



# COUNCIL REGULAR SESSION

Wednesday, May 15, 2024 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

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

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### ORDINANCES – *Final Reading*

- 1. Ordinance No. 3300:** An Ordinance Amending the St. Helens Municipal Code Title 10, "Vehicles and Traffic," adding Chapter 10.20 "Traffic Calming"

### RESOLUTIONS

- 2. PUBLIC COMMENT - Increasing Garbage & Recycling Rates**

**Resolution No. 2003:** A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 1980

- 3. PUBLIC COMMENT - Update Engineering Fees**

**Resolution No. 2004:** A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1972

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 4.** Agreement with St. Helens School District to Obtain After School Recreation Activities for Development of the 21st Century Community Learning Center Project
- 5.** Third Amendment to Agreement with Kittelson & Associates, Inc. for S. 1st Street & St. Helens Street Intersection Improvements Project

### CONSENT AGENDA FOR ACCEPTANCE

- 6.** Budget Committee Minutes dated May 4, 2023, January 11, 2024, February 15, 2024, and April 25, 2024

### CONSENT AGENDA FOR APPROVAL

- 7.** Utility Bill Leak Adjustment Request for 280 St. Helens Street (Salisbury)
- 8.** Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

**COUNCIL MEMBER REPORTS**

**MAYOR SCHOLL REPORTS**

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/85909185572?pwd=Qm5nYk1qamZQcEllbGt3S2lzdmpRUT09>

Passcode: 193854

Dial: +16699009128

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

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

City of St. Helens  
**ORDINANCE NO. 3300**

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE  
 TITLE 10, "VEHICLES AND TRAFFIC," ADDING CHAPTER 10.20  
 "TRAFFIC CALMING"

**WHEREAS**, pursuant to its Charter and other laws of the State of Oregon, the St. Helens City Council has the power to adopt reasonable ordinances, resolutions, and regulations for the protection and preservation of public health, safety, and welfare of its citizens, including the power to regulate the operation of motor vehicles and exercise control over all traffic; and

**WHEREAS**, citizens have expressed concern about excessive traffic speed through their residential neighborhoods; and

**WHEREAS**, the primary function of streets in residential neighborhoods is to allow direct access to the properties and connections to higher order street system, and when neighborhood streets are used with excessive speed, the quality of life and the safety of residents is diminished; and

**WHEREAS**, the City of St. Helens wishes to employ traffic calming measures such as speed humps and other appropriate strategies, according to approved engineering standards, to prevent excessive cut-through traffic and excessive speeds on local roads, thereby promoting the public health, safety, and welfare in residential areas in the City; and

**WHEREAS**, the City's Public Works Engineering Division has developed policies and procedures to govern how traffic calming measures are applied to City streets.

**NOW, THEREFORE, THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:**

**Section 1.** The above recitations are true and correct and are incorporated herein by reference.

**Section 2.** The City of St. Helens Municipal Code is hereby amended to adopt new Chapter 10.20 (Traffic Calming) under Title 10 (Vehicles and Traffic), as set out in **Attachment A**, attached hereto, and incorporated herein by this reference.

**Section 3. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses, or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby

declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed, and the balance of the Ordinance be enforced.

**Section 4.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

**Section 5.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: May 1, 2024  
Read the second time: May 15, 2024

**APPROVED AND ADOPTED** this 15th day of May 2024 by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

**Ordinance No. 3300 – Attachment “A”****CHAPTER 10.20  
TRAFFIC CALMING****10.20.010 Title**

This chapter shall be known as the "Neighborhood Traffic Calming Procedure" for the City of St. Helens.

**10.20.020 Purpose**

The purpose of traffic calming is to outline the policy and procedures for guiding the process of evaluating the feasibility of installing traffic calming measