St. to Tualatin St. along 20th-16th Streets.	\$791,548	\$463,660	\$327,888
Upgrade existing undersized piping extending from Cowlitz St. to the Middle Trunk system on 13th St. & 14th St.	\$469,325	\$274,913	\$194,412
Upgrade existing undersized system extending from 11th St. to 5th St. between West St. and Wyeth St.	\$833,534	\$488,254	\$345,280
Upgrade existing system outlet at Sykes Road and U.S. 30	\$429,512	\$251,592	\$177,920

Table 29 - Calculation of the Stormwater Improvement Fee (continued)

Project Description	Estimated Cost of Improvement in 2016 Dollars	Project Costs Cost Attributed to Existing Demands	Costs Attributed to Future Demands
<i>Collection System Projects:</i>			
Upgrade existing undersized piping along Tualatin St. from 19th St. to McNulty Creek and Dubois Ln. from 20th St. to Melvin Ave. Reroute Dubois Ln. flows to Tualatin St. outfall.	\$393,439	\$230,462	\$162,977
Construct a new storm line from Wagner Ave. extending down Shore Dr. approximately 750 feet to existing outfall.	\$396,375	\$232,182	\$164,193
Upgrade existing undersized culverts North of Columbia Blvd. at McMichael St. and at Allendale Dr.	\$184,805	\$108,252	\$76,553
Upgrade existing undersized culvert and piping system extending from 3rd St. to 8th St. along Lemont St. and from 7th St. to Lemont St. along 8th St.	\$544,218	\$318,783	\$225,435
Upgrade existing undersized piping extending from 14th St. N. of St. Helens to 16th St. S. of St. Helens Upgrade existing piping from 16th St. south of St. Helens to 12th St. north of St. Helens. Connect the existing culvert S. of St. Helens at 15th St. to the improved	\$226,864	\$132,889	\$93,975
Upgrade existing undersized piping along 16th St. north of Old Portland Rd. and culverts at 17th St. and Old Portland Rd.	\$138,922	\$81,375	\$57,547
Upgrade existing undersized piping on Gable Rd. and U.S. 30.	\$256,178	\$150,060	\$106,118
Construct a new storm line from McArthur St. to Milton Creek along Halsey St. Upgrade existing undersized piping on Nimitz St. from McArthur St. to Milton Creek and on Park St. from Vernonia Rd. to Milton Creek.	\$391,277	\$229,196	\$162,081
Upgrade existing undersized culverts at the Hinterlands Subdivision	\$174,609	\$102,280	\$72,329
Upgrade existing undersized piping SW of City sewage lagoons at Boise Cascade site.	\$1,537,067	\$900,358	\$636,709
Upgrade existing undersized piping north of Columbia Blvd. at 21st St. and 20th St.	\$307,158	\$179,922	\$127,236
Upgrade existing undersized piping along 1st St. and St. Helens St.	\$128,726	\$75,403	\$53,323
Upgrade existing undersized piping on Columbia Blvd. from Bradley St. to Milton Creek.	\$89,216	\$52,259	\$36,957

Table 29 - Calculation of the Stormwater Improvement Fee (continued)

Project Description	Estimated Cost of Improvement in 2016 Dollars	Project Costs Cost Attributed to Existing Demands	Costs Attributed to Future Demands
<i>Collection System Projects:</i>			
Install new conveyance facility from Pittsburg Rd. to the upstream end of the Lemont St. system.	\$1,325,497	\$776,428	\$549,069
Install new conveyance facility along Vernonia Rd. south to Columbia Blvd.	\$934,220	\$547,232	\$386,988
Install new conveyance facility along Sykes Rd. west of Columbia Blvd.	\$729,023	\$427,035	\$301,988
Install new conveyance facility from U.S. 30 north of Kavanaugh St. to McNulty Cr. near Gable Rd.	\$732,847	\$429,275	\$303,572
Install new conveyance facilities from Millard Rd. and Morse Rd. to Old Portland Rd. north of Millard Rd. Upgrade existing culverts and channels at the U.S. 30 crossing north of Millard Rd.	\$1,297,458	\$760,004	\$537,454
Install new conveyance facilities along the southerly portion of Childs Rd. to McNulty Creek.	\$308,433	\$180,669	\$127,764
Install new conveyance facilities from Bachelor Flat Rd. south down Ross Rd. to McNulty Creek.	\$1,150,888	\$674,148	\$476,740
Install new conveyance facility from Morse Rd. to the Columbia River along Achilles Rd. Connect to existing 24-inch culvert across the Portland and Western Railroad.	\$1,535,792	\$899,611	\$636,181
Install new conveyance system from Morse Rd. to Old Portland Rd. between Achilles Rd. and Millard Rd. Includes improving existing 18-inch culvert across the Portland and Western Railroad.	\$1,865,892	\$1,092,971	\$772,921
Install new conveyance facility south of Millard Rd. extending from Fischer Rd. to the easterly side of the Portland and Western Railroad and continuing south. Includes improving existing 15-inch culvert across the Portland and Western Railroad and tie-in to existing 24-inch culvert.	\$536,571	\$314,304	\$222,267
Stormwater Master Plan	\$150,000	\$0	\$150,000
Totals	\$24,656,877	\$14,355,234	\$10,301,643
Total Improvement Fee Eligible Costs for Future System Improvements			\$10,301,643
Less: Estimated stormwater SDC fund balance as of June 30, 2017			1,987,930
Adjusted Improvement Fee Eligible Costs for Future System Improvements			\$8,313,713
Total growth EDUs			13,256
Calculated stormwater Improvement Fee SDC per EDU			\$627
Calculated stormwater Improvement Fee SDC per square foot of Impervious surface			\$0.2509

Stormwater SDC Model Summary

The 2017 stormwater SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted capital improvement plans and plan updates for stormwater services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$821 per EDU. A comparison of the proposed and current stormwater SDCs for the average single family residential customer is shown below in Table 30.

Table 30 - Proposed and Current Stormwater SDCs for a 3/4" Meter

Line Item Description	Per EDU	Per Sq. Foot
Proposed SDC components:		
Reimbursement fee	\$ 155	\$ 0.0618
Improvement fee	627	0.2509
Administration fee at 5%	39	0.0156
Total proposed stormwater SDC	\$ 821	\$ 0.3283
Current SDC components:		
Reimbursement fee	\$ 1	\$ 0.0002
Improvement fee	641	0.2562
Administration fee at 1.34%	9	0.0034
Total current stormwater SDC	\$ 650	\$ 0.2598

Parks SDCs

The 2015 Parks and Trails Master Plan Levels of Service

In 2015, the City completed preparation of a new parks master plan (the plan) addressing parks needs through the year 2036. The plan relies on levels of service (LOS) to determine the adequacy/needs for current and future parks and trails infrastructure. To determine adequacy, park and recreation providers typically measure existing parklands and facilities and compare them against established standards, typically LOS Standards. LOS standards are measures of the amount of public recreation parklands and facilities being provided to meet that jurisdiction’s basic needs and expectations. For example, the amount of parkland currently needed in a particular jurisdiction may be determined by comparing the ratio of existing developed park acres per 1,000 residents (by all providers within the jurisdiction) to the jurisdiction’s desired level of parks relative to population. The gap between the two ratios is the currently needed park acreage. As the population grows, the objective is to provide enough additional acreage to maintain the jurisdiction’s desired ratio of park acres to 1,000 residents. These ratios can provide insight and act as tools to determine the amount of parkland or trails needed to meet current and future recreation needs.

In Chapter 4, section 4.22 (Recommended Park LOS), the Plan established recommended parks and trails LOS (by parks classification) for the City based on the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP recommended Oregon LOS guidelines were developed after reviewing the National Recreation and Parks Association (NRPA) guidelines and the results from the 2014 statewide average guidelines survey. The recommended Plan parks LOS by parks category are shown below in Table 31.

Table 31 - 2015 Parks Master Plan LOS Standards for St. Helens

Parkland Type	Average Planning LOS Guidelines in Oregon (Acres /1,000 population)	NRPA Standard LOS Guidelines (Acres /1,000 population)	Recommended Oregon LOS Guidelines (Acres /1,000 population)
Pocket Parks	0.16	0.25 to 0.5	0.25 to 0.5
Urban Plaza Parks	0.18	None	0.1 to 0.2
Neighborhood Parks	1.27	1.0 to 2.0	1.0 to 2.0
Community Parks	2.76	5.0 to 8.0	2.0 to 6.0
Regional Parks	8.99	5.0 to 10.0	5.0 to 10.0
Nature Parks	2.74	None	2.0 to 6.0
Special Use Parks	0.38	None	None
Totals	-	6.25 to 10.5 developed	6.25 to 12.5

In Chapter 4, section 4.4, the Plan defines what a “trail” is, and establishes a LOS standard for the City. A “trail” includes multi-use, pedestrian, and soft surface trails that accommodate a variety of activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Multi-use trails are designed for use by pedestrians, bicyclists, skateboarders, wheelchairs, and other non-motorized vehicle users. Such trails may be located within parks or along existing streets and roadways as part of the citywide transportation system. This has ramifications for a city like St. Helens, where almost half of its trail system is within parks. For trails, the statewide average planning LOS Guidelines are at 0.62 miles per 1,000 residents and the SCORP recommended LOS for Oregon is anywhere between 0.5 to 1.5

miles of trails per resident. The Plan established a minimum trails LOS of 0.5 miles per 1,000 residents with both the current population and a population projection for 2020.

Having stabled the LOS standards for park lands and trails, the next step is to compare the City’s current parks and trails inventory to the standard, and analyzes the surpluses/deficiencies by parks category. That data is shown below in Table 32.

Table 32 - Existing Parks and Trails LOS Surplus/Deficiency

Classification and Park Name	Acreage	Linear Miles	Current Level of Service ¹	2015 Parks Master Plan Recommended LOS ¹		LOS Surplus or (Deficiency)	Percent of Capacity Remaining
				Low	High		
<i>Pocket Parks:</i>							
Civic Pride Park	1.20						
Walnut Tree Park	<u>0.15</u>						
	1.35		0.106	0.250	0.500	(0.144)	Zero ✓
<i>Urban Plaza Parks:</i>							
Columbia View Park	1.00						
County Courthouse Plaza ²	<u>0.25</u>						
	1.25		0.098	0.100	0.200	(0.002)	Zero ✓
<i>Neighborhood Parks:</i>							
6th Street Park	2.90						
Godfrey Park	3.60						
Grey Cliffs Park	1.60						
Heinie Heumann Park	<u>2.90</u>						
	11.00		0.866	1.000	2.000	(0.134)	Zero ✓
<i>Community Parks:</i>							
Campbell Park	9.10		0.716	2.000	6.000	(1.284)	Zero ✓
<i>Nature Parks:</i>							
Columbia Botanical Gardens	3.20						
Nob Hill Nature Park	<u>6.60</u>						
	9.80		0.772	2.000	6.000	(1.228)	Zero ✓
<i>Regional Parks:</i>							
Sand Island Marine Park	31.70						
McCormick Park	<u>70.70</u>						
	102.40		8.062	5.000	10.000	3.062	61.2%
Subtotal Parks	<u>134.90</u>		<u>10.620</u>	<u>10.350</u>	<u>24.700</u>	<u>0.270</u>	<u>2.6%</u>
<i>Regional Trail Systems (linear miles):</i>							
Park Trails		3.66					
Multi-use Trails and Paths		<u>2.69</u>					
		<u>6.35</u>	<u>0.500</u>	<u>0.500</u>	<u>1.500</u>	(0.000)	Zero ✓

Notes:

¹ U.S. Bureau of the Census assumed service population for 2015
Level of Service expressed in units per 1,000 residents

² Owned and maintained by Columbia County, but included in calculations because it is with the City

As the data in Table 32 shows, currently, the City is “park deficient” in all parks categories except Regional Parks. Because the regional parks acreage inventory is very large, on a citywide basis, the overall parks system has a net LOS surplus of 0.27 acres per 1,000 population. This will impact the calculation of the parks SDC reimbursement fee in that the current LOS implies 97.4% of the City’s current parks and trails capacity is being absorbed by the City’s current population. That mean only 2.6% of the system’s built capacity is available to serve growth.

Existing and Projected Future Demand for Parks and Trails

Growth should be measured in units that most directly reflect the source of demand. In the case of parks, the most applicable units of growth are population and, where appropriate, employees (or new jobs). However, the units in which demand is expressed may not be the same as the units in which SDC rates are charged. Many SDCs, for example, are charged on the basis of new dwelling units. Therefore, conversion is often necessary from units of demand to units of payment. For example, using an average number of residents per household, the number of new residents can be converted to the number of new dwelling units.

Parks and recreation facilities benefit City residents, businesses, non-resident employees, and visitors. The methodology used to update the City’s Parks and Recreation SDCs establishes the required connection between the demands of growth and the SDC by identifying specific types of park and recreation facilities and analyzing the proportionate need of residents and employees for each type of facility. The SDCs to be paid by a development meet statutory requirements because they are based on the nature of the development and the extent of the impact of that development on the types of park and recreation facilities for which they are charged.

The Parks and Recreation SDCs are calculated based on the specific impact a development is expected to have on the City’s population and employment. For facilities that are not generally used by employees (e.g., neighborhood parks), only a residential SDC may be charged. For facilities that benefit both residents and employees (e.g., community parks), an SDC may be charged for both residential and non-residential development.

Table 33 contains existing and projected population, housing units, and employment for the City. The data in this table establishes the units of demand and the units of payment for the reimbursement and improvement parks SDCs.

Table 33 - Existing and Projected Population, Housing Units, and Employment

	2015	2030	Analysis of Growth	
	Current	Projected	Units	CAGR*
1 Population	12,702	16,846	4,144	1.90%
Single family residential	10,588	14,042	3,454	
Multi-family residential	2,093	2,776	683	
2 Total Housing Units	5,019	6,656	1,637	
Single family residential	3,583	4,752	1,169	
Multi-family residential	1,436	1,904	468	
Number of persons per Housing Unit	2.53			
Single family residential	2.96			
Multi-family residential	1.46			
3 Employment	5,986	7,939	1,953	
Employment to population ratio	47.13%			

Data Sources and Notes:

- 1** Current population source: U.S. Census Bureau, 2015 American Community Survey 5-year summary, Table DP05; 2030 projection per St. Helens Parks Master Plan, July, 2015
- 2** Current Housing units source: U.S. Census Bureau, 2015 American Community Survey 5-year summary, Table DP04, Table B25024, B25033; 2030 projection based on 2015 number of persons per occupied housing unit
- 3** Current employment source: U.S. Census Bureau, 2015 American Community Survey 5-year summary, Table DP03; 2030 projection based on 2014 employment to population ratio

* CAGR - Compound Annual Growth Rate

Conversion of Employment Growth to Population Equivalents

The parks and trails facilities described in the 2015 Plan were designed with the needs of both residents and non-resident employees in mind. It is therefore appropriate to allocate the cost of these facilities to both residents and non-resident employees. The only exceptions are neighborhood parks. These facilities were designed for the needs of residents only and it is therefore appropriate to allocate the cost of these facilities to residents only.

While most parks and recreation facilities benefit residents and non-resident employees, these two groups do not utilize parks and recreation facilities with the same intensity. To apportion the demand for facilities between non-resident employees and residents in an equitable manner, a non-resident-employee-to-resident demand ratio must be calculated based on differential intensity of use.

The process that is used to develop this differential intensity of use is a two-step process. The first step is to estimate the potential demand for parks and recreation facilities by patrons. For this step, we rely on survey data from the Oregon Department of Parks and Recreation’s 2013 “A Guide to Community Park and Recreation Planning for Oregon Communities”. This guide identifies potential use by different population groups in a manner that averages day-of-week and seasonal effects. These averages are based on the maximum number of hours per day that each population group would consider the use of parks and recreation facilities to be a viable option.

The second step is to take the survey data and multiply the weighted average hours by an actual count for each population group based on data from the U. S. Census Bureau. We then apportion this potential demand among residents (four population groups) and non-residents (one population group). The data that was used to create the differential intensity of use is shown below in Table 34.

This approach is used to estimate the allocation of parks usage among residents and non-residents, which is summarized at the bottom of Table 34. The findings indicate that residents comprise 97 percent of the expected level of parks demand and non-residents that work within the city comprise 3 percent of the demand. These estimates are subsequently used in the next Section of this report to allocate the eligible SDC cost shares between these two user groups.

Table 34 - Calculation of Parks Usage by Resident and Non-Resident Workers

Parks Demand by Patron Classification	Resident			Non-Resident		Totals
	Non-Employed Adults	Children Ages 5 to 17	Adult Live In and Work In City	Adult Live In and Work Outside City	Adult Live Outside and Work Inside City	
Summer demand (June-September)						
Weekday hours:						
Before work	-	-	1.0	-	1.0	2.0
Meals/breaks	-	-	1.0	-	1.0	2.0
After work	-	-	2.0	-	2.0	4.0
Other leisure	12.0	12.0	2.0	2.0	-	28.0
Subtotal weekday hours	12.0	12.0	6.0	2.0	4.0	36.0
Number of summer, 2014 weekdays	87.0	87.0	87.0	87.0	87.0	87.0
Weekend hours:						
Leisure	12.0	12.0	12.0	12.0	-	48.0
Subtotal weekend hours	12.0	12.0	12.0	12.0	-	48.0
Number of summer, 2014 weekend days	35.0	35.0	35.0	35.0	35.0	35.0
<i>Weighted average summer hours/day</i>	12.00	12.00	7.72	4.87	2.85	39.44
Spring/Fall demand (April-May, October-November)						
Weekday hours:						
Before work	-	-	0.5	-	0.5	1.0
Meals/breaks	-	-	1.0	-	1.0	2.0
After work	-	-	1.0	-	1.0	2.0
Other leisure	10.0	4.0	2.0	2.0	-	18.0
Subtotal weekday hours	10.0	4.0	4.5	2.0	2.5	23.0
Number of spring/fall, 2014 weekdays	87.0	87.0	87.0	87.0	87.0	87.0
Weekend hours:						
Leisure	10.0	10.0	10.0	10.0	-	40.0
Subtotal weekend hours	10.0	10.0	10.0	10.0	-	40.0
Number of spring/fall, 2014 weekend days	35.0	35.0	35.0	35.0	35.0	35.0
<i>Weighted average spring/fall hours/day</i>	10.00	5.72	6.08	4.30	1.78	27.88
Winter demand (December-March)						
Weekday hours:						
Before work	-	-	0.5	-	0.5	1.0
Meals/breaks	-	-	1.0	-	1.0	2.0
After work	-	-	0.5	-	0.5	1.0
Other leisure	8.0	2.0	1.0	1.0	-	12.0
Subtotal weekday hours	8.0	2.0	3.0	1.0	2.0	16.0
Number of winter, 2014 weekdays	87.0	87.0	87.0	87.0	87.0	87.0
Weekend hours:						
Leisure	8.0	8.0	8.0	8.0	-	32.0
Subtotal weekend hours	8.0	8.0	8.0	8.0	-	32.0
Number of winter, 2014 weekend days	34.0	34.0	34.0	34.0	34.0	34.0
<i>Weighted average winter hours/day</i>	8.00	3.69	4.40	2.97	1.44	20.50
Forecast of demand by parks patron group:						
Annual weighted average hours/day	10.01	7.15	6.07	4.05	2.03	
Census data on parks patrons	703	2,517	1,663	3,468	855	
Potential daily demand hours/day	7,034	17,984	10,099	14,034	1,732	50,883
Percentage of demand by parks patron class	13.82%	35.34%	19.85%	27.58%	3.40%	100.00%
Resident/Non-resident percentages		96.60%			3.40%	100.00%
		Resident		Non-Resident		Total

Sources and Credits:

Hourly parks demand forecast - Donovan Enterprises, Inc.; A Guide to Community Park and Recreation Planning for Oregon Communities, April, 2013; Oregon Department of Parks and Recreation

Census data - U.S. Census Bureau, 2014 American Community Survey 5-year estimates, Tables DP03, DP05, and B08008, American FactFinder tool

Reimbursement Fee Calculations

The parks reimbursement fee methodology mirrors that used for the other municipal utility services with the exception that the total reimbursement fee basis goes through a secondary allocation between residents and non-residents that work in the City. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of parks fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of parks fixed assets**.
- Step 2: Subtract from the adjusted original cost of parks fixed assets in service any grant funding or contributed capital. This arrives at the **modified adjusted original cost of parks fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified adjusted original cost of parks fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross parks reimbursement fee basis**.
- Step 5: Subtract from the gross parks reimbursement fee basis the fund balance held in the Parks Reimbursement SDC fund (if available). This arrives at the **net parks reimbursement fee basis**.
- Step 6: Divide the net parks reimbursement fee basis by the following growth demand units:
 - For the residential net parks reimbursement fee basis – growth in population and growth in housing units (single family, and multi-family)
 - For the non-resident net parks reimbursement fee basis – growth in employment (Full Time Equivalent workers)

The actual data that was used to calculate the total transportation reimbursement fee is shown below in Table 35.

Table 35 - Calculation of the Parks Reimbursement Fee

	Original Cost	Capacity		Non-Residential
		Remaining to Serve Growth	Residential	
Utility Plant-in-Service:¹				
Land, easements & right of way	\$ 1,737,336	\$ 45,385	\$ 43,840	\$ 1,545
Buildings and improvements	2,712,344	70,855	68,443	2,412
Machinery and equipment	248,726	6,498	6,276	221
Construction Work-in-Progress	-	-	-	-
Total Utility Plant-in-Service	4,698,406	122,737	118,559	4,178
Eliminating entries:				
Principal outstanding on bonds, notes, and loans payable		-	-	-
Grants and contributions		-	-	-
Total eliminating entries		-	-	-
Net basis in utility plant-in-service available to serve future customers		122,737	118,559	4,178
<i>Future Demand Units:</i>				
Growth in population (People)			4,144	
Growth in occupied housing units:				
Single family residential			1,169	
Multi-family residential			468	
Growth in employment (Employees)				1,953
<i>Unit reimbursement fee Parks SDCs:</i>				
Per person			\$29	
Per occupied housing unit:				
Single family residential			\$85	
Multi-family residential (per unit)			\$42	
Per employee				\$2

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Parks Master Plan CIP

The Plan lays out a very specific and prioritized capital improvement plan for the City through 2030. The CIP identifies future costs for new parks and trails, and the future costs for improvements to the City's existing parks inventory. The total CIP from the Plan is shown below in Table 36.

Table 36 - 2015 Parks Master Plan CIP

	New Parks		Existing Parks			Total
	Land	Development	Within 5 Yrs.	6 to 10 Yrs.	11 to 15 Yrs.	
Pocket Parks						
Civic Pride Park					\$ 273,500	\$ 273,500
Walnut Tree Park				150		150
Subtotal Pocket Parks	-	-	-	150	273,500	273,650
Urban Plaza Parks						
Columbia View Park				75,000	1,000,000	1,075,000
County Courthouse Plaza ²						-
Subtotal Urban Plaza Parks	-	-	-	75,000	1,000,000	1,075,000
Neighborhood Parks						
6th Street Park			93,000		24,000	117,000
Godfrey Park			11,000		45,000	56,000
Grey Cliffs Park			1,800		125,000	126,800
Heinie Heumann Park					93,440	93,440
Subtotal Neighborhood Parks	-	-	105,800	-	287,440	393,240
Community Parks						
Campbell Park			130,000	50,000	11,000	191,000
Millard Road Property		200,000				200,000
Subtotal Community Parks	-	200,000	130,000	50,000	11,000	391,000
Nature Parks						
Columbia Botanical Gardens					6,500	6,500
Nob Hill Nature Park			1,750	1,500		3,250
Subtotal Nature Parks	-	-	1,750	1,500	6,500	9,750
Regional Parks						
Sand Island Marine Park			90,000	9,125		99,125
McCormick Park			38,500	198,000	20,600	257,100
Subtotal Regional Parks	-	-	128,500	207,125	20,600	356,225
Total Parks Improvements Costs	\$ -	\$ 200,000	\$ 366,050	\$ 333,775	\$ 1,599,040	\$ 2,498,865
Trails						
St. Helens Riverfront Trail			\$ 1,145,942			\$ 1,145,942
5th St. Hiking Trail			199,800			199,800
4th St. Gardens Trail		289,697				289,697
Dalton Lake Trail Improvements			198,180			198,180
West Columbia Blvd. Extension		118,125				118,125
Total Trails Improvement Costs	\$ -	\$ 407,822	\$ 1,543,922	\$ -	\$ -	\$ 1,951,744
Parks Master Plan Total	\$ -	\$ 607,822	\$ 1,909,972	\$ 333,775	\$ 1,599,040	\$ 4,450,609

¹ Source: Parks Master Plan 2015; Chapter 8

SDC Eligibility of Master Plan CIP

For purposes of this SDC methodology, each of the City's park facilities falls into one of the following seven categories:

- Pocket parks
- Urban plaza parks
- Neighborhood parks
- Community parks
- Nature parks
- Regional parks
- Trails

Table 37 compares the current inventory of facilities in each category with that category's adopted level of service. That comparison leads to a determination of surplus or deficiency for each category. Projects are eligible for improvement fee funding only to the extent that the projects will benefit future users. Therefore, only the categories with no deficiency (regional parks, and trails) are 100 percent eligible for improvement fee funding. The eligibility percentages of the remaining parks categories are reduced to reflect the level of deficiency.

Table 37 - Calculation of Master Plan CIP SDC Eligibility

Classification	LOS (units/1,000 population) ^{1,2}	Inventory Units	Parks Inventory at			Level of Service Analysis		Parks SDC Eligibility	
			Current ²	Planned Additions ³	Planned 2030	Current need	Surplus / (Deficiency)	Growth Need	Growth %
Pocket Parks	0.25	Acres	1.35	2.86	4.21	3.18	(1.83)	1.04	36.20%
Urban Plaza Parks	0.10	Acres	1.25	0.43	1.68	1.27	(0.02)	0.41	95.35%
Neighborhood Parks	1.00	Acres	11.00	5.85	16.85	12.70	(1.70)	4.14	70.88%
Community Parks	2.00	Acres	9.10	24.59	33.69	25.40	(16.30)	8.29	33.70%
Nature Parks	2.00	Acres	9.80	23.89	33.69	25.40	(15.60)	8.29	34.69%
Regional Parks	5.00	Acres	102.40	-	102.40	63.51	38.89	-	100.00%
	10.35		134.90	57.62	192.52				
Trails	0.50	Miles	6.35	2.07	8.42	6.35	-	2.07	100.00%

¹ U.S. Bureau of the Census assumed service population for 2015 12,702
 Level of Service expressed in units per 1,000 residents 12.702
 Estimated 2030 service population (2015 Parks Master Plan assumed growth of 1.9% per year) 16,846
 Level of Service expressed in units per 1,000 residents 16.846

² 2015 Parks Master Plan Baseline Level of Service; page 45 for parks, page 50 for trails

³ 2015 Parks Master Plan Section 4.2 Parks Level of Service Analysis

Improvement Fee Calculations

The improvement fee is the cost of capacity-increasing capital projects per unit of growth that those projects will serve. The unit of growth, whether number of new residents or number of new employees, is the basis of the fee. In reality, the capacity added by many projects serves a dual purpose of both meeting existing demand and serving future growth. To compute a compliant SDC rate, growth-related costs must be isolated and costs related to current demand must be excluded. We have used the “capacity approach” to allocate costs to the improvement fee basis. Under this approach, the cost of a given project is allocated to growth in proportion to the growth-related capacity that projects of a similar type will create. The capacity analysis of the Plan CIP is shown numerically in Table 38. Table 38 lays out the capacity approach to deriving the parks improvement fee.

Table 38 - Calculation of the Parks Improvement Fee

Classification	Total MP CIP	SDC Eligible %	<----- Funding Sources for Parks Master Plan CIP ----->			
			Existing Users	Total SDC	Residential	Non-Residential
Pocket Parks	\$ 273,650	36%	\$ 174,583	\$ 99,067	\$ 95,695	\$ 3,373
Urban Plaza Parks	1,075,000	95%	49,971	1,025,029	990,133	34,896
Neighborhood Parks	393,240	71%	114,497	278,743	269,254	9,490
Community Parks	391,000	34%	259,235	131,765	127,279	4,486
Nature Parks	9,750	35%	6,368	3,382	3,267	115
Regional Parks	356,225	100%	-	356,225	344,098	12,127
Trails	1,951,744	100%	-	1,951,744	1,885,299	66,445
Total	\$ 4,450,609		\$ 604,653	\$ 3,845,956	\$ 3,715,024	\$ 130,932

	Total SDC	Residential	Non-Residential
Future parks master plan capacity-expanding costs	\$ 3,845,956	\$ 3,715,024	\$ 130,932
Adjustments to improvement fee basis:			
Parks SDC fund balance	101,799	98,333	3,466
Principal outstanding on Parks GO bond	-	-	-
Subtotal adjustments to improvement fee basis	101,799	98,333	3,466
Adjusted future parks master plan capacity-expanding costs	\$ 3,947,755	\$ 3,813,358	\$ 134,397

<i>Future Demand Units:</i>			
Growth in population (People)		4,144	
Growth in occupied housing units:			
Single family residential		1,169	
Multi-family residential		468	
Growth in employment (Employees)			1,953

<i>Unit improvement fee Parks SDCs:</i>			
Per person		\$ 920	
Per occupied housing unit:			
Single family residential		\$ 2,720	
Multi-family residential (per unit)		\$ 1,341	
Per employee			\$ 69

Parks SDC Model Summary

The 2017 parks SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted 2015 Parks Master Plan. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$2,977 per detached single family residence. The complete proposed schedule of parks SDCs is shown below in Table 39. Table 40 give a comparison of the proposed and current parks SDC for a new single family detached residence.

Table 39 - Proposed Transportation SDCs by ITE Code

Customer Classification	Number of Dwelling Units	Proposed Schedule of Parks SDCs			Total
		Reimbursement	Improvement	Administration	
Detached single family	1	\$ 85	\$ 2,720	\$ 140	\$ 2,944
Mobil/manufactured home	1	85	2,720	140	2,944
Multifamily - \$/dwelling unit		42	1,341	69	1,452
Duplex	2	83	2,683	138	2,904
Tri-plex	3	125	4,024	207	4,357
Four-plex	4	167	5,366	277	5,809
Apartment complex	*	*	*		*
Condominium complex	*	*	*		*
Retirement/Assisted Living complex	*	*	*		*
Business - \$/FTE Employee		\$ 2	\$ 69	\$ 4	\$ 75

* - multiply the number of dwelling units by the corresponding detached multi-family per dwelling unit fee component

Table 40 - Proposed and Current Parks SDCs for a Detached Single Family Residence

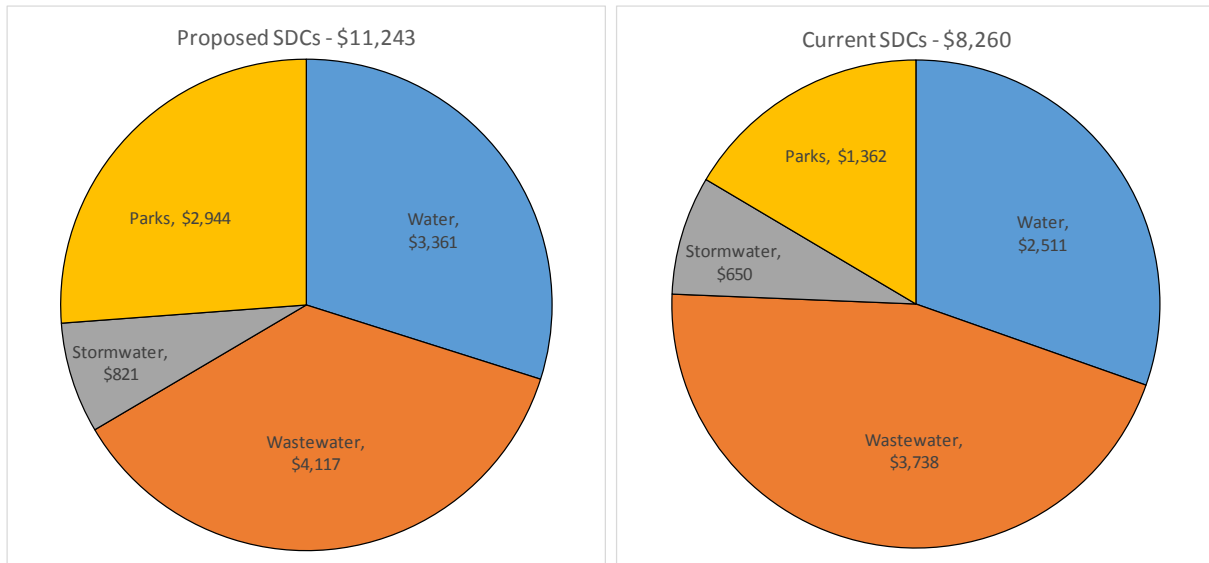
Parks SDC Components	Proposed	Current	Difference
Reimbursement fee	\$ 85	\$ 285	\$ (200)
Improvement fee	2,720	1,059	1,661
Administration fee	140	18	122
Total wastewater SDC	\$ 2,944	\$ 1,362	\$ 1,583

Conclusions and Recommendations

The 2017 SDC methodology update was done in accordance with SHMC Chapter 13.24, and with the benefit of adopted plans and plan updates for municipal services. Our analysis indicates the City can charge a maximum of \$3,361 for water, \$4,117 for wastewater, \$821 for stormwater, and \$2,944 for parks. These figures are on a per equivalent single family residential unit basis. The sum of these maximum fees amounts to \$11,243 per unit; \$2,983 more than the sum of the current SDCs of \$8,260.

A graphic side by side comparison of the proposed and current schedule of SDCs is shown below in figure 7.

Figure 7 - Proposed and Current Schedule of SDCs



Finally, we recommend the City adopt a policy of reviewing its suite of SDCs every five years. Between the review dates, the city should apply a cost adjustment index to the SDC rates annually to reflect changes in costs for land and construction. This policy should be codified in the St. Helens Municipal Code (SHMC §13.24). We suggest the City consider the following language for that section of the SHMC:

1. Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC methodology report shall on January 1st of each year be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on:
 - a. The change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI).
 - b. The system development charges adjustment factor shall be used to adjust the system development charges, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property; or adoption of an updated methodology.

Neighboring Communities' Utility Rates and SDCs

Shown below in Figures 8 through 12 are charts that compare the current utility rates and SDCs for a single family customer in St. Helens to the same charges in similar communities in Columbia County, Oregon.

Figure 8 - Comparison of Neighboring Communities' Water Rates

Columbia County Water Rates for 10 Ccf of Water per Month - July, 2017

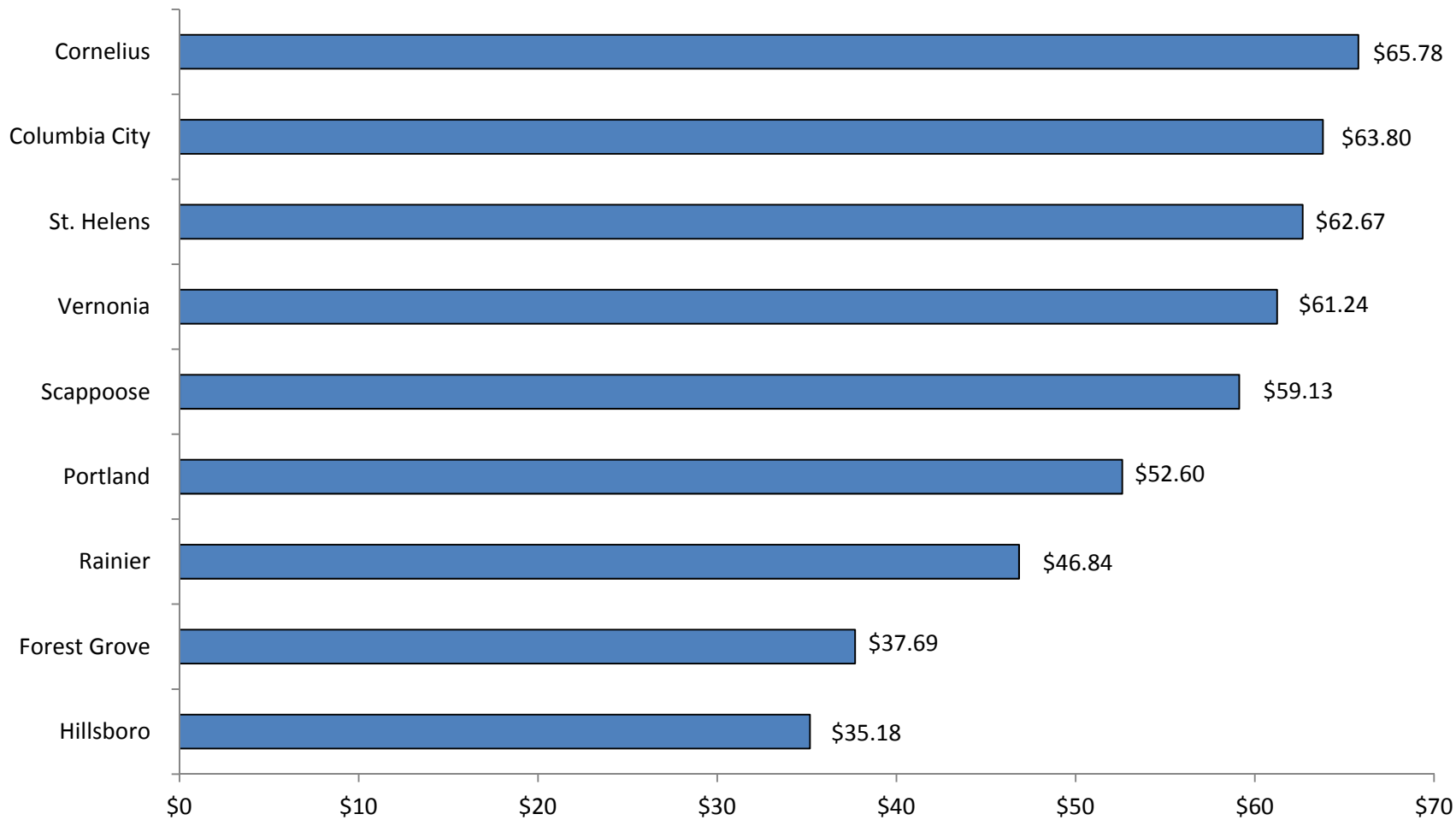


Figure 9 - Comparison of Neighboring Communities' Wastewater Rates

Columbia County Wastewater Rates for 5.5 Ccf of Winter Average Monthly Flow - July, 2017

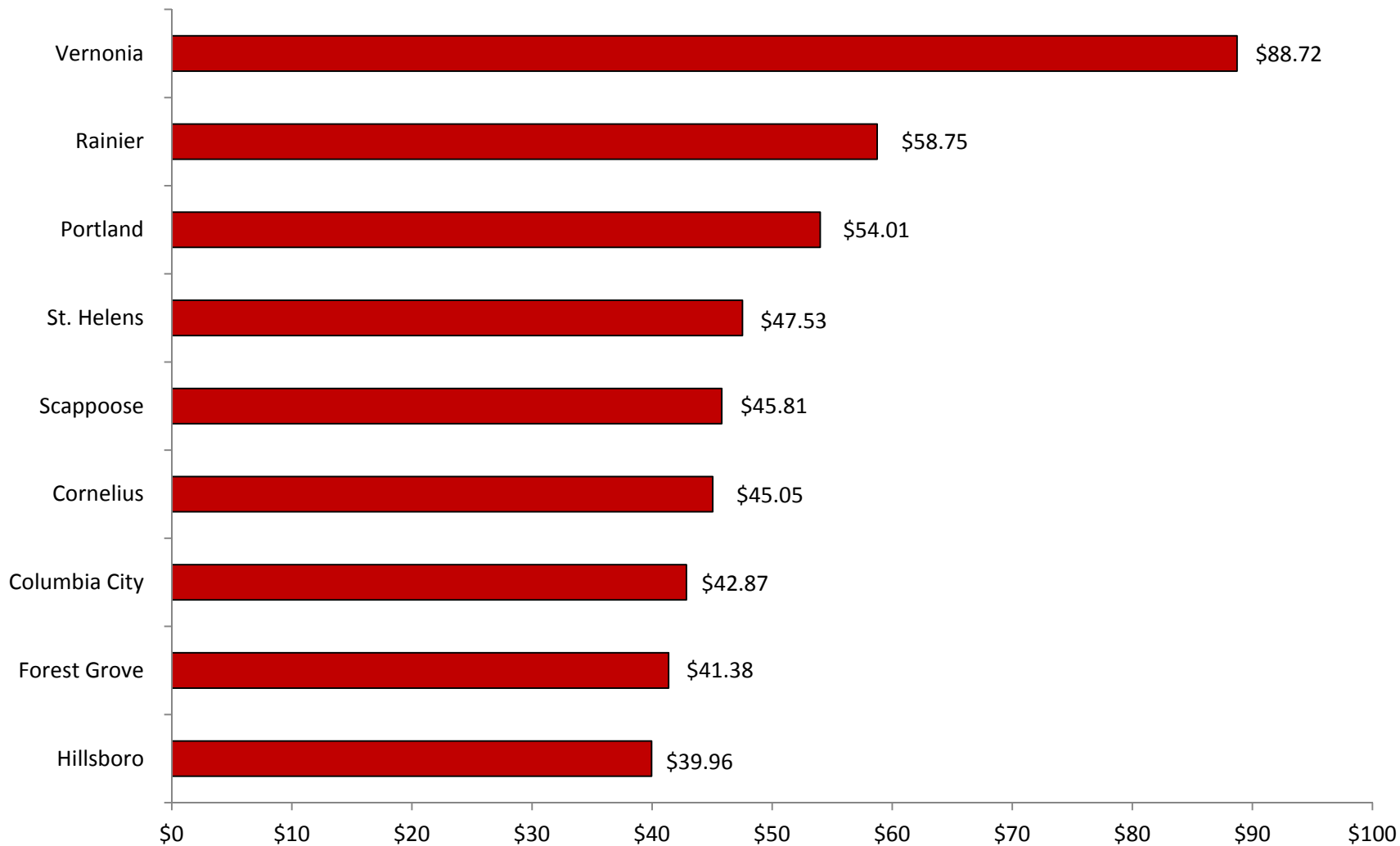


Figure 10 - Comparison of Neighboring Communities' Stormwater Rates

Columbia County Monthly Stormwater Rates \$/EDU/Month - July, 2017

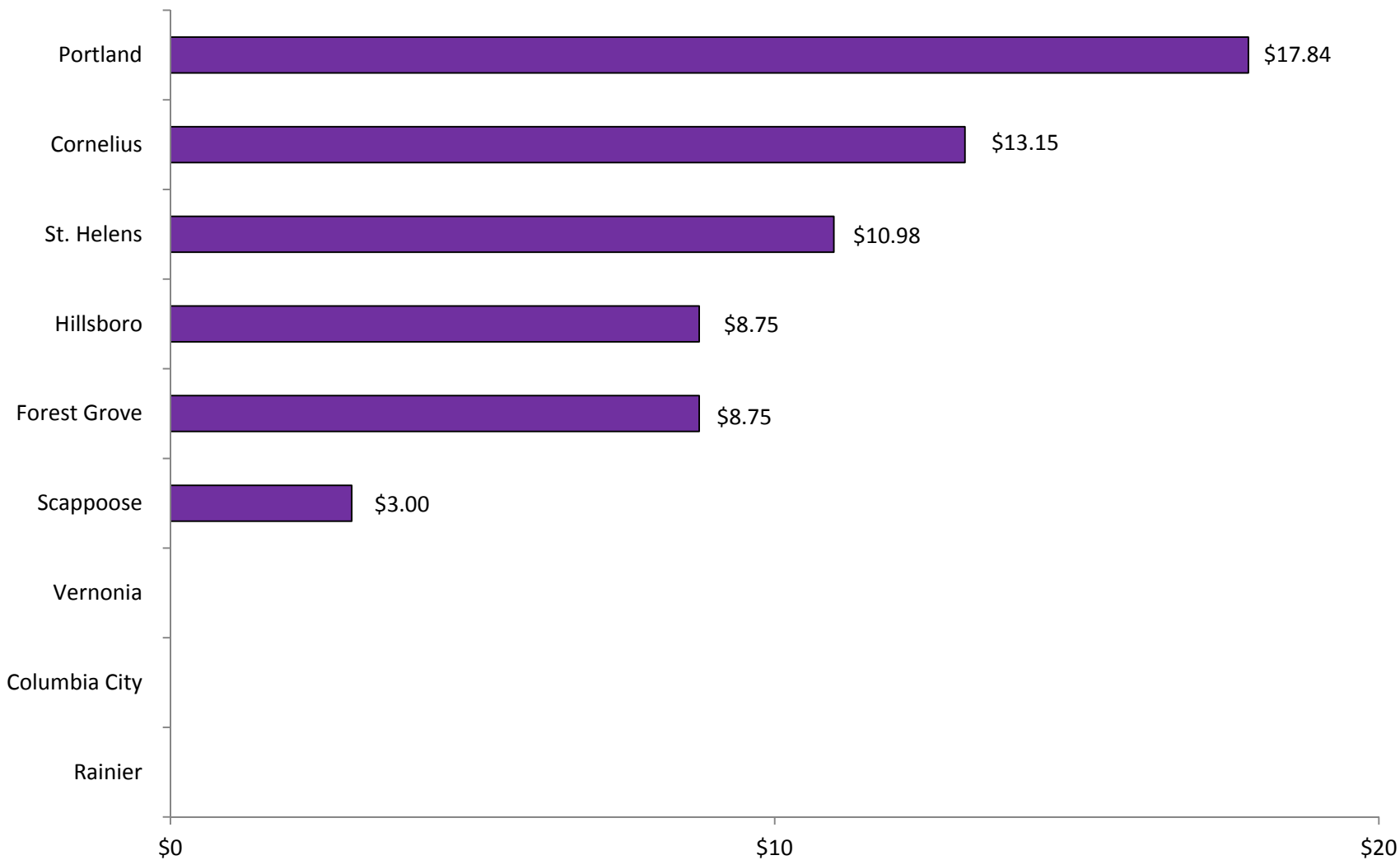
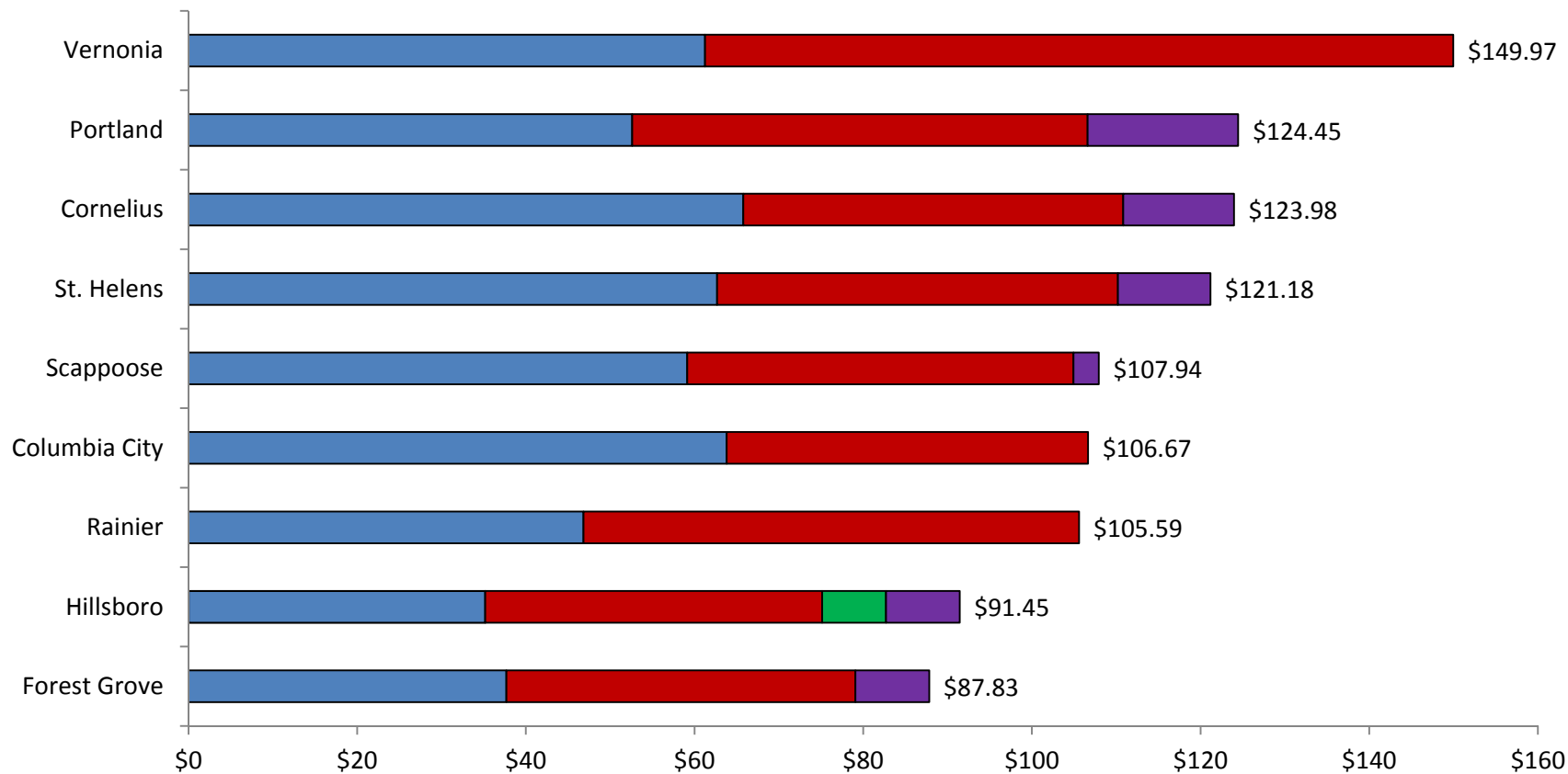
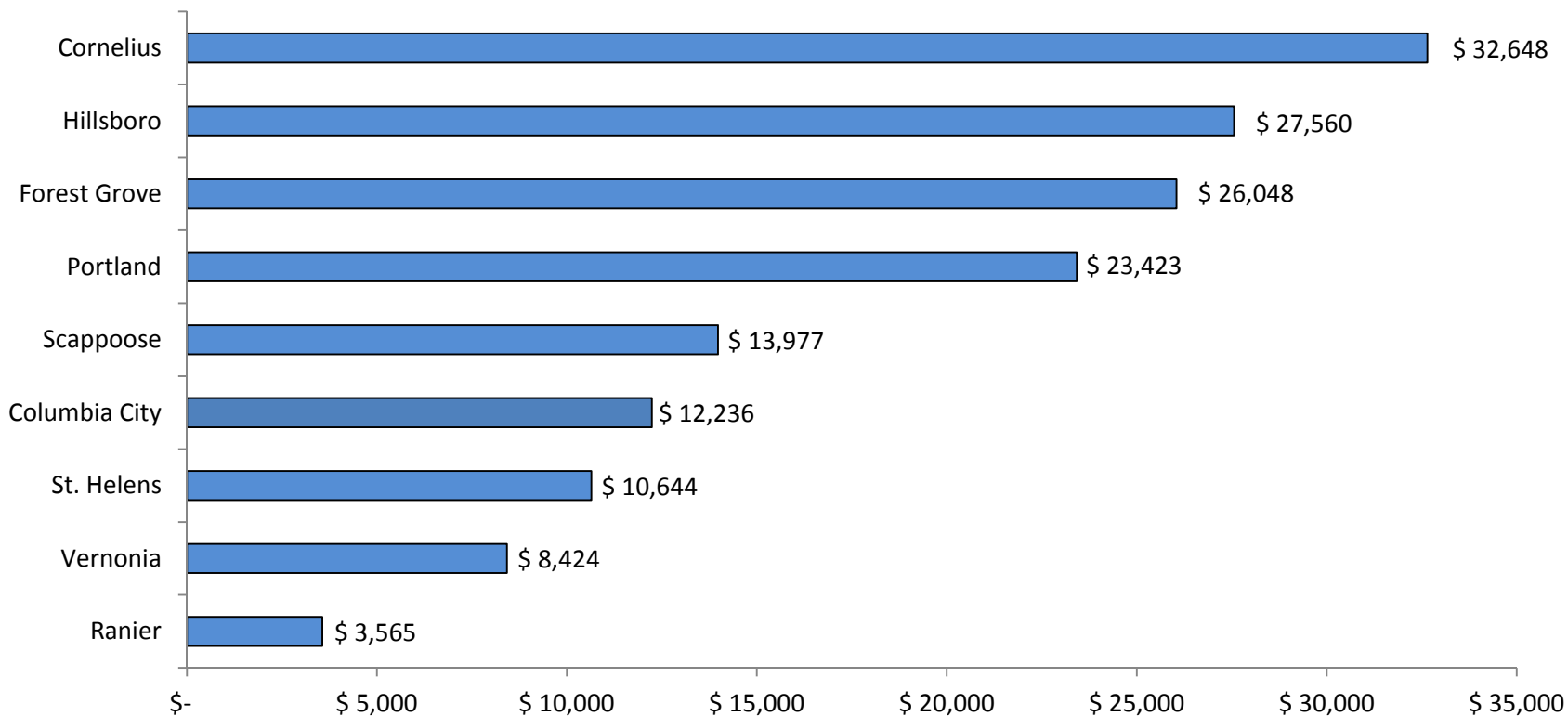


Figure 11 - Comparison of Neighboring Communities' Combined Water, Wastewater, Transportation, and Stormwater Rates



	Forest Grove	Hillsboro	Rainier	Columbia City	Scappoose	St. Helens	Cornelius	Portland	Vernonia
Water	37.69	35.18	46.84	63.80	59.13	62.67	65.78	52.60	61.24
Wastewater	41.38	39.96	58.75	42.87	45.81	47.53	45.05	54.01	88.72
Transportation	-	7.56	-	-	-	-	-	-	-
Stormwater	8.75	8.75	-	-	3.00	10.98	13.15	17.84	-
Total	\$87.83	\$91.45	\$105.59	\$106.67	\$107.94	\$121.18	\$123.98	\$124.45	\$149.97

Figure 12 - Comparison of Neighboring Communities' SDCs (Single Family Residential)



	Contact Phone No.	Water	Wastewater	Streets	Parks	Storm Drainage	Total
Ranier	503.556.7301	920	2,645	-	-	-	\$ 3,565
Vernonia	503.429.5291	2,269	2,957	858	1,000	1,340	\$ 8,424
St. Helens	web site	2,511	3,738	2,383	1,362	650	\$ 10,644
Columbia City	web site	4,292	1,623	4,575	1,496	250	\$ 12,236
Scappoose	web site	4,831	4,276	2,355	1,933	583	\$ 13,977
Portland	web site	3,599	5,712	2,814	10,381	917	\$ 23,423
Forest Grove	web site	5,478	5,500	8,458	6,010	602	\$ 26,048
Hillsboro	web site	8,445	5,500	8,458	4,647	510	\$ 27,560
Cornelius	Community Dev.	12,329	5,500	8,458	4,471	1,890	\$ 32,648

Communications Report

April to June 2017
Fourth Quarter – FY 2016-17



Prepared by Crystal Farnsworth
July 12, 2017

Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	Gazette	e-Newsletter	Radio Spot	Media Advisory
April 2017	5	23	19			2	1	
May 2017	2	22	21			1	1	
June 2017	3	37	33	2	1	1	1	
Totals	10	82	73	2	1	4	3	0

Total Hours Worked by Category										
Category	e-Newsletter	Gazette	Press Release	Media	Social Media	Photography	Radio	Graphic Design	Miscellaneous**	Total
Hours	6.75	27	14.5	10	26.47	14.5	6.5	11.5	21.75	138.97

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Department Allocations

Total Hours Worked by Department / Fund	
Administration	4
Arts & Cultural Commission	2.75
City Council	9.5
Communications	51.08
Emergency Management	0.58
Engineering	4.5
Library	16.24
Parks	0.5
Planning	8.58
Police	16.66
Public Works	4.75
Tourism	17.08
Youth Council	2.75
Total Hours	138.97

*Category includes projects worked on for all departments, such as Gazette and e-Newsletter

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

Followers as of March 31, 2015: 2,991*

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

Followers as of March 31, 2016: 5,486

Followers as of June 30, 2016: 5,740

Followers as of September 30, 2016: 6,270

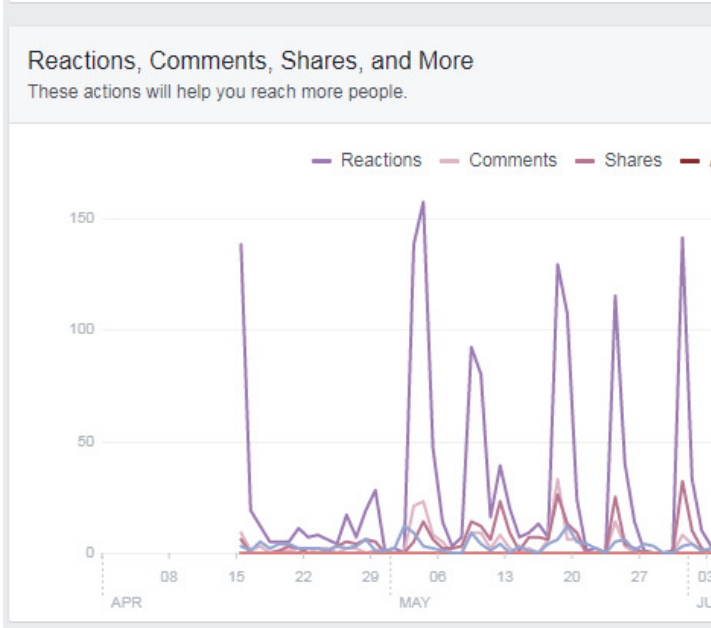
Followers as of December 31, 2016: 6,747

Followers as of March 31, 2017: 7,045

Followers as of June 30, 2017: 7,123

*On March 5, 2015, Facebook notified business pages that they were changing a page's like counts which resulted in a dip in total page likes

Facebook Stats: Insights



Active Posts from May 18, 2017

Legend: Impressions: Organic / Paid (orange), Post Clicks (blue), Reactions, Comments & Shares (pink)

Published	Post	Type	Targeting	Reach	Engagement
05/18/2017 2:11 pm	What's happening at McCormick Park? In 2016, the Oregon Parks & Recreation Department (Orego	Image	Global	4.2K	493 105
05/12/2017 4:21 pm	JOB OPENINGS: We are currently hiring 8 temporary summer labor positions. The application deadli	Image	Global	3.6K	285 23
05/17/2017 11:00 am	The spring burn period in St. Helens city limits ends this Sunday, May 21. Be sure to apply for a burn	Image	Global	3.4K	111 18
05/09/2017 11:00 am	Join the St. Helens Public Library for MakerFest!, a day of making on Saturday, May 20, from 11 a.	Image	Global	1.4K	39 22
05/18/2017 11:21 am	Open RFPs: We are currently requesting proposals for a St. Helens Municipal Court Judge and Muni	Image	Global	1.3K	12 10
05/18/2017 9:56 am	REMINDER: Artist talk with Bonny Wagoner is tonight at St. Helens Public Library at 7 p.m. Wagoner	Image	Global	1.3K	11 6

Twitter

Followers

As of March 31, 2014: 431
As of June 30, 2014: 463
As of Sept. 24, 2014: 482
As of Dec. 30, 2014: 506
As of March 31, 2015: 537
As of June 30, 2015: 540
As of Sept. 30, 2015: 670
As of Dec. 31, 2015: 756
As of March 31, 2016: 820
As of June 30, 2016: 883
As of September 30, 2016: 974

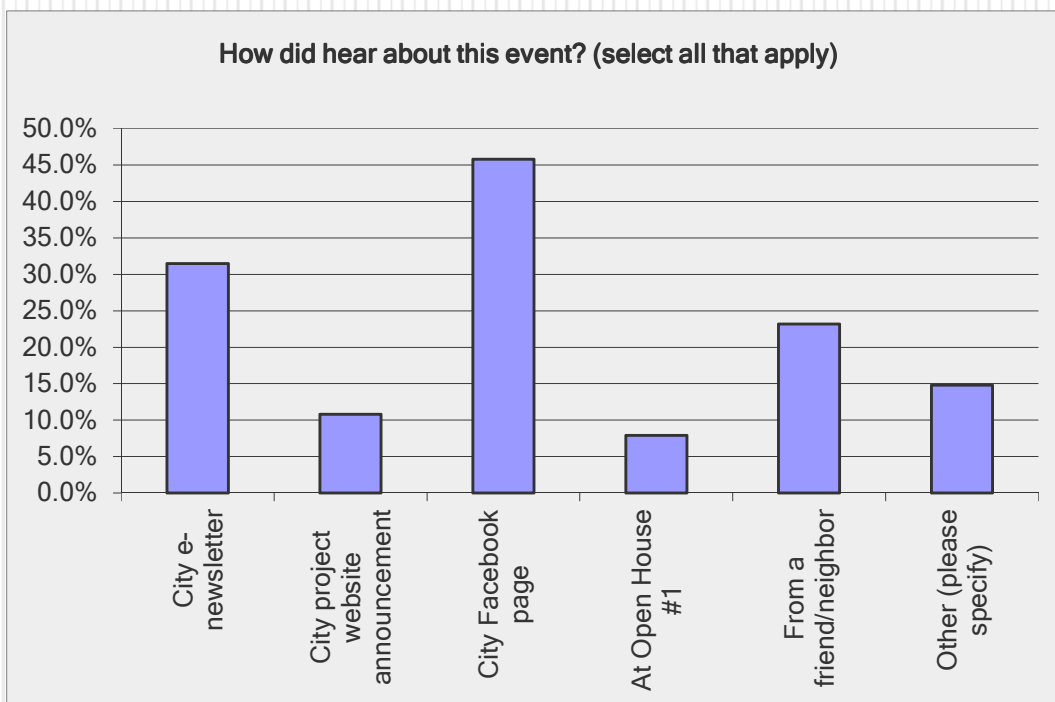
As of December 31, 2016: 1,055

As of March 31, 2017: 1,113

As of June 30, 2017: 1,157

Activity Highlights

- **Branding and Wayfinding Open House & Survey**



77.3% of people that responded found out through e-News or social media

Activity Highlights

• Branding and Wayfinding Open House & Survey



City of St. Helens Branding & Wayfinding Master Plan Survey

Have you taken the St. Helens Branding & Wayfinding Master Plan survey yet?

The City of St. Helens is currently creating a Branding & Wayfinding Master Plan and would like to gather community input on proposed design options. The plan will be used in the future to create more unified directional signs, map kiosks, gateways, etc., in St. Helens.

If you have not done so already, please take about 10 minutes to take our online survey and offer feedback on a number of wayfinding design concepts. Your feedback on elements such as themes, shapes, colors, and materials will help us incorporate the preferred elements from each option into the final wayfinding designs. Learn more about the project on the [City's website](#).

The survey closes on Wednesday, April 12. Feel free to share this email with your friends, family, and coworkers so that we can gather as much community feedback as possible.

[Take the Survey](#)

Two days before survey closed, there were 80 respondents.

After special e-Newsletter campaign and final Facebook post, response rate nearly tripled to 223 respondents.

Activity Highlights

- High wind storm and power outage info in April
- Columbia View Park Open House
- SHPD Accreditation



St. Helens Police Department Earns Oregon Accreditation

After several years of hard work, the St. Helens Police Department earned accreditation through the Oregon Accreditation Alliance in April 2017. Of the approximately 175 law enforcement agencies in Oregon, St. Helens joins only 42 other agencies in the state to earn accreditation and is the first law enforcement agency in Columbia County to become accredited.

Accreditation provides law enforcement and 9-1-1 agencies with a method for measuring their performance and accountability and ultimately the quality of services provided to the citizens of Oregon. Learn more about accreditation and the review process that the St. Helens Police Department went through on page 6.

Continued on page 6



First in county: SHPD earns accreditation
 SHPD is first accredited Columbia County law enforcement agency
 Apr 14, 2017



Police Chief Terry Moss and Police Support Specialist Malinda Duran
 Courtesy photo

Story Highlights

There are approximately 175 law enforcement agencies in Oregon. The St. Helens Police Department now joins only 40 other agencies in the state to earn accreditation and is the first law enforcement agency in Columbia County to become accredited.

"This is a huge milestone for the St. Helens"



After many months of hard work, the St. Helens Police Department earned accreditation through the Oregon

Congratulations to St. Helens PD

The St. Helens Police Department is to be congratulated on recently earning Oregon Accreditation. Preparing for the required assessment is a lengthy intensive process. standards established for accreditation.

St. Helens is fortunate to have a police department that meets the high
*Cynthia Dailey-Hewkin
 St. Helens*

OACP UPDATE

Keeping you informed

OACP Home Calendar OACP Events Resources Contact Us
April 19, 2017

OACP News

Did you hear? The OACP has gone mobile!
 At the 2017 Annual Conference we debuted the **Oregon Police Chief App**, and we are pretty excited about it. We're looking forward to exploring ways to leverage this tool in order to most effectively communicate with our members. Have any suggestions for us, or need to assistance in downloading? Give us a call at the office.

1191 Capitol St. NE, Salem, OR 97301 | 503.315.1411

Oregon News

OSP trooper critically injured in named 'Trooper of the Year'
 Oregon State Police Troop injured in a Christmas day has been honored as Nor

[Read more](#)

St. Helens Police Department Earns Accreditation
 City of St. Helens
 After many months of hard work, the St. Helens Police Department has earned accreditation through the Oregon Accreditation Alliance. Police Chief Terry Moss and Police Support Specialist Malinda Duran were formally presented with an accreditation plaque on Thursday, April 13, at the Oregon Association Chiefs of Police annual conference in Bend.

[Read more](#)

Marion County sheriff's shooting
 The Oregonian
 A Marion County sheriff's injured him during a traffic stop earlier this month was justified in firing his weapon, a grand jury found Monday.

[Read more](#)

State: _____
 Please contact Tori at victoria.hitner@gmail.com if

Activity Highlights

- Marketing/Tourism video for St. Helens
- CERT Simulated Disaster/Graduation – media feature



CERT grads respond to simulated disaster

CODY MANN
cmann@countrymedia.net

In the wake of a disaster, volunteer responders in the community are prepared to act.

St. Helens Community Emergency Response Team (CERT) conducted a simulated disaster on May 11 at the Columbia 9-1-1 Communications District site. The training session was the capstone to a six-week program that prepares CERT volunteers to serve their community in the face of an emergency.

CERT Director Holly Haebbe graduated from the first CERT training session in 2005. She said CERT is a volunteer agency that supports St. Helens Police Department and Columbia River Fire & Rescue (CRFR). Police Chief Terry Meiss founded the program.

"This training is a test for them," Haebbe said. "At the end of the scenario, the fire department comes in and does a training, too." CRFR's arrival helps CERT understand how

to turn over the scene to local agencies. For this event, the emergency was a building collapse that may have been caused by an explosion. Earthquakes and severe storms have been scenarios in the past.

Volunteer actors and previous CERT graduates play a big role in the disaster simulation. Highly convincing cosmetic wounds were applied to the actors, including some fairly graphic prosthetics such as protruding glass and broken bones. The actors are deployed around the training site with instructions as to how they should portray their injuries to emergency responders.

"You learn a lot by being a victim because you watch what the responders are doing," Haebbe said. That extra learning opportunity attracts many CERT graduates to return for the other side of the experience.



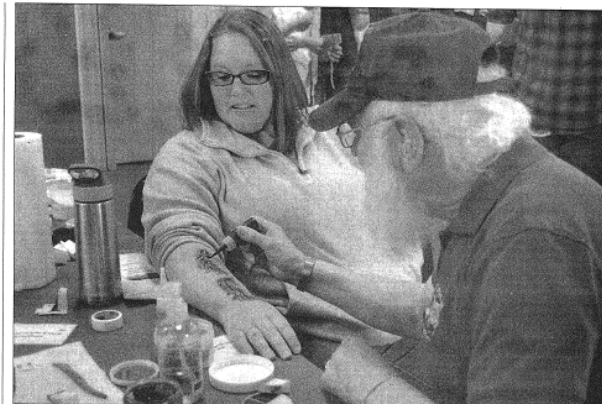
See CERT Page A10

CERT graduates Karl Baker and Kip Beebe assist simulated disaster victim Ken Tripp.

Cody Mann/The Chronicle

4002

Friday, May 18, 2017 South County Spotlight



Sarah Cliff, left, roots in a realistic looking arm wound flushed out of makeup, that was applied by CERT volunteer Joe Ervuta. Cliff and her daughter, Shelly, both volunteered to play victims in the training for the first time this year.

CERT-ified for disaster response

Newest class of Community Emergency Response Team graduates complete six-week program

by MICHELLE THILL
The Spotlight

Imagine you're in a tall building one afternoon when unexpectedly the walls begin to shake, bricks, drywall and dust fall from the ceiling and you're trapped, injured and unsure of what just happened.

Would you know what to do? The 18 graduates from a recent St. Helens Community Emergency Response Team training program would. The CERT students completed the intensive six-week program last week, Thursday, May 11.

During the course, which was led by CERT training coordinator Holly



CERT trainees and other first responders carry an unconscious person to a triage location during a simulated disaster training on Thursday, May 11. Volunteers from the community acted out various roles as victims in the simulation to depict a real-life scenario.

Haebbe and St. Helens Police Chief Terry Meiss, the trainees, all of whom are Columbia County residents, learned a

wealth of skills useful in an emergency. Trainees received instruction on how to set up an incident command

center and conduct search and rescue efforts, as well as how to administer, basic, emergency and psychological, first aid. These skills can be used in response to minor natural disasters and large-scale catastrophic situations.

On Thursday, the 18 participants, went through two simulated scenarios, assisting dozens of "injured" people—volunteers who agreed to play the part of victims and other assigned roles—at the Lee Broadbent Training Center, a site on McNelly Way in St. Helens which is primarily used by fire crews for training purposes.

Often, previous CERT graduates come back to volunteer for the simulations and check in on the program. Former graduates, such as Holly Pennock and Brian Evans, said they enjoy seeing new groups of students learn vital skills as a result of the training.

The CERT program has been running in St. Helens since 2011 and has trained 150 volunteers in that time. City fire lie Scepoulos and Vermetto also offer CERT programs and have graduated 137 trainees combined.

PHOTOS BY MICHELLE THILL

Activity Highlights

- **KATU special signage request story**
- **Reverification/ name for Facebook account**
- **13 Nights on the River**

 **City Of St. Helens - Government**
Published by Crystal Farnsworth [?] · June 8 · 🌐

Reminder: There is NO 13 Nights on the River concert this Thursday, June 8. 13 Nights on the River has a new schedule this year (check out the dates below). Concerts start at 6:30 p.m.!

June 15th – Showdown

June 29th – Workin' for the Weekend... [See More](#)



Activity Highlights

- ACC Trash Can Painting Competition Promo
- Summer Gazette
- New SHPD Reporting App
- Lemonade with the Law
- Kiwanis Parade
- Sunset Magazine Spirit of Halloweentown picture requests

 **St. Helens Police Department** added 10 new photos to the album: Lemonade with the Law - June 2017 — with Adam Sommers and 2 others.
Published by Crystal Farnsworth (?) · June 16 at 9:58am · 🌐

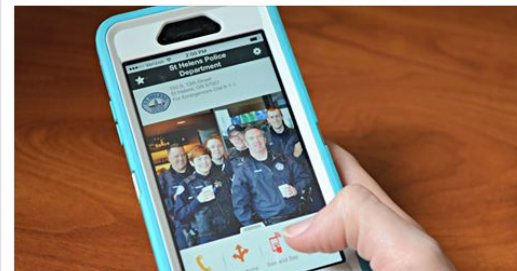
Thanks to everyone who stopped by Burgerville last night to visit with our officers and St. Helens Police Department staff. We had a great time. Thank you to Burgerville for hosting the event and providing free lemonade for everyone.



 **City Of St. Helens - Government**
Published by Crystal Farnsworth (?) · June 12 · 🌐

The St. Helens Police Department just launched a new app that you can download and use to submit code enforcement or nuisance issues, report suspicious activity, or receive emergency alert information from the police department. Download the app by searching for "St. Helens PD" or "St. Helens Police Department" on your smartphone.

More info at <http://www.ci.st-helens.or.us/.../new-app-connects-residents-...>



New App Connects Residents with St. Helens Police

FOR IMMEDIATE RELEASE June 12, 2017 St. Helens, Ore. – The St. Helens Police Department has launched a new smartphone app to provide the St. Helens community with a free and modern method of communicating and connecting with...
CI.ST-HELENS.OR.US

2,704 people reached

Boost Post

👍 Like 💬 Comment ➦ Share

👤 Nancy Conner, Kathleen Grant and 23 others

4 shares

Activity Highlights

- Independence Day promotion
- Social Media policy and platform guideline update
- Summer Reading Program/Library Challenge



St. Helens
Independence Day
Celebration



Tuesday, July 4th

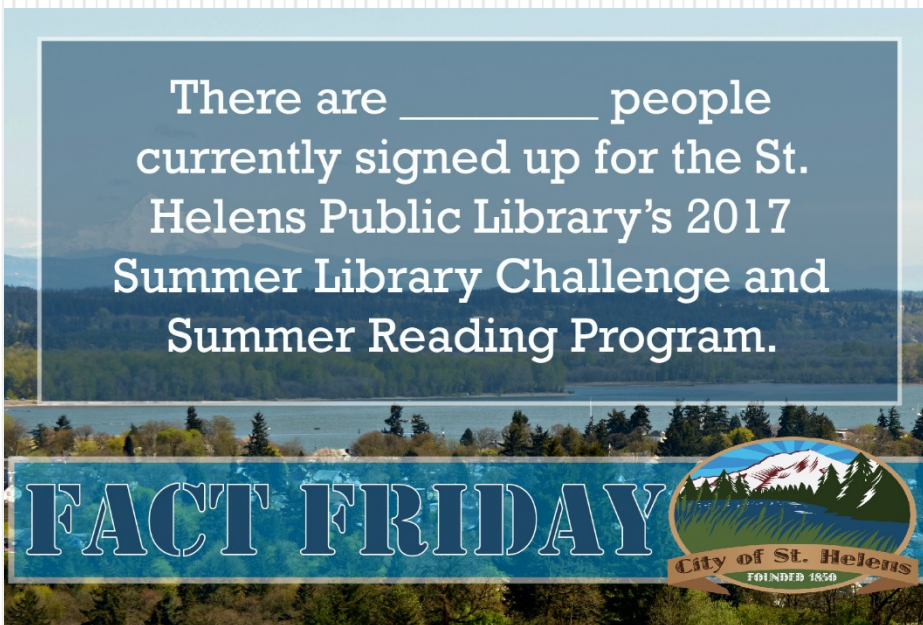
Events on the St. Helens Riverfront

Food by Elks Veterans Bunker	Flag Raising Ceremony 4 p.m.
Face Painting & Balloon Twisting	Music by Hit Machine 7-10 p.m.
Bell Ringing 2 p.m.	Fireworks 10 p.m.

Tailgate tickets and more info at www.discovercolumbiacounty.com

Activity Highlights

- St. Helopalooza promo
- Fact Friday social media campaign



City Of St. Helens - Government
Published by Crystal Farnsworth [?] · July 7 at 9:30am · 🌐

It's Fact Friday! Each Friday we will post a fact about one of our City services on our Facebook page with a piece of information missing. Be the first person to comment with the correct answer and you win a gift card to a local business.

Today's fact: There are _____ people currently signed up for the St. Helens Public Library's 2017 Summer Library Challenge and Summer Reading Program.

Put your answer in the comments. The first person to answer with the correct number or t... See More

There are _____ people currently signed up for the St. Helens Public Library's 2017 Summer Library Challenge and Summer Reading Program.

3,294 People Reached

38 Likes, Comments & Shares

7 Likes	4 On Post	3 On Shares
28 Comments	25 On Post	3 On Shares
3 Shares	2 On Post	1 On Shares

3,294 people reached

Like Comment Share

Flo Perry, Meredith McCauley Reading and 2 others

2 shares

View 21 more comments

Tess Bissell 127
Like · Reply · Message · July 7 at 2:02pm

City Of St. Helens - Government The community have 118 pre-readers, 411 youth, and 64 adults at St. Helens Public Library. Congrats to the closest to the correct answer with a guess of _____ people currently signed up for the St. Helens Public Library's 2017 Summer Library Challenge and Summer Reading Program. Congrats to the closest to the correct answer with a guess of _____ people currently signed up for the St. Helens Public Library's 2017 Summer Library Challenge and Summer Reading Program.

Like · Reply · Comment · Commented on by C · 3:50pm


2 Replies

129 Post Clicks

13 Photo Views	5 Link Clicks	111 Other Clicks
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On the Horizon

- St. Helens promotional video
- Citizens Day in the Park
- Summer Reading Programs
- Fact Fridays
- Spirit of Halloweentown



City of St. Helens
presents

CITIZENS DAY IN THE PARK

Saturday, August 12
McCormick Park, St. Helens

**A day to disconnect from technology, meet
your neighbors, and enjoy a local park**

Car Show - 11 a.m. **BBQ Lunch - 1 p.m.**
Music - 11 a.m. to 7 p.m. **Park Games and More**

More info at www.ci.st-helens.or.us/news

The background of the flyer shows a scenic view of McCormick Park with trees, a picnic shelter, and a playground.

MAIN STREET

Final Updates

Topics

- Recruitment and organizational tools
 - *Maestro,*
 - *mailchimp, dropbox, squarespace, wordpress*
 - *strategic doing and list-serve*
- Data and social media management
- Oregon Main Street Grant
- RARE and the Main Street Program
- The end & the future

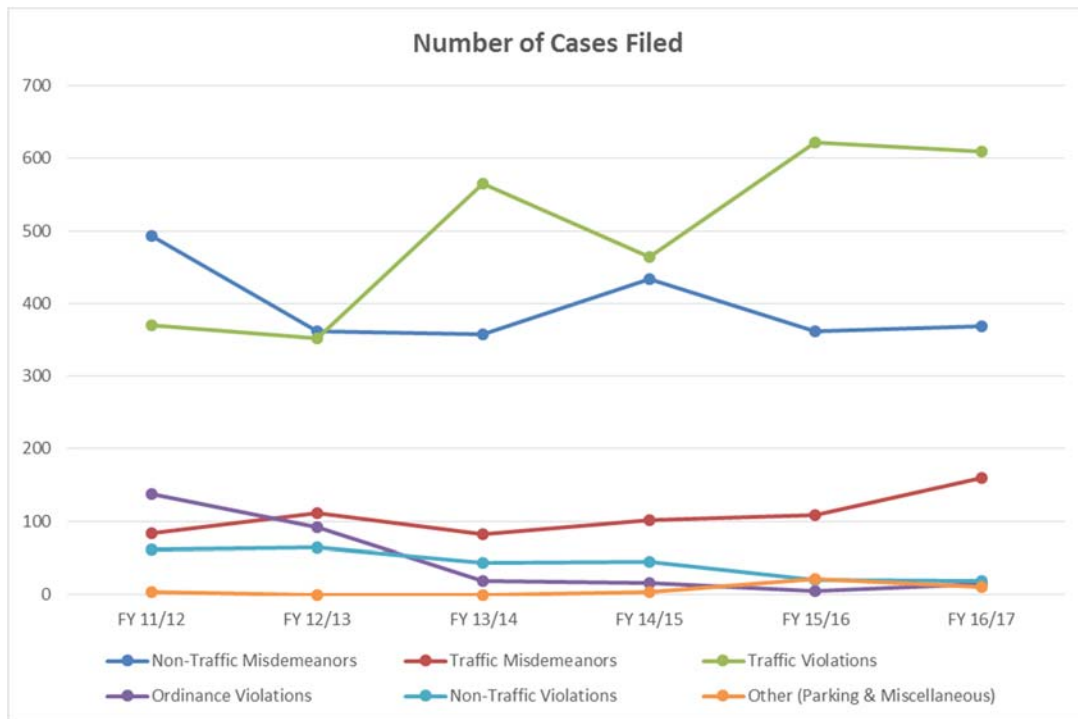
COUNCIL MEETING – 03/01/17

TO: CITY COUNCIL
FROM: MATT BROWN
SUBJECT: 4TH QTR (YEAR END 2016-17)
DATED REPORT: JULY 19, 2017

Greetings Council,
 This is the Court Report for the time ending 06/30/2017 (end of the 2017 Fiscal Year).

For the FY 2017, total cases filed were 1,182. This is a steady increase of the last few years as shown below.

Cases Filed	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Non-Traffic Misdemeanors	493	362	358	434	362	370
Non-Traffic Violations	61	64	43	45	20	19
Traffic Misdemeanors	83	111	82	101	109	159
Traffic Violations	371	353	565	464	622	609
Municipal Code Misdemeanors	1	0	3	-	-	-
Ordinance Violations	137	92	19	16	5	14
Other (Parking & Miscellaneous)	3	0	0	3	21	11
Sub Totals:						
Misdemeanors	577	473	443	535	471	529
Violations	572	509	627	528	668	653
Total Cases Filed	1,149	982	1,070	1,063	1,139	1,182



Examples of Charges by Category:

Non-Traffic Misdemeanors: Assault IV, False Swearing, Escape III, Unauthorized Departure, Interfering with a Police Officer, Resisting Arrest, Endangering the Welfare of a Minor, Strangulation, Menacing, Recklessly Endangering, Sex Abuse III, Public Indecency, Child Neglect II, Theft II & III, Criminal Trespass I & II, Unlawful Entry into a Motor Vehicle, Criminal Mischief II & III, Forgery II, Fraudulent Use of Credit Card, Negotiating a Bad Check, Disorderly Conduct, Harassment, Sexual Harassment, Telephonic Harassment, Carrying a Concealed Weapon, Animal Abuse I & II, Animal Neglect I & II, Animal Abandonment, Failure to Report as a Sex Offender, Furnishing Alcohol to a Minor or Intoxicated Person, Possession of < 1 oz. Marijuana within 1000' of a School, Contempt of Court, Fleeing or Attempting to Elude, Failure to Appear on a Criminal Citation

Traffic Misdemeanors: DUII, False Information about Liability Insurance, Failure to Carry/Present a License, Using an Invalid License, Reckless Driving, Driving While Suspended - Misdemeanor, Failure to Perform the Duties of a Driver, Failure to Appear in a Violation Proceeding

Traffic Violations: Driving While Suspended - Violation, Driving Uninsured, Failure to Obey a Traffic Control Device, Failure to Renew Tags, No Operator's License, Failure to Yield to a Pedestrian, Failure to Yield to an Emergency Vehicle, Violation of Speed Limit, Careless Driving, Failure to Stop for a School Bus, Open Container in a Vehicle, Unlawful/Unsignaled Turn, Failure to Drive within Lane, Following Too Closely, Operating a Vehicle while Using a Mobile Communication Device, Refusal to Submit to a Breath Test, Operation of Vehicle without Required Lighting, Defective Equipment, Unreasonable Sound Amplification, Operation of Vehicle without Proper Fenders/Mudguards, etc.

Municipal Code Violations: Conducting Business Without a License, Prohibited Burning, Open Container of Alcohol in Public, Unlicensed Dog, Dog at Large, Aggressive Dog, Nuisance Violation, Scattering Debris, Keeping of Junk, Violation of Time Limits - Dock, Swimming from City Docks, Parking, Violation of Handicap Zone

Building Code Violations: Violation of Structural Specialty Code, Failure to Obtain Permit, Violation of Residential Specialty Code, Altered Use of Premises, Failure to Comply with Erosion Prevention and Sediment Control, Violation of Oregon Dwelling Specialty Code, Violation of Floating Structures Code, Occupancy Violation, Violation of Oregon Mechanical Specialty Code, Violation of Oregon Plumbing Specialty Code, Violation of Electrical Code, Sensitive Lands Violation, Tree Removal Violation, Failure to Obey the Final Order of the St. Helens Building Official

Minor in Possession: Minor in Possession of Alcohol or Minor in Possession of Alcohol by Consumption

Other: There are other charges not included in the above categories such as, Possession of Less than One Ounce of Marijuana - violation, Allowing Consumption of Alcohol by a Minor, State Revenue Payments, misdemeanor charges filed as violations

Financially speaking for the end of Fiscal Year 2017, Revenues were higher than budgeted and expenses were lower...

- 1) Our new collection agency has been a breath of fresh air on collecting old debt. With our new collection agency I am better able to assess how much is currently owed to the City (as well as what is owed if you include interest). Our Court Department have been more proactive in recent months with sending people to collections and I expect that efficiency to only improve with many of the changes we are working through currently. At Western Collections, the City technically has \$1.7M in Court Fines that are due to the City. If you include the interest owed that total rises to \$3M. Please keep in mind that, unlike any other collection agency, the City and Collection agency actually split 50/50 any interest revenue they receive on payments.
- 2) \$23,000 of the revenue you see is because of a transfer from the Substance Abuse Liability Account that the City has. This account when I came here had \$31,000 in the account. This account can be used by our Judge if needed to help pay for someone's substance abuse treatment. It is rarely used at this current time, so a journal entry was done to move \$23,000 from that fund into actual revenue. Currently there is about \$11,000 in this fund. The account has started to grow again these past several months with our new collections agency. Back a few Judge contract's ago, this type of "fine" was added to many of the cases in St. Helens. Those old fines are now with a new collection agency. Since we have seen a high-pickup of payments with the new collection agency, these old fines are actually now being paid and this fund is being reimbursed what it had spent out many years ago. It comes in as a line-item on collection payments we receive and is placed back into the

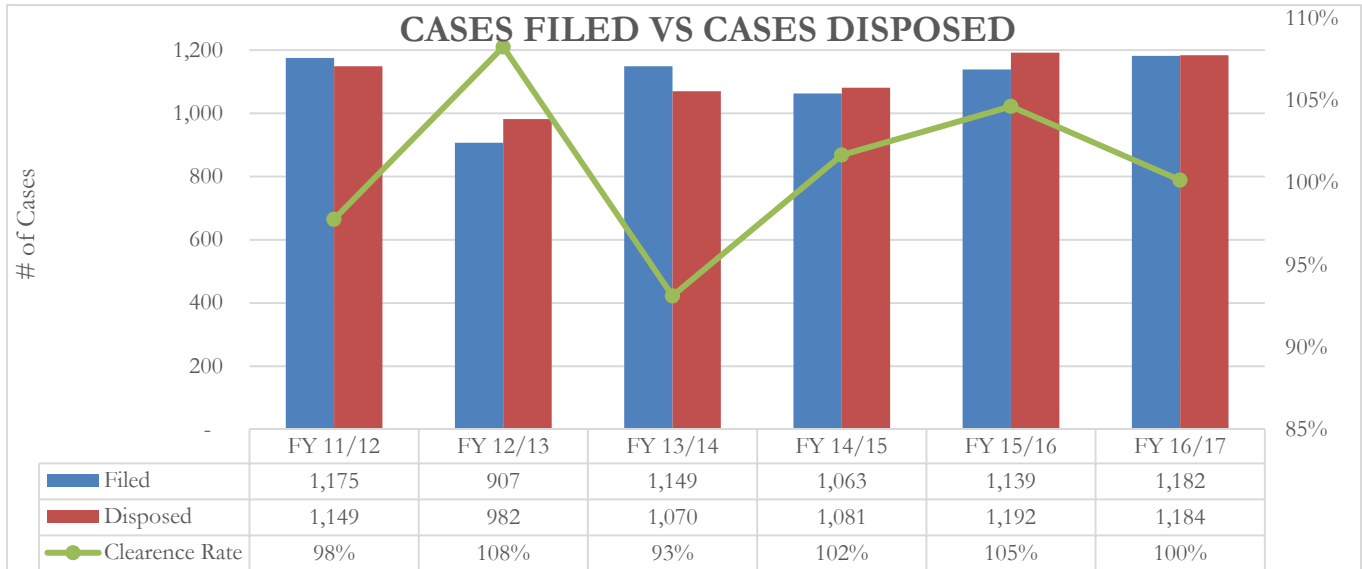
account. I will be having a future discussion with the current Judge and Prosecutor over the use of these funds and it will likely be a yearly Journal Entry to move a certain dollar amount into actual revenue for the City.

- 3) With the increase in revenue, the Court Department saw a Department-Loss of \$148k which is considerably lower than \$200k budgeted. Personnel and Materials were under budget for 2016/17.

**City of St Helens
Municipal Court**

	Actual FY 11/12	Actual FY 12/13	Actual FY 13/14	Actual FY 14/15	Actual FY 15/16	BUDGET FY 16/17	ACTUAL FY 16/17
REVENUE							
Fines	225,615	226,934	208,538	190,975	213,973	200,000	243,799
Court reimbursements	10,280	5,283	5,055	8,389	8,662	9,100	7,048
TOTAL REVENUE	235,895	232,218	213,593	199,364	222,634	209,100	250,847
EXPENSES							
Personnel Services							
Salary	185,442	83,520	89,870	84,549	91,404	97,020	97,256
Overtime	-	-	-	-	6,365	2,300	2,148
SSI taxes	14,161	6,349	6,921	6,477	7,581	7,650	7,641
Retirement	41,580	17,069	18,737	17,542	20,509	21,040	20,997
Workers comp	302	172	201	215	237	290	258
Medical benefits	37,722	33,135	40,105	35,721	42,815	47,290	47,202
Disability/life ins	547	389	409	405	400	420	384
Longevity	360	360	820	360	360	360	630
Unemployment	-	-	-	-	-	6,100	5,949
VEBA	3,073	1,811	1,648	1,520	1,560	1,560	1,560
Direct labor charge	-	-	-	-	15,264	32,990	32,990
PF health	805	208	-	198	627	1,200	808
Total Personnel Services	283,992	143,013	158,711	146,987	187,122	218,220	217,823
Materials and Services							
Attorney	2,770	1,490	-	-	-	-	-
Insurance	5,590	-	-	-	-	-	-
Office supplies	1,822	1,650	2,102	887	1,215	1,400	1,512
Jury / witness fees	50	1,434	758	1,152	310	150	-
Postage	1,642	-	-	-	-	-	-
Miscellaneous	-	(52)	258	96	739	200	143
Professional development	2,461	614	2,070	2,522	2,602	4,250	2,004
Information services	19,299	17,411	13,587	8,794	16,110	15,930	15,191
Reference materials	493	70	299	94	205	390	76
Professional services	45,311	119,533	118,645	128,940	124,240	127,240	127,375
Self Insurance	-	-	-	-	-	180	-
Pro Tem Judge/Prosecutor	-	-	-	-	3,593	1,100	1,065
Indirect cost allocation	44,296	39,248	26,740	28,272	26,954	34,020	34,020
Total Materials and	123,734	181,398	164,459	170,757	175,968	184,860	181,386
Transfers							
Capital replacement reserve	4,800	4,800	-	-	-	-	-
TOTAL EXPENSES	412,526	329,211	323,170	317,744	363,090	403,080	399,209
DEPARTMENT NET =	(176,631)	(96,993)	(109,577)	(118,380)	(140,455)	(193,980)	(148,362)

The charts below shows the Clearance Rate of cases (Filed vs Disposed). As the chart shows, our cases filed vs disposed is almost dead even for the FY 2017, meaning our clearance rate is 100%. This graph helps show that with the number of increased cases we have coming into the Court Department, as of June 30 2017, we are not making any “headway” with closing previous cases. In other words, as soon as we get a case closed and out the door, another one comes right back in.



In closing,

The Clearance Rate for this past fiscal year is a troubling statistic as it appears to me. This is one of the reasons why the Council and City have decided to take a re-examination of the Court Department over the next 6 months in the hopes of finding new and better ways to be efficient with our time and expenses. My next report will be in January with the 6 month review of this examination time.

From those results, we should be able to better identify if the changes we are making now are creating any real difference in the bottom line as well as the efficiency rating of the department. I am hopeful that the changes we are making will show results within the next 6 months, however if it does not, that will mean a discussion amongst Council will be needed again in Jan/Feb (around budget time) to consider continuing status-quo or look at alternatives again.

Respectfully,

Matt Brown
 Finance Director
 City of St. Helens

CITY OF ST. HELENS

Financial Report For The Quarter Ending June 30, 2017

This is the quarterly financial report for the quarter ending June 30 2017. This is the 4th quarter of the City's fiscal year ending June 30, 2017. If revenues and expenditures were received and spent evenly throughout the year, they would be at 100% received or spent at June 30, 2017.

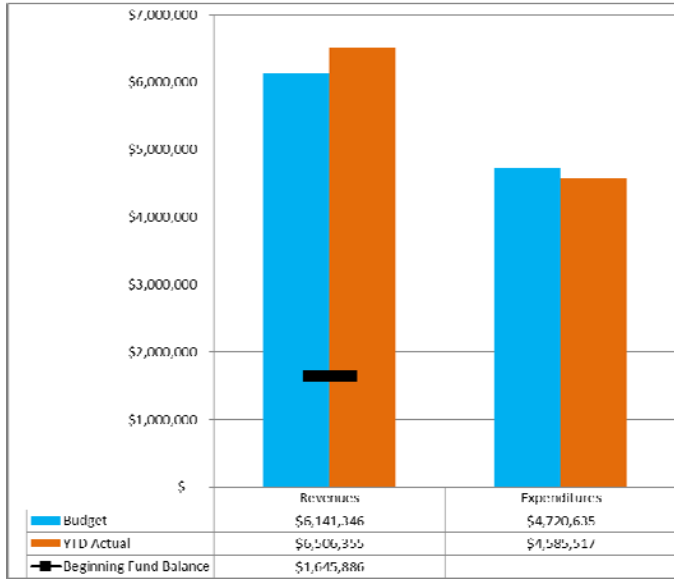
The quarterly report compares the budget to the year-to-date revenues and expenditures.

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance. The difference is the Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; BLUE = Budget and ORANGE = Actuals

For all funds/departments, other than the General Fund, the Revenue Graphs will show a large black line. This line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the black line represents where the fund would be as far as a balance of available funds.

General Fund - Overview



The General Fund receives the most focus throughout the year and during the budget cycle. The General Fund houses property taxes and the major service areas the public associates with local government – police, library, parks, council courts, planning and building. Above is a summary of the General Fund revenue & expenses.

General Fund revenues and expenditures are next broken down into categories and departments. Line item detail for each revenue source and expense item can be shown if requested.

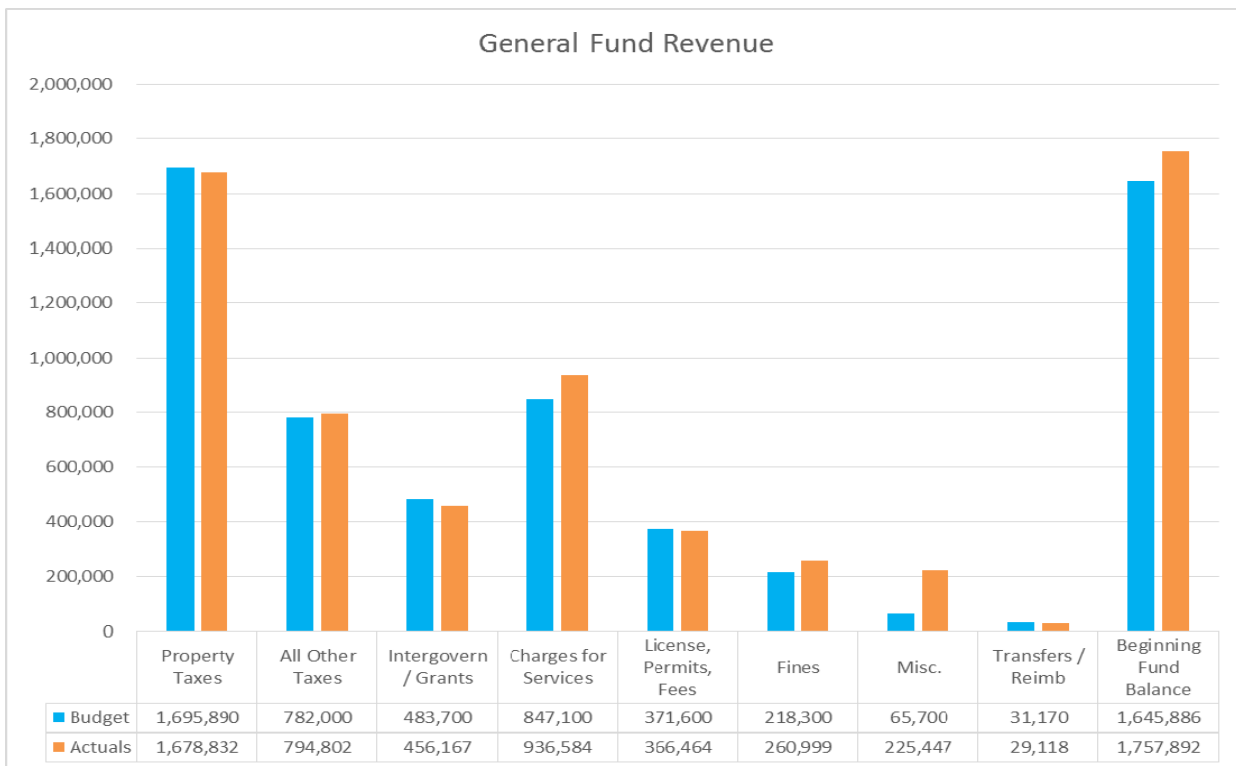
The General Fund’s financial position is good through the third quarter of FY 2016-17. The City has received 106% of the budgeted revenues for 2016/17. The Audited Beginning Fund Balance for FY 2016-17 is \$1.75 Million.

General Fund - Revenue

The following graph displays the General Fund Revenue broken out into separate revenue categories. Budgeted Amounts are shown in BLUE and the Year to Date Actuals are shown in Orange.

General Notes about the General Fund:

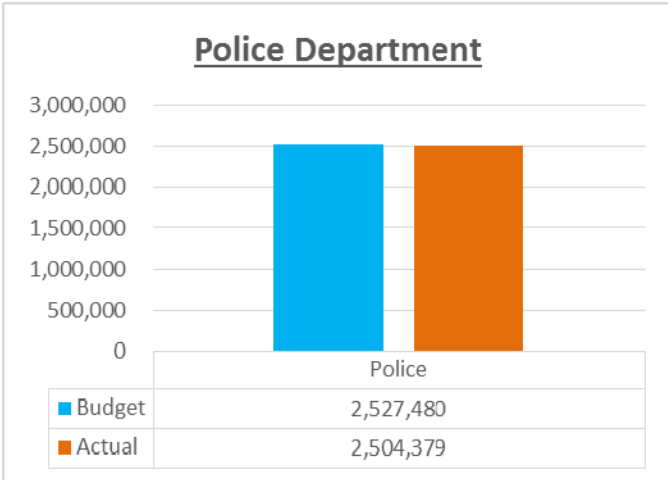
- Property taxes revenues are received mostly in the second quarter of the fiscal year.
- In the Charges for Services category, the largest revenue item is overhead charges (In Lieu of Franchise Fees) which is received from the enterprise funds (water/sewer/storm).



General Fund Expenditures

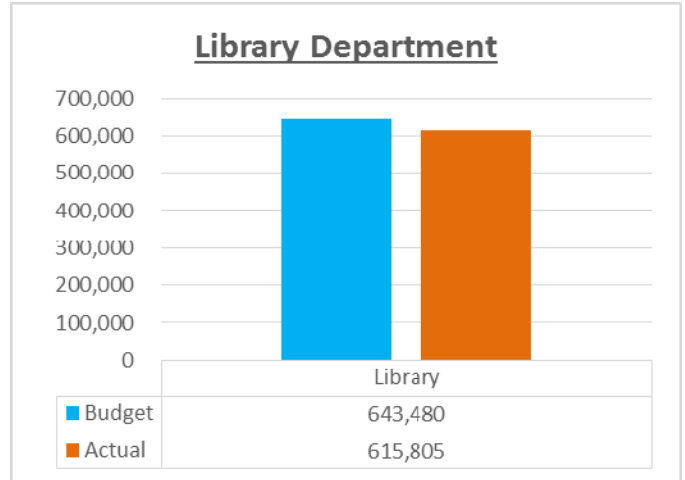
Police Department

Percentage of Budgeted Expenses Spent: 99%



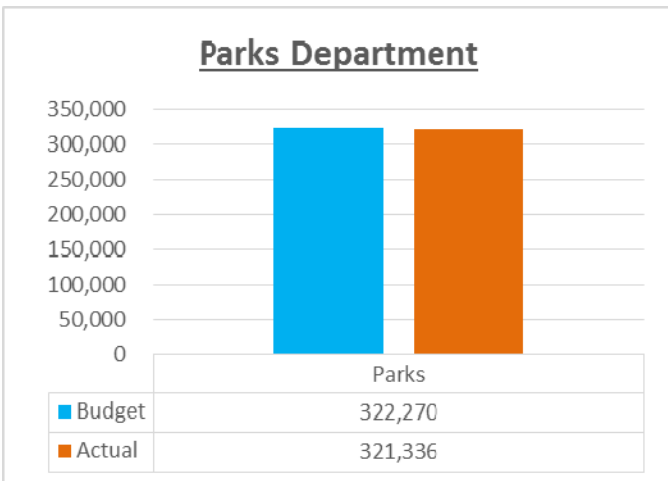
Library Department

Percentage of Budgeted Expenses Spent: 96%



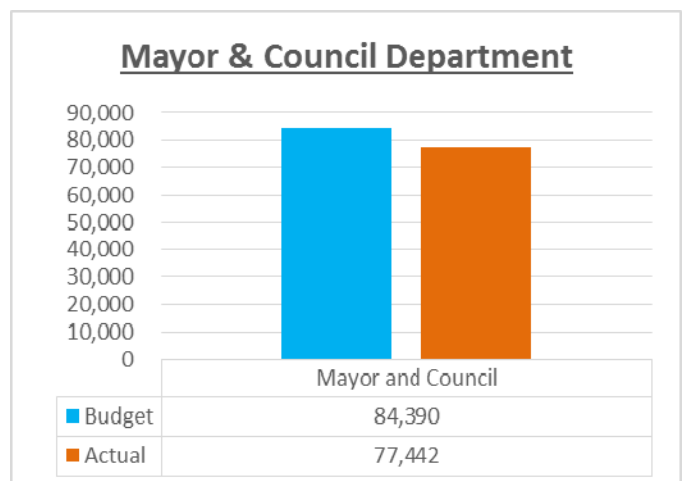
Parks Department

Percentage of Budgeted Expenses Spent: 100%



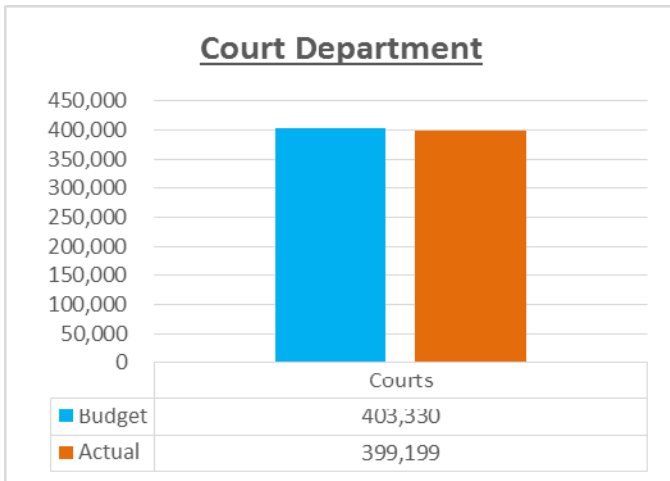
Council Department

Percentage of Budgeted Expenses Spent: 92%



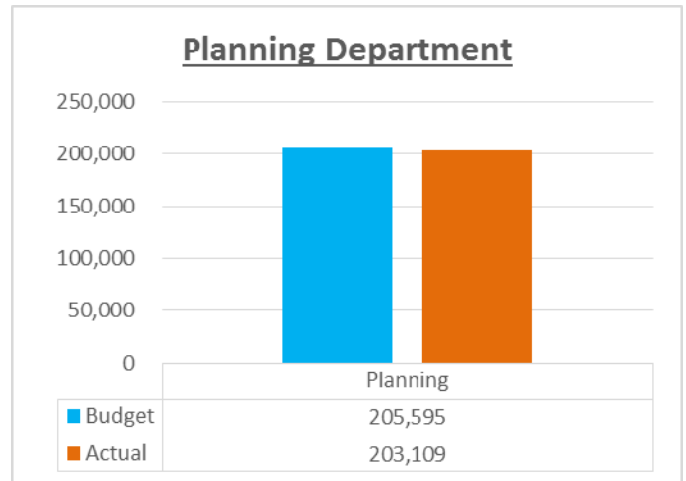
Court Department

Percentage of Budgeted Expenses Spent: 99%

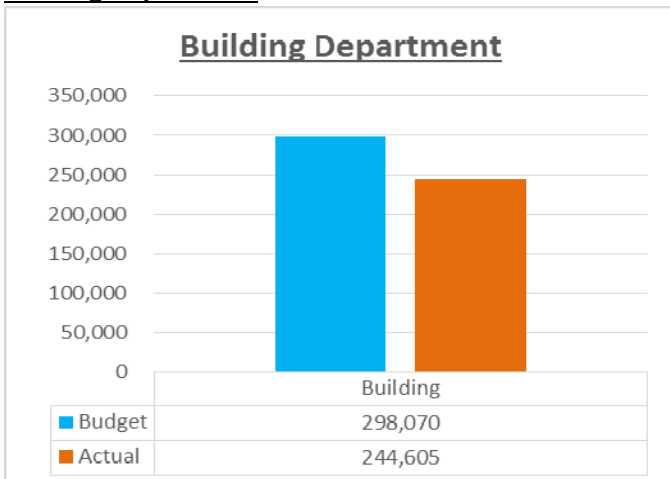


Planning Department

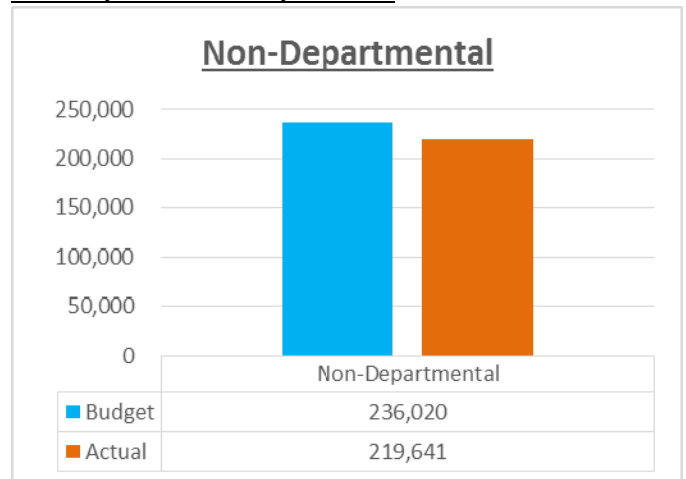
Percentage of Budgeted Expenses Spent: 99%



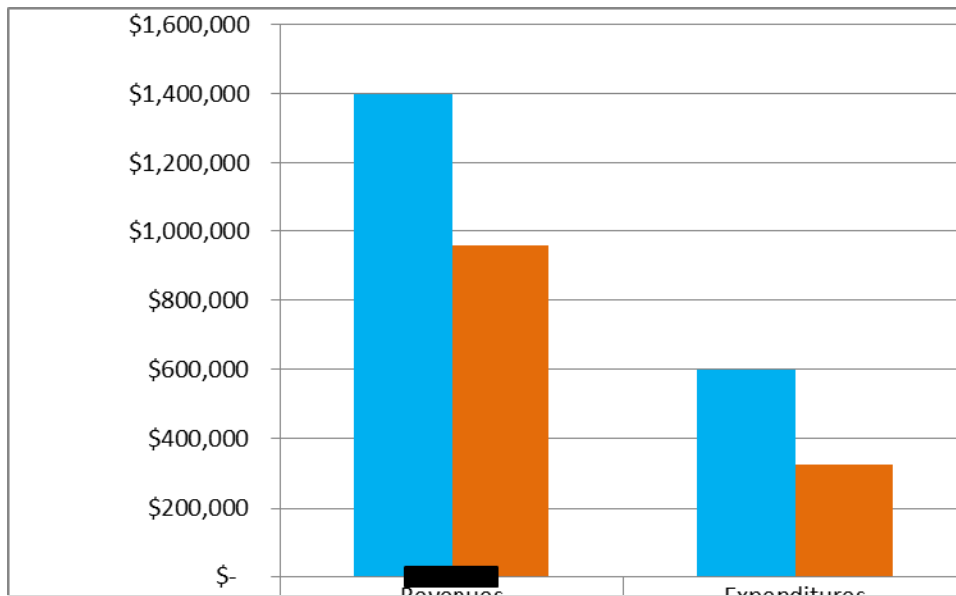
Building Department



Non-Departmental Department



Other Funds:



Economic Development Fund

Revenues: 68%
Expenses: 54%

This is a new fund for 2016-17. It receives revenue from Lease Payments, Grants, and Transfers. A transfer Journal Entry was completed in October, which accounts for about 1/3 of the revenue.

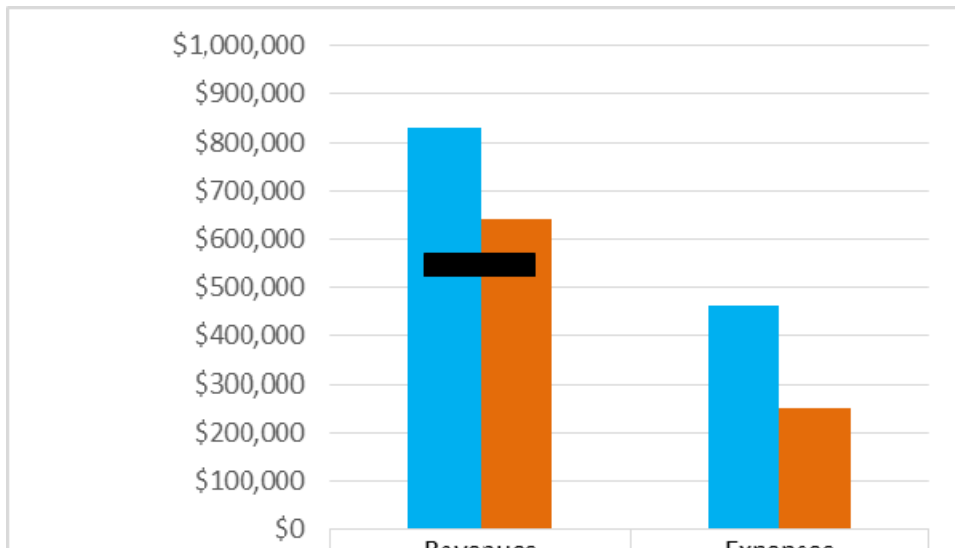


Visitor & Tourism Fund

Revenues: 104%
Expenses: 70%

Main revenue from this fund is from Motel/Hotel Tax, currently at 110%. Event revenues received for the year were \$100,513.

Event Expenses is the largest expense at \$198,164.



Community Enhance Fund

Revenues: 77%
Expenses: 54%

Main revenue comes from beginning fund balance rollover of previous years.



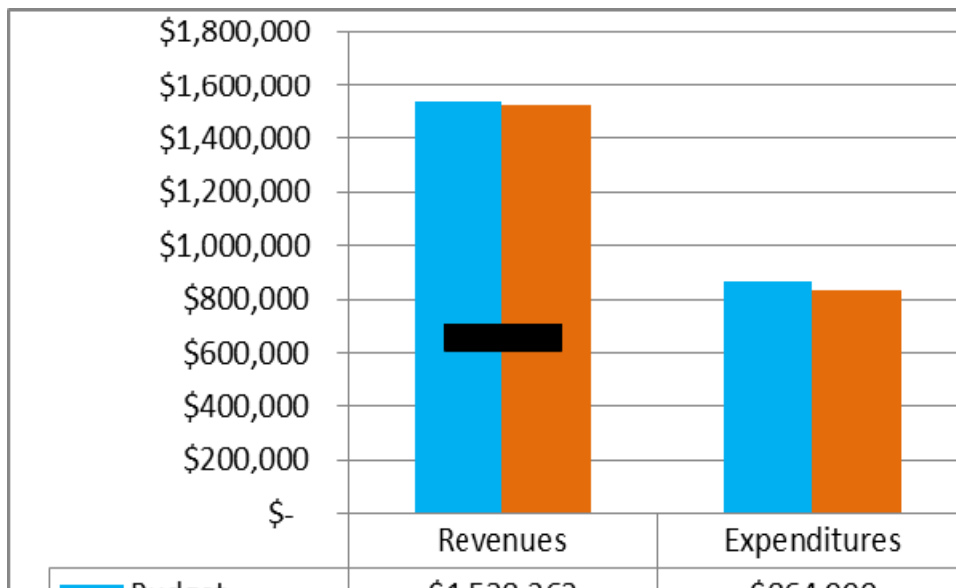
Capital Projects Fund

Revenues: 105%
Expenses: 52%

A large portion of revenue received was a Loan Distribution from DEQ of

	Revenues	Expenses
█ Budget	\$9,932,090	\$5,355,250
█ Actuals	\$10,476,618	\$2,779,087
— Beginning Fund Balance	\$6,161,440	

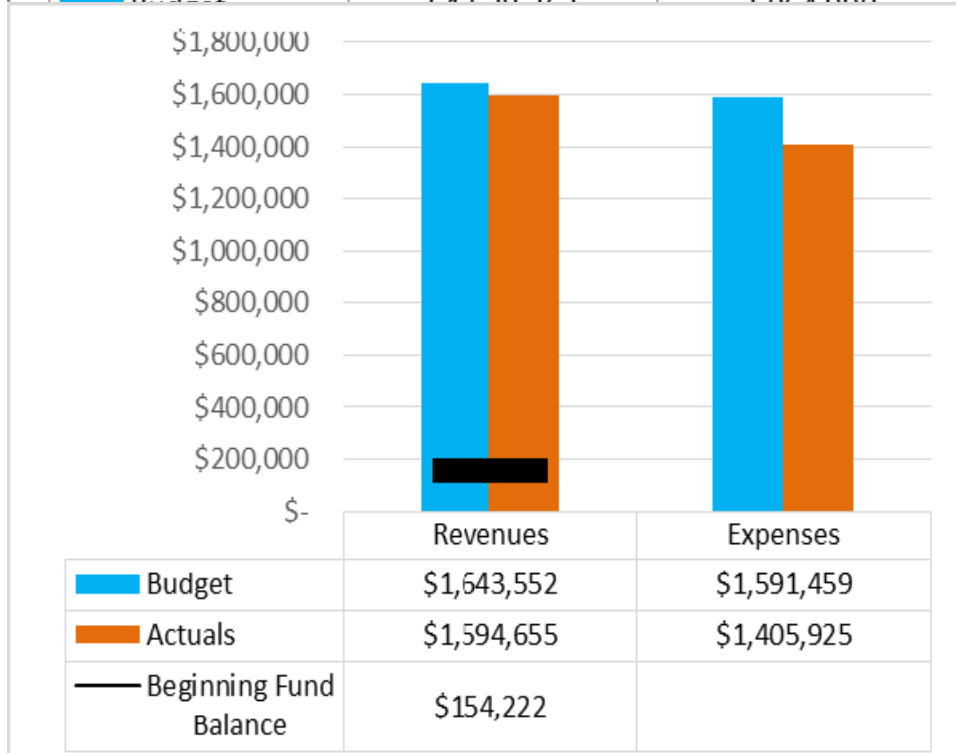
\$1,333,805 in the Storm Water Projects.



Streets Fund

Revenues: 99%
Expenses: 96%

Main revenue comes from Motor Vehicle Tax, currently at 102%.



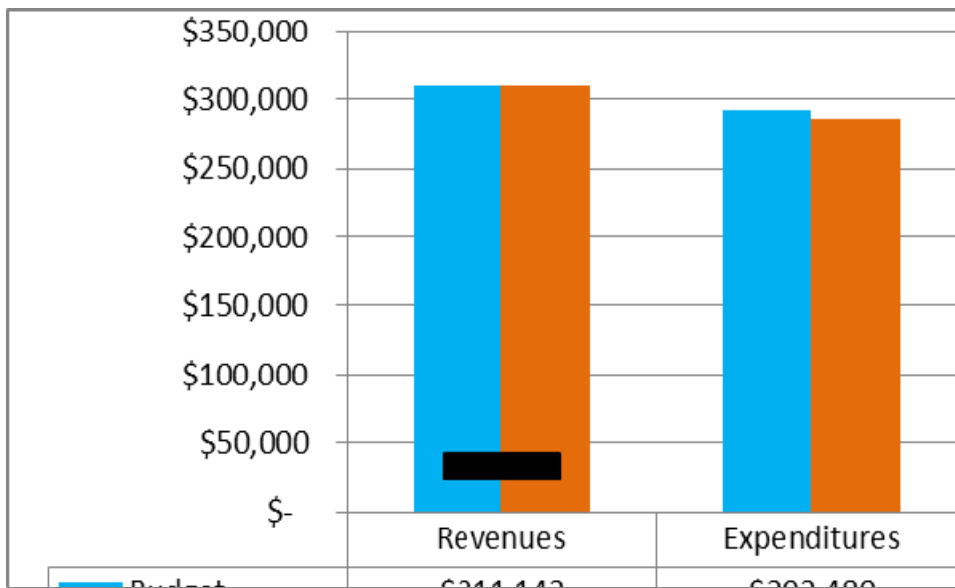
Administrative Services Fund

Revenues: 97%
Expenses: 88%

Revenue is received mainly from Indirect Cost Allocation which was completed in October and a beginning

fund balance of \$154k from last year.

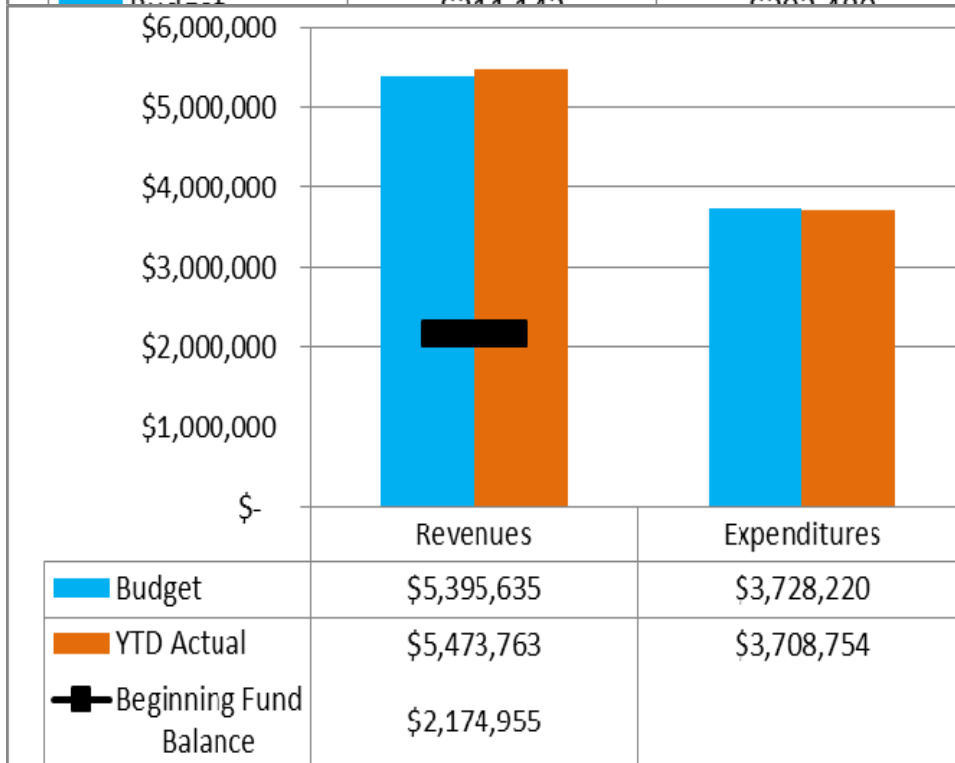
- City Admin – 62% expensed
- City Recorder – 93% expensed
- 99% expensed
- City Hall – 92% expensed
- Other – 71% expensed



Fleet Facility Maintenance Fund

Revenues: 100%
Expenses: 98%

Revenue include Interfund transfers from other funds/departments as well as a beginning fund balance from previous year.



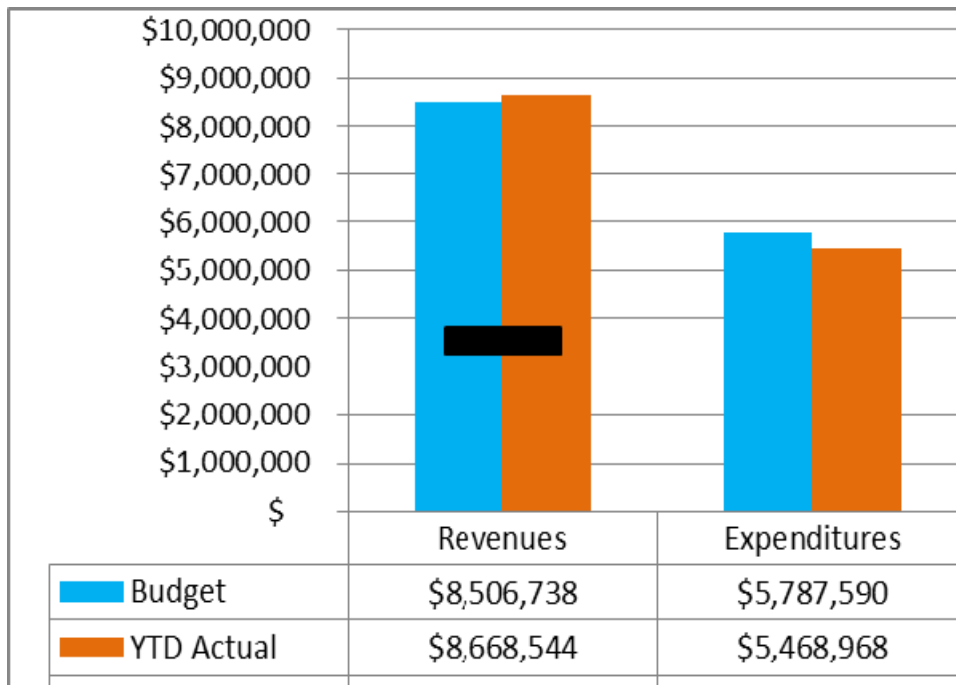
Water Fund

Revenues: 101%
Expenses: 99%

Sale of Water Revenue is currently at 102%.

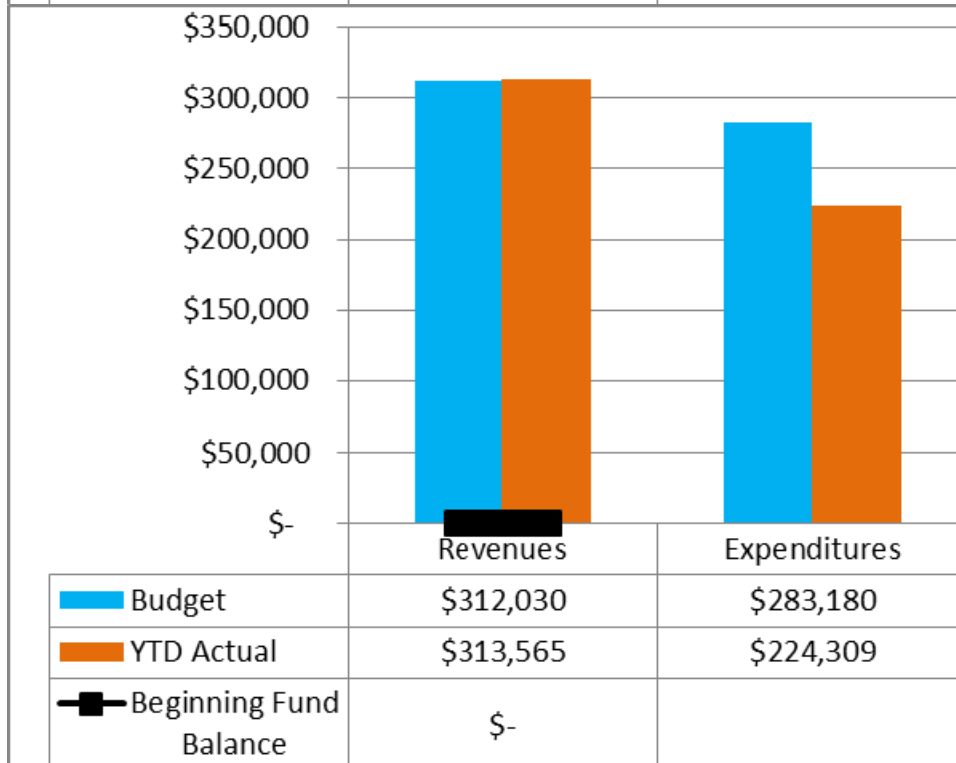
Much of the Expenses in the Water

Fund are Operation based (Direct Labor, Indirect Cost and Transfers).



Sewer Storm Fund

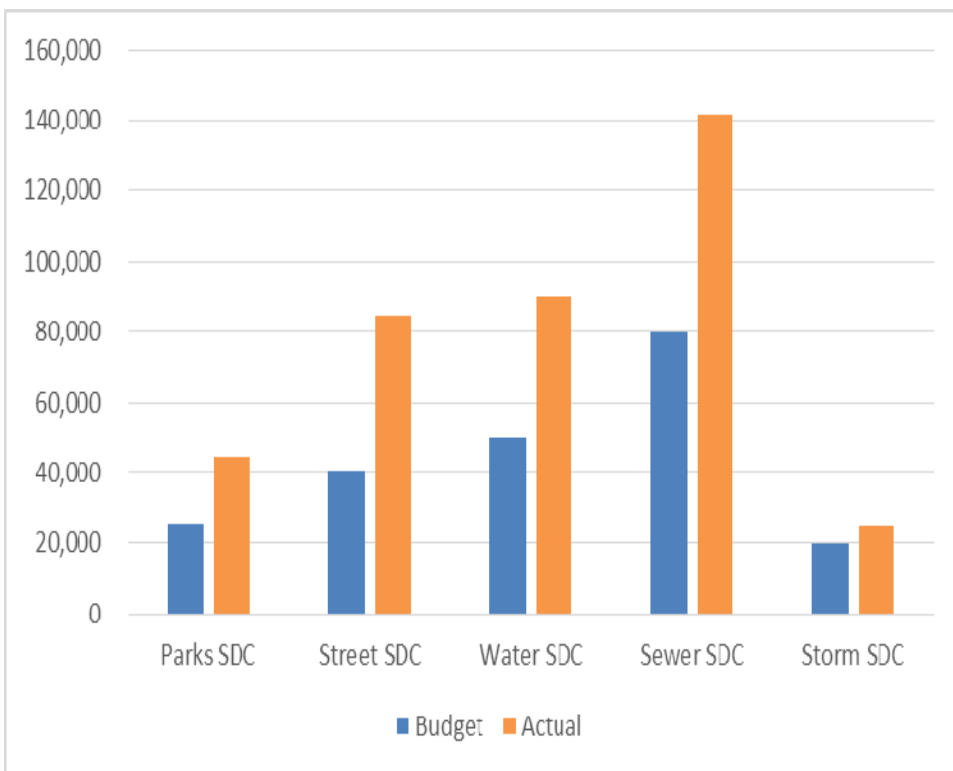
Revenues: 102%
Expenses: 94%



PW Operations Fund

Revenues: 100%
Expenses: 79%

Revenue for this fund includes Indirect Cost Allocation which was completed in October and Transfer funds there were completed in October.



SDC Revenues

Revenues: 180%

Compared to the original budget amounts, SDC revenue (Development) appears to be looking up. We will watch this trend more closely and begin a more legitimate tracking method during the 2017/18 year based on Single Family Resident development.

Frequently Asked Questions (FAQ) for the Sweetened Beverage Tax

1. What is the Sugar-Sweetened Beverage Product Tax?

The Sugar-Sweetened Beverage Product Tax is a city general tax adopted by St. Helens City Council on the distribution of “sugar-sweetened beverage products”. Products whose distribution is subject to the tax include both products like soda, energy drinks, and heavily presweetened tea, as well as the “added caloric sweeteners” used to produce them, such as the syrup used to make fountain drinks. Certain drinks containing certain forms of sugar, such as infant formula, milk products, and natural fruit and vegetable juice are exempted.

2. When would the tax take effect?

The tax would potentially take effect on January 1 2018.

3. What is the tax rate?

The tax rate can be one to three cents (\$0.01 - \$0.03) per fluid ounce of a sugar-sweetened beverage. For taxable caloric sweeteners such as syrups, the tax is calculated on the largest volume, in fluid ounces, of beverage that the syrup can produce based on the manufacturer’s instructions. If the distributor uses the syrup to produce a sugar-sweetened beverage, the volume produced by the syrup may be based on the regular practice of the distributor.

For example, if one ounce of syrup produces 12 ounces of a sugar-sweetened beverage, the tax would be \$0.12.

While the ordinance requires the tax to be paid on the first non-exempt distribution in the city, if it is not paid at that time, it is payable on the next (or any subsequent) distribution, provided that no taxable product may be taxed more than once.

4. Who is responsible for remitting the tax?

The tax is to be paid by distributors – those who bring any items taxable by the Sugar-Sweetened Beverage Ordinance into the City. This includes retailers who obtain and bring any items taxable by the Sugar-Sweetened Beverage Ordinance into the City themselves. The tax defines “distribution” as the transfer of title or possession from one business entity to another, or within a single business, such as by a wholesale or warehousing unit to a retail outlet or between two or more employees or contractors. Distribution excludes retail sale to a consumer.

5. What is an “Added Caloric Sweetener”?

An “added caloric sweetener” is any substance or combination of substances that meets all of the following four criteria:

1. it is suitable for human consumption;
2. it adds calories;
3. it is perceived as sweet; and
4. it is used for making sugar-sweetened beverages by combining it with one or more other ingredients.

Added caloric sweeteners do not include a substance that exclusively contains natural, concentrated, or reconstituted fruit or vegetable juice or any combination thereof.

6. What are some typical taxable distributions?

Typical taxable distributions would be:

- delivery of syrup to fast food or other restaurants;
- delivery of syrup to stores that sell fountain drinks
- delivery of drinks with added caloric sweeteners to retail outlets and restaurants; and
- retail outlets or restaurants bringing drinks into the City for sale at their own store

This is not an exclusive list of potentially taxable distributions, but is intended only to provide typical examples.

7. Are there any exemptions to the tax?

Yes.

The tax does not apply to:

- any distributor who is not subject to taxation by the city under state or federal law;
- gross receipts in the most recent year;
- any distribution of natural or common sweeteners; or
- any distribution of added caloric sweeteners to a Food and Beverage Sales Retail Store, if that store then
- offers the sweetener for sale to customers for later use.

In addition, distribution of certain beverages is specifically exempted:

- beverages in which milk is the primary ingredient;
- beverages for medical use;
- liquids sold for use for weight reduction as a meal replacement;
- products commonly referred to as “infant formula” or “baby formula”; and
- alcoholic beverages.

8. Does the tax apply to coconut and tree waters?

No, as long as these products do not contain added caloric sweeteners.

9. How do I determine whether the tax applies to the distribution of a particular beverage?

Below is a suggested 2-step method for determining whether the tax applies to the distribution of a particular beverage. It does not constitute legal advice, so legal counsel should be consulted on the applicability of the tax to the distribution of a particular beverage.

Step 1: Does the beverage have at least 2 calories per ounce?

If no, then the tax does not apply. (Example: This includes most diet drinks that don't have calories.)

If yes, proceed to Step 2.

Step 2: Does the beverage have an added caloric sweetener (ACS)?

If no, then the tax does not apply. (Example: 100% fruit or vegetable juice that, by definition, does not have added sugar because it is 100% fruit or vegetable. 100% coconut and tree waters would also be outside because they are 100% coconut or tree waters.)

If yes, then the tax is likely to apply.

10. Is sugar (e.g., sucrose, glucose, fructose, etc.) an added caloric sweetener?

Yes. Sugar is an added caloric sweetener because it meets the definition of an added caloric sweetener.

11. Is the distribution of granulated sugar a taxable distribution?

No. The code would exempt the distribution of natural or common sweeteners from the tax. However, once granulated sugar is used to make a sugar sweetened beverage, the distribution of that beverage is taxable. (See previous answer.)

12. Is the tax a sales tax?

No, this is not a sales tax, it is technically called an excise tax, similarly to cigarette and gas taxes. Excise taxes are usually applied on a per-unit basis instead of as a percentage of the purchase price (which is a sales tax).

13. May distributors increase their prices to retailers to pay for the tax?

The tax does not prohibit distributors from doing so. That is a private business decision.

14. When is the tax due?

The City will work with an outside company (Ex. Muni Services) for the enforcement and collection of the tax. Muni Services will collect a 2% fee off what is collected.

15. Where can I find the tax itself?

The tax will be added to the Municipal Code

16. I am a retailer. Do I have any obligations under the tax?

Retailers who do not bring the sugar-sweetened beverages or syrups to their stores themselves are required to identify their distributors.

17. What if I pay late?

Per "Muni Services" recommendation, payments that are up to 30 days delinquent should add a penalty of 10%, and payments that are more than 30 days delinquent should add a 50% penalty. Interest accrues on delinquent amounts at the rate of 1% per month.

18. Who is MuniServices, LLC?

MuniServices, LLC is a private company that has been contracted several cities nationwide in the collection and enforcement of this excise tax.

19. Where would the money go?

If support is garnered for this program from County Public Health and the School District, there would be a 3 way split of the revenue (minus the 2% collection fee). The % split would need to be negotiated among the three partners, but ultimately the decision resides with the City Council because the City is the authority in collecting and instituting the beverage tax.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: July 19, 2017

Planning Division Report attached.

Business License Reports attached.

Suggestion Box Report attached.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council

FROM: Jacob A. Graichen, AICP, City Planner

RE: Bike/pedestrian path on N. 1st Street just north of Columbia Boulevard
Supplemental addition to June Planning Department Activity Report

DATE: July 10, 2017

At the Council's regular session on June 21, 2017, the Council expressed desire to postpone the bike/pedestrian path to be installed as part of Wayne Weigandt's triplex project (land use file SDR.3.16 and building permit no. 13716) to a later date, undetermined. **The Council desired an update at the next meeting: July 19, 2016; the purpose of this memo.**

In 2015, the Council approved this project as part of the US 30 & Columbia Blvd./St. Helens Street Corridor Master Plan (Ordinance No. 3181). This project was also included in the 2015 Parks and Trails Master Plan (Ordinance No. 3191).

Staff required this nonmotorized passageway to be improved as part of the aforementioned triplex project given an alternative right-of-way frontage improvement proposed by the applicant. Advancing this project as part of the triplex seemed logical at this time because of work efficiency (to be completed in conjunction with triplex construction) and the increasing complexity of doing so at a later date after the triplex and related improvements are in place (i.e., less obstacles for construction now compared to later).

The Council determined to not advance the nonmotorized passageway at this time and instead take a fee in lieu for the estimated costs of the improvements instead.

At the time of this report, Mr. Weigandt is aware of the Council's wishes and seems cooperative. The exact fee has not been determined to date, but is anticipated to be around \$2,000.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 06.30.2017

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.

PLANNING ADMINISTRATION

With an improved economy, the building season, and other efforts such as the new corridor plan, urban renewal and such, this has been one busy spring/summer so far!

Participated in a pre-application meeting with Columbia County for a potential storage use at 36058 Kelly Drive (property adjacent to CCMH).

Had a preliminary Q&A meeting with the Property Acquisition & Development Manager for the Oregon Beverage Recycling Cooperative to place a BottleDrop Express at Safeway. For more info about the Oregon Beverage Recycling Cooperative check out <https://www.obrc.com/>

Staff continues to answer questions related to the St. Helens Middle School replacement project, which we expect to see soon. This will be a future public hearing before the Planning Commission.

ST. HELENS RIVERFRONT CONNECTOR PLAN (TGM FILE NO. 2D-16)

Targeting the Council's July meeting for the IGA between the City and ODOT. This depends on ODOT having it ready by then. There has been communication between the two agencies about this date. Since the Council only meets once per month in July and August, waiting for the August meeting will but the project behind schedule.

DEVELOPMENT CODE ENFORCEMENT

The department responded to a fence complaint (formal written complaint submitted to the city) on the 300 block of N. 6th Street. Violation confirmed and correspondence to alert the property of it sent.

The department responded to a fence complaint (verbal inquiry/complaint) at the corner of Cowlitz and S. 2nd Street. Violation confirmed and correspondence to alert the property of it sent.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

June 13, 2017 meeting (outcome): The Commission approved a Variance for a front yard (setback) reduction at 475 S. 2nd Street. The Commission approved a Conditional Use Permit for a duplex on a vacant lot along N. Vernonia Road adjacent to the north side of Campbell Park. The Commission approved a Conditional Use Permit for a 6-space travel trailer park amongst the St. Helens Marina complex where two houses were recently demolished at 104 and 114 N. River Street. Finally, the Commission reviewed the City's Urban Renewal Plan and Report and found that it complies with the Comprehensive Plan; this is a necessary part of the Urban Renewal adoption process before it goes to Council.

July 11, 2017 meeting (upcoming): The Commission has three public hearing scheduled. Each is a multifamily dwelling complex. Two include multiple Variances. One of for the Community Action Team's project at their N. 17th Street facility. Another is a private entity/City partnership on City owned property by 6th Street Park. The third is a private entity for the property across from the IGA grocer at the intersection of N. 12th Street and Columbia Boulevard.

HISTORIC PRESERVATION

We received a certificate from the National Parks Service in celebration of the 50th anniversary of the National Preservation Act of 1966 for being a Certified Local Government (CLG). We've been a CLG since 2009. [See attached letter and certificate \(scanned\).](#)

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Continue to work with the Oregon health Authority, Acute and Communicable Disease Prevention (ACDP) section in creating a statewide water system distribution data set. They first contacted us about this project about a year ago. The intent of the data is to help government public health organizations when there are reports of increased illness, water contamination concerns and to help with emergency planning.

MAIN STREET PROGRAM

St. Helens on the RARE wait list this year. This means that we are not the first in line for a 2017-2018 RARE participant (Main Street/Community Coordinator). The waiting list is like a 2nd tier. If an entity from the 1st tier can't find funding, then RARE pulls from the wait list (then we compete with everybody on that list). Otherwise, no participant for 2017-2018.

Since all Mainstreet program coordinators in the last six years had the overall goal of building capacity for SHEDCO with the ultimate goal of some degree of self-sufficiency, if we don't get anybody this year, it will be a real test of the effectiveness of the last 6 years.

UPCOMING LAND USE ISSUES BEFORE COUNCIL

Earlier this month Lower Columbia Engineering sent letters, on behalf of the St. Helens Marina to property owners asking for consent to apply for a right-of-way vacation of part of N. 1st Street near and within vicinity of the St. Helens Marina. This is a redo of a previous 2012/2013 effort that fell victim to legal technicalities. There is a good chance the Council will see this again this year. So please be aware if citizens ask you about it.

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:*
See attached



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:

Dear Certified Local Government Partner:

JUN - 1 2017

During 2016, the National Park Service designated 38 new communities from across the United States as Certified Local Governments (CLG). We are excited to report that 1,966 communities now participate in the CLG program! This is a significant milestone as it also recognizes the 50th anniversary of the National Historic Preservation Act of 1966, which created the CLG program with the 1980 amendments.

"We are proud that last year 38 new communities spanning the country from California to New York joined us in our commitment to historic preservation and protecting what makes their cities and towns special," said Associate Director Stephanie Toothman. "These Certified Local Governments now have access to unique resources to preserve the heritage of their communities and promote local economic growth through tourism to their historical areas."

In honor of this significant anniversary, the National Park Service would like to thank the communities who continue to make a commitment to historic preservation on a local level. Whether one of the early CLGs from 1985 when the program started, or one of our very new partners to join in 2016 we value your partnership in the Federal Preservation Program. The CLG program is a model of Federal, State, and local government cooperation.

Please accept this certificate as a token of our appreciation for your contributions to the Federal preservation partnership. From New York City to Starkville, Colorado, from county to township, each of you is key to America's ability to preserve, protect, and increase awareness of our unique cultural heritage found across the country.

Megan J. Brown
Chief
State, Tribal, Local, Plans & Grants
National Park Service



In celebration of the 50th anniversary
of the National Historic Preservation Act of 1966,
the National Park Service, Department of the Interior congratulates

St. Helens, Oregon

on being a Certified Local Government and partner in the Federal
preservation program since

January 21, 2009



Stephanie Toothman

Associate Director Cultural Resources
National Park Service

Jacob Graichen

From: Jennifer Dimsho
Sent: Tuesday, June 27, 2017 12:00 PM
To: Jacob Graichen
Subject: June Planning Department Report

Here are my additions to the June Planning Department Report.

GRANTS

1. Received the EPA Community-Wide Assessment Grant for 300k – Kickoff conference call June 14. Helped prepare draft Work Plan for final deadline of July 19 (Includes estimated project budget). Helped prepare all necessary federal forms to submit before Cooperative Agreement can begin.
2. McCormick Picnic Shelter Grant (16k grant, 30k project) – Prepared in-kind grant reporting paperwork for PW/Parks/Admin staff time documentation and before/after photos to submit for project reimbursement.
3. Travel Oregon Grant –Branding & Wayfinding Master Plan: Site tour with PW to ground-truth sign recommendations along US 30/HBD couplet and RD. Worked through minor color revisions of final signage design. Conference call with ODOT to confirm location and design intent complies with state rules. Reviewed Draft Master Plan. Updated Project Website. General grant admin.
4. PSU MURP Columbia View Park Project – Attended MURP student presentation to MURP students on June 5 at PSU. Attended final presentation to Council during WS and RS on June 7. Uploaded document to website. Updated Parks Commission on project via Sheri.
5. Local Government (CLG) Historic Preservation Grant. Award \$12,500 to help cover City Hall façade cleaning and repairs. Worked with PW and State Historic Preservation Office to ensure project would follow Secretary of the Interior’s Rehabilitation Standards. Prepared mid-project report due June 30. Received official notice to proceed after submitting NEPA requirements to SHPO. Tracked time.
6. Received OPRD Veterans Memorial Grant for \$46,770! Total project is \$68,400. Project to be completed by April 30, 2019. Scheduled project kickoff meeting at Lower Columbia Engineering with VFW July 14.
7. HEAL Cities Grant (5k award) – Submitted Progress Report (due June 15). Summarized project work thus far. Nob Hill Nature Park staircase and kiosk installation should occur between June 30 – September 30. Final project report is due October 13, 2017.
8. Oregon Parks & Recreation – Recreational Trails Program (RTP): Finalized 90.5k grant application for Grey Cliffs Park restroom and non-motorized boat launch project for “water trails” project. Added two letters of support and tweaked narrative based on feedback from the initial grant reviewer to make our application more competitive.
9. Worked with Police Department on COPS grant for a School Resource Officer. Grant award for 3 year program – approximately \$213.5k award. Deadline is July 7 for submission.

URBAN RENEWAL

10. Prepared for Planning Commission Review of the Plan on June 13. Attended and prepared for County Commissioner UR briefing on June 28 with John W. Prepared for City Council adoption on July 19 with proper PH Notice going into June UB via Shanna.

MISC

11. Community Action Team (CAT)’s Affordable Housing Work Group Meeting June 8. Special guest developer discussion on cluster housing.
12. Attended an Oregon Community Foundation Grants Workshop at the library on June 5. Received 10k grant for Salmon Tree Cycle.
13. Scheduled Certified Local Government Periodic Review/Site Visit with State Historic Preservation Office for July 17.

14. Completed League of Oregon Cities Development Fee Survey (June 30 deadline)
15. Discussed Waterfront Redevelopment Project with potential developer from RFQ solicitation

Jenny Dimsho

Associate Planner

City of St. Helens

(503) 366-8207

jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: June 5, 2017

The following occupational business licenses are being presented for City approval:

Signature:
Date: 6/2/17

RESIDENT BUSINESS – RENEWAL 2017

- | | | |
|--------------------------|----------------------|--------------------------------------|
| <input type="checkbox"/> | Julane’s Wares | Secondhand Dealer |
| <input type="checkbox"/> | Little Peoples World | Resale & New Clothes & Gifts |
| <input type="checkbox"/> | Our Sister Company | New Retail Women’s/Children Clothing |
| <input type="checkbox"/> | The Vanity Room | Salon & Boutique |

RESIDENT BUSINESS – NEW 2017

- | | | |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Meredith Reading Fitness & Yoga
1541 Columbia BLVD | Fitness/Wellness |
|--------------------------|---|------------------|

NON-RESIDENT BUSINESS - 2017

- | | | |
|--------------------------|---|-----------------------------|
| <input type="checkbox"/> | All About Roof LLC | Roofing |
| <input type="checkbox"/> | Breaking Ground Excavation Inc. | Excavation |
| <input type="checkbox"/> | Cumulus Design | Construction |
| <input type="checkbox"/> | Hoffman Southwest Corp | CCTV Inspection |
| <input type="checkbox"/> | Jacob’s Heating & Air Conditioning Inc. | HVAC Installation & Service |
| <input type="checkbox"/> | McFarland Designs, LLC | General Contractor |
| <input type="checkbox"/> | Miner Pole Buildings, LLC | Construction |
| <input type="checkbox"/> | Peak Electric Group | Electrical Contractor |
| <input type="checkbox"/> | P.M.L. Enterprises | Odor Purging System |
| <input type="checkbox"/> | Terra Firma Foundation System INC. | Construction |

RENTALS - 2017

- | | | |
|--------------------------|---------|-------------------|
| <input type="checkbox"/> | OPR LLC | Commercial Rental |
| <input type="checkbox"/> | | |

MISCELLANEOUS - 2017

- | | | |
|--------------------------|--|---------------------|
| <input type="checkbox"/> | Fastvia Computers Inc.
555 S Columbia River HWY | Name Change |
| <input type="checkbox"/> | Lady J’s Boutique
1955 Columbia BLVD | Address Change |
| <input type="checkbox"/> | Cascade Mechanical Sys Inc. | 7 Day: Plumbing |
| <input type="checkbox"/> | Pyramid Heating and Cooling | 7 Day: HVAC Install |

*Denotes In-Home Business

BUSINESS LICENSE REPORT

City Department Approval: June 19, 2017

The following occupational business licenses are being presented for City approval:

Signature: <u>J. All</u>
Date: <u>6/19/17</u>

RESIDENT BUSINESS – RENEWAL 2017

- | | | |
|--------------------------|----------------------------------|-----------|
| <input type="checkbox"/> | Creation Station Learning Center | Preschool |
|--------------------------|----------------------------------|-----------|

RESIDENT BUSINESS – NEW 2017

- | | | |
|--------------------------|--------------------|-------------------|
| <input type="checkbox"/> | Tap Into Wine, LLC | Retail Wine Store |
|--------------------------|--------------------|-------------------|

NON-RESIDENT BUSINESS - 2017

- | | | |
|--------------------------|----------------------|--|
| <input type="checkbox"/> | All In The Family | Landscape Maintenance |
| <input type="checkbox"/> | Capital Builders LLC | New Construction & Remodeling |
| <input type="checkbox"/> | Secure Pacific Corp | Sell, Install & Service Security Systems |

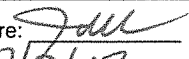
MISCELLANEOUS - 2017

- | | | |
|--------------------------|------------------------------|---------------------|
| <input type="checkbox"/> | Winter Hill Construction Inc | Interior Remodeling |
|--------------------------|------------------------------|---------------------|

BUSINESS LICENSE REPORT

City Department Approval: July 3, 2017

The following occupational business licenses are being presented for City approval:

Signature: 
Date: <u>7/6/17</u>

RESIDENT BUSINESS – NEW 2017

- | | | |
|--------------------------|---|----------------|
| <input type="checkbox"/> | Julie Frank House Cleaning
58844 Parkwood Dr | House Cleaning |
| <input type="checkbox"/> | The Roof
31 Cowlitz | Eatery |

NON-RESIDENT BUSINESS - 2017

- | | | |
|--------------------------|-------------------------------|---------------------------------|
| <input type="checkbox"/> | Anthony's Asphalt Sealcoating | Asphalt Paving/Sealing |
| <input type="checkbox"/> | Aristeia Co | Painting |
| <input type="checkbox"/> | K-Designers | Residential General Contractors |

MISCELLANEOUS - 2017

- | | | |
|--------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Sunset Heating & Cooling | 7 Day: HVAC & Electric |
|--------------------------|--------------------------|------------------------|

Suggestion Boxes

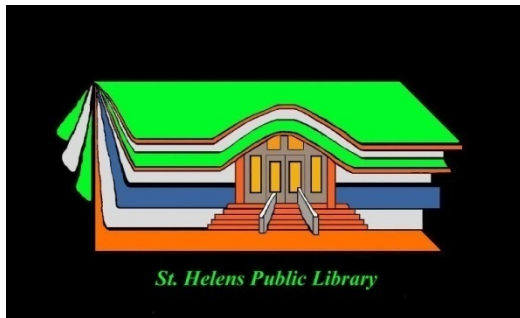
City Hall – 1st Floor Lobby/2nd Floor Lobby/ Council Chambers Lobby/ Water Department Lobby/Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

City Hall – Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
6/29/17	I called the courthouse multiple times for three days in a row and had to result to calling the water department to receive answers about fines due.	New clerk.	No	None	Poor	7/19/17	Matt Brown		



July 12, 2017

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Make it

Get hands-on with STEM, arts, and DIY activities! Use your imagination to create things and solve problems and maybe discover a new hobby or interest along the way.

Ages 6-14

Space is limited, so please call the Library at 503.397.4544 to sign up.

- July 12th: Egg safety harnesses
- July 19th: LEGO
- July 26th: Puppets
- August 2nd: LEGO
- August 9th: Coding
- August 16th: LEGO

Wednesdays, June 21st through August 16th, 2-3:30 pm, Auditorium

Stuffed Animal Sleepover

Bring your stuffed friend to this special evening story time and then give your furry pal a kiss goodnight! Your stuffed animals will have an overnight sleepover at the library, and you'll be able to pick them up the next day, along with souvenir photos of how much fun they all had together. This is geared toward children *ages 0-6*, but children of all ages are welcome with a parent or caregiver.

Monday, July 17, 6pm, Children's Room

Summer Meals

The St. Helens School District provides free lunch for anyone under age 18 on weekdays through the summer. On Tuesdays, librarians from the St. Helens Public Library and the Scappoose Public Library provide story times and LEGO free play.

Weekdays, June 26th through August 25th, 11:30 am-12:30 pm

Lewis & Clark Elementary School

Libraries at the Fair

Animals, rides, shows, food, and more! On Thursday, July 20th, kids 17 and under get in free -- and libraries from around Columbia County will have a table where we'll present story times and have other fun activities. Be sure to stop by!

Thursday, July 20th, Columbia County Fairgrounds

OSU Extension Service Programs at the Library

Insects that Bug You

Explore some of the more vexing insects in and around our homes. Subjects will include mosquitoes, cockroaches, fleas, yellow jackets, box elder bugs, stink bugs, carpenter and other ants, and more. Information will be provided on identification and management.

Tuesday, July 25th at 6:30 pm, Auditorium

Furry Freeloaders: How to Vanquish Varmints from Your Yard

Look at some of the animals that live comfortably in St. Helens and can cause problems for homeowners. Information will be provided on life history, identification, and management options.

Tuesday, August 1st at 6:30 pm, Auditorium

Creature Teachers!

Learn about scaly, feathery, and furry friends in this interactive presentation! The Creature Teachers will bring several animal ambassadors with them from their rescue organization. They'll talk about the creatures and then you'll get a chance to observe them up close, touch them, and ask questions about them. *All ages.*

Friday, July 28th, 3:30-4:30pm, Courtyard

Jedi Training

Is the Force strong within you? Padawans can learn their Jedi name, practice their lightsaber skills, traverse the universe as they hunt down bad guys, and more at our Jedi Training event! *Ages 6-14*

Monday, July 31st, 2-3pm, Auditorium

Artist Talk - Diane Elizabeth Dunn

Diane has been creating art in various mediums since a young age. Her explorations in mixed media and found objects collage is her passion. Her large painting entitled "Conscience Graffiti" was selected in the acrylic category for the All Alaskan Juried Art Exhibition and shown at the Anchorage Art Museum. She was a founding board member of the International Gallery of Contemporary Art in Anchorage, Alaska. Diane is currently on the Arts and Cultural Commission and enjoys teaching community art classes. She is the founder of the Art Hive of Deer Island, a community art studio that encourages creativity and inclusiveness. Her August show "scraping by" will feature acrylic paintings using a scraping method she has been experimenting with for 5 years.

Thursday, August 3rd at 7:00 pm, in the Library

Oregon Humanities Conversation Project:

The Space Between Us: Immigrants, Refugees, and Oregon

Global displacement is on the rise, thanks to intractable conflicts, economics, and climate change. Oregonians have and will continue to see the results of international migration in our neighborhoods. In this conversation, Manuel Padilla, who has worked with refugees in Haiti, Chad, and Washington, DC, asks participants to consider questions of uprootedness, hospitality, identity, perception, and integration and how we might build more informed, responsive, resilient, and vibrant communities.


Tuesday, August 8th at 7:00 pm, in the Library

Summer Reading Party

Annual end-of-summer party for all families who participated in the Summer Reading Program. Join us in the courtyard at the Library for yard games and ice cream and to claim your final prizes. *All ages.*

Saturday, August 12th, 11am - 12:30pm, Courtyard

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	19 July 2017	
Subject:	June Status Summary	

Engineering

1. Started work on I&I Rehab project.
2. Put large paving and overlay project out to bid.
3. Put a project out to bid for waterproofing the 2MG reservoir exterior.
4. Worked with Contractor to complete the I&I Video Inspection Project.
5. See complete report.

Parks

1. Cleared downed trees at Campbell Park and McCormick Park.
2. Prepared site for new fenced dog park at Heinie Heumann Park.
3. Repaired swings and pressure washed the memorial and pavilion at McCormick Park.
4. Replaced soap dispensers and light at Columbia View Park restrooms.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 90 standard water meters with new radio read meters.
2. Built new gravel roadway on Boise White Paper property.
3. Extended storm drain system and installed new catch basin on S. 17th Street.
4. Responded to emergency watermain break; pipe broken by contractor doing work nearby.
5. Serviced and/or made repairs on over 45 vehicles and/or equipment.
6. Responded to six after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 48.7 million gallons of filtered drinking water, an average of 1.62 million gal/day.
2. Made emergency repairs to a broken sampling valve.
3. Worked with contractor on failed raw water VFD. May have to replace the drive.
4. See complete report.

Waste Water Treatment Plant

1. Moved a spare aerator unit into Secondary Lagoon while Aerator 4 motor is being repaired.
2. Replaced alarm call-out systems at PS#1 and #5 with updated and less costly alarm systems.
3. Replaced belt on Aerator #3 in Secondary Lagoon.
4. Awarded contract for upgrades to Pump Station No. 9.
5. See complete report.



Engineering Department Status Report

14 June 2017



WATER PROJECTS

2MG Reservoir Waterproofing Project

Plans and specifications have been developed by the Engineering Staff and a project is out to bid to waterproof the exterior of the 2 million gallon reservoir. This is the City's oldest reservoir and the interior of the tank was recently lined. However, the uphill side of the concrete structure could be further preserved by waterproofing the exterior surface. This project should be able to be completed without impacting the function of the tank.

DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

The Developer's water booster pump station equipment has arrived but their Contractor has not yet prepared the site to install it. Their Engineer is still working with DEQ to finalize the revision to the storm water outfall.

St. Helens Marina Wyeth Street RV Park

No change in status since last month - Construction has been paused on the five new RV spots located on the north side of the existing RV park. This project will include relocation of a public water main and improvements and paving in a portion of the Wyeth Street right-of-way.

SANITARY SEWER AND STORM DRAIN PROJECTS

2017 I&I Video Inspection Project

The project to video the private system within a local manufactured home park has been recently completed. The Contractor discovered that the majority of the private sewer mains within the park were not constructed as shown on the "as-built" drawings. Several points of direct rainwater inflow and infiltration have been identified. Once all of the videos have been reviewed, the property owner will be notified to repair the deficiencies.

2017 I&I Sanitary Sewer Rehabilitation Project

The City's Contractor, Emery & Sons Construction Group of Salem, Oregon, has recently started work on the repairs and rehabilitation of several sections of the City's sewer mains. The project involves repair, replace, and/or rehabilitation of approximately 900 feet of sanitary sewer pipe, mainly located on the South Trunk sewer main.

N. 11th Street, Lot 7

NW Natural recently completed a project to re-route a major natural gas main that they feel will be in conflict with the new storm drain being installed by the property owner. Work by a private contractor to install the new storm pipe through a section of open ditch on the east side of N. 11th Street can now continue but no new start-up date has been indicated.

STREET AND TRANSPORTATION PROJECTS

2017 HMA Paving and Overlay Project

This project is currently out for bids, with a bid opening date set for July 12, 2017. Streets identified for work include S. 1st, S. 6th, N. 7th, Lemont, N. 9th, N. 17th, N. 18th, N. 15th, N. 2nd, Sykes, and repairs on Old Portland and Gable Roads. Plans and specifications were developed by the Engineering staff.

2017 Annual Street Striping Project

The contract was recently awarded to Apply-A-Line, Inc. of Portland. Painting will be completed by the end of August.

LED Street Light Upgrade Project

Only a handful of overhead street lighting fixtures are waiting to be converted to LED fixtures. Some additional fixtures were ordered to finish up the project.

Gable Road Improvement Project

The County has finalized the RFP for a full-service engineering firm to perform the large scope of work for the Gable Road Improvement project. The RFP will be advertised within the first half of July. The City will work with the County throughout this project, including selection of the successful consulting firm.

Wayfinding and Branding Project

Staff participated in a walk-thru with the design consultant to identify possible locations for new and/or replacement signage locations. A final report is due out soon.

MISCELLANEOUS PROJECTS

Cost of Services Analysis

Staff continued to work with the City's consultant, Steve Donovan, on the Cost of Services Analysis. The final report is expected to be presented to the Council in July.

Right-of-Way and Construction Permits

There were three Right-of-Way/Construction permits issued in June 2017 – two for sidewalk repairs on St. Helens Street and S. 4th Street, and one to pave a driveway (required per a land partition decision) on S. 17th Street.



Parks Department for June 2017



Daily duties were performed which include: cleaning restrooms, garbage pickup, Sand Island maintenance, and general parks maintenance.

Cleaned up a downed tree at Campbell Park

Repaired the swing at McCormick Park

Repaired the mowers

Sprayed the Highway 30 landscape strip

Watered the street trees

Removed brush from Parkway

Filled in the vehicle ruts at the Library

Turned on all the sprinkler systems

Mowed the Boise paper property

Replaced soap dispensers at Columbia View restrooms

Obtained bids for tree work on Clark Street

Cleaned up downed trees at McCormick Park

Put the pumpkin on the OLD Mack truck

Pressure washed the covered areas at Campbell Park

Staked out Heinie Heumann Park for the new dog park fence

Replaced lights at Columbia View restrooms

Pressure washed the memorial and pavilion at McCormick Park

Trimmed trees on S.12th Street

Cleaned sidewalk at City Hall

Pressure washed the restrooms at Campbell Park

Sprayed for weeds in the parks

Organized the Parks Dept. storage yard

Repaired and repainted picnic tables

Removed picnic tables from the creek

Removed a rope swing from the creek

Mowed reservoir property

Recycled cardboard

Weed-eated around the bridges on OPR

Took extra garbage cans and picnic tables downtown

Cleared the Riverfront property for July 4th

Public Works Work Report June 2017

Water Dept:

Installed 90 radio read meters
Read heavy users
Read meters
Turned off and on 23 delinquents – a record LOW!!!!
Replaced six meter boxes around town
Helped build a new road on Boise property
Fixed 8” water main by hospital broken by contractor
Made two new taps on OPR & one on S. 10th St.

Sewer Dept:

Finished installing new storm at City Shop property
Helped WWTP pull pump at pump station by Kozy
Took out concrete island on Stimpson property
Located sewer on Kelley St. for property demolition
Fixed potholes on S. 6th St.
Hauled Parks debris to tree farm
Unplugged sewer & cleaned spill at OPR & S. 9th St.
Installed storm drain & catch basin on 300 blk. of S. 17th St.
Dug ditch to install water for dog park at Heinie Heumann
Fixed storm drain junction box top at 111 Allendale

Call-Outs:

Water leak at 57335 Old Portland Rd.
Water leak at 35552 Iris Way – homeowner’s side
Kids on roof at McCormick – police request
Sewer plug at 275 S. 4th St. – homeowner’s side
Possible structure fire at 58144 Old Portland Rd.
Chlorine injector problem at water plant

Miscellaneous:

Swept streets
Marked 68 locates
Checked wells & reservoirs daily

Monthly Report June 1st to 30th

June 1st

Office Computer work

Pw #23 Filled the transmission with oil test ran was able to bring it to the shop and drained the fluid and cleaned the filters all day project

June 2nd

Brett Long Vacation day

PW #85 Checked the oil and coolant

June 5th

Office Computer work

PW #23 Test ran the tractor called and checked on dealer that could repair the transmission

Police #22 Picked up the truck from the police station and brought out to the shop

June 6th

PW #5 Installed a new hammer bit also tightened a hydraulic fitting

WWTP Cut out a hole in a truck wheel for a hose stand Also looked at a bad tire on the portable lift station ordered a tire

June 7th

PW #2 Cleaned out the fins in the radiator they were full of leaves

Shop Put the wash rack water recycler back together

June 8th

Office Computer work Filled paper work

PW Picked the Genie man lift from City Hall and repaired the wire connections delivered it back to City Hall

June 9th

Office Called on roadside mowers to get prices and availability

WWTP #73 Removed the right rear tire and replaced it with a new one

Keith Gone

June 12

PW #55 Installed new gutter brooms and filled all fluid levels

PW #27 Jump started the compressor and pumped up the fuel system
Ford F250 Installed new city stickers on the doors

June 13th

PW #22 Started the Mack for the parade on Saturday filled with coolant

WWTP Started fabricating brackets for a hose rack

June 14th

Office Computer work

WWTP Welded up a bracket for the hose hangers, Took the hanger to Waste water to see if it fit

PW #22 Pumped up the tires, helped load the pumpkin in the back of the truck, bought Hay for the back of the truck and loaded

PW Removed the license plates from the two pickups that had regular license plates on them and turned them into Kathy so she could get the E plates for the vehicles

June 15th

WWTP Finished up the Fab work for the racks at the treatment plant

PW #85 Looked for the keys to the cab so we could put gas in it but couldn't find the keys

June 16th

Parks #2 Installed license plates

PW #4 Installed license plates

Brett Vac Day

June 19th

PW #23 Installed a new coolant hose

PW #6 Started the truck and the pony engine

PW #33 Took the truck to Les Swab and had the front tire repaired

PW #40 Full service

June 20th

Office Computer work filled paper work

PW #23 Loaded the tractor on the trailer had a problem with the starter and found that the solenoid is bad tried to find a new one still looking

PW Found a small chain for Curt

June 21st

PW #23 Cleaned and installed the starter solenoid and removed the starter and cleaned up the connections installed new batteries Took the tractor into Portland for Transmission repairs

Parks Drilled holes in a steel plate for Campbell Park

June 22nd

PW Looked over measurements for the drain at the reservoir looked for stainless steel pieces for fabricate a drain for it

Parks #21 Removed throttle lever and ordered a new cable and lever

June 23rd

PW #23 Went to Portland and delivered the maintenance and parts manuals to Sonray machinery for the tractor

PW Picked up weed eater bottom plates and screws

June 26th

Office Filled paper work

Parks #21 Installed a new throttle cable

June 27th

PW Went to the Paper mill to look for some stainless steel for the reservoir project

Parks #17 Looked at the mower and found that the pulley was missing a bolt and the hydraulic pump was missing a fan asked the to bring it to the shop

June 28th

PW Gathered up materials for the water Problem out by the hospital and delivered them, helped Put together the restraints on the pipe

Parks Removed the drive shaft from the old brush hog and repaired the slip yoke

Parks #17 installed a bolt in the pulley for the mower deck and installed a hydraulic motor fan

Brett Gone for 1.5 hours for a doc appointment

June 29th

PW #6 Jump started the truck

PW Safety Meeting

June 30th

Brett Sick Day



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Public Works
Water Filtration Facility
PWS 4100724
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Water Filtration Facility Journal June 2017

Water Production: 48.7 million gallons which averages 1.62 million gallons per day

Week 1 Produced and sent May OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Invited integrator on site to look over our Ignition HMI program to correct the program errors and see about bringing the existing PLC program over into the new servers. Once again, we are still running the WFF from the original computers installed 12 years ago. So far we are not experiencing any problems from our fire alarm panel system, but it is still not fixed and fully functional, enough to bring in an alarm, but still needs some technical adjustments to be made to the system.

Week 2 Gathered and sent out the June LT2 (Cryptosporidium) sample. When obtaining the sample, I dropped the sampling valve and it broke off the chlorine injection quill in the raw water vault. We were able to acquire Tim, Scott and Joel to come out and repair the broken quill feeder. Big thank you to the distribution crew for coming to our rescue. We also ordered spare quills to have on hand for making in house repairs. We used the last spare parts on this recent fix. We have a problem in the electrical room with one of the Surgellogic protector devices, contacted Hamer electric, they have ordered the parts and will install them next week for us.

Week 3. Guy experienced having one of the raw water VFD's fail over this past weekend. Contacted AE electric and they have come out and are troubleshooting the problem and providing us the details as to what it will take to repair, or replace, the unit. We have North West controls on site servicing our HVAC unit for the beginning of our cooling season. We were experiencing some loud "thumping" noises coming from the unit and Steve went through the unit and tuned it up, adding Freon to the compressors. Lost chlorine residual in raw water, troubleshooting chlorine system. Found that the spare quill we installed blew apart, fortunately we have a new spare quill to make the repair. Dave and Tim to the rescue, back up and running. Hamer electric on site to replace the faulted Surgellogic modules. DTS here troubleshooting our fire alarm system, still no apparent reason as to why the system is not fully functional. AE electric providing pricing for replacement VFD drive and integrating programming. Lost SCADA communication and internet connections, Centerlogic troubleshooting and making the repairs, had to come in to the WFF to answer the alarms and run the IT's.

Week 4 Received chlorine delivery. Guy calibrated NTU meters.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator
Submitted July 3 by Gut Davis

WWTP Monthly Operations and Maintenance Report

June 2017

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 6/5-Aerators 3, 14, 15, and 17 all tripped at the breaker. Reset and all ran fine. Must have been a power surge.
- 6/5-Moved spare aerator to spot 22 to test and brought in motor 4 to send off for repair.
- 6/8-Arnie with Hamer wired up aerator 22 and it ran fine. Two others from Hamer worked on an electrical bucket in MCC #1.
- 6/12-Removed DO analyzer from west arm of lagoon.
- 6/13-Arnie finished bucket in spot #5.
- 6/21-Polar Refrigeration delivered repaired sample fridge.
- 6/22-Backflushed sample piping.
- 6/30-Aerator #13 running but not moving water. Belt had failed. Replaced and in operation.

Primary System Report

- 6/6-Aerator 6 tripped. Checked electrical connections and found ok. Re-anchored in two spots.
- 6/8-Arnie here from Hamer to check out Primary MCC. Found the phase relay failed and ordered a new one. He installed on 6/13.
- 6/12-Cleaned debris from shore of lagoon.

Pump Stations

- 6/7-PS#4-Hooked up portable generator while CRPUD was replacing nearby pole.
- 6/7-PS#3-Pulled pump with the help of public works, to get measurements.
- 6/8-PS#2-DND Electrical here to install Mission alarm system.
- 6/28-PS#1 and 5-DND here to install new Mission units.
- 6/28-PS#1-Cleaned grease off walls.
- 6/29-PS#5-Checked lift station alarms and found high and low level floats switched in Mission. Renamed on Mission website.
- 6/29-Generator #66, for PS#1, leaking antifreeze. Took to joint maintenance.

Sodium Hypochlorite System

- 2129 gallons used this month.
- 2800 gallons used last month.

Call-outs

- No after hour call-outs in June

Plant

- 6/1, 2-Tim Illias here working on Contact Tank waterline.

- 6/14-Added four garbage cans of ice to screen 2 to clean out auger before we replace the brushes.
- 6/27-Cleaned South contact tank.

Pretreatment

- 6/4-Local limits sampling.
- 6/16-ORPET site visit.
- 6/21-Boise landfill site visit/inspection.
- 6/22-Rainshadow Labs site visit/inspection.

Other

- 6/6-Found flat tire on portable lift station. Called Brett and they ordered a new one.

Next Month

- Quarterly sampling
- Install pumps at PS#3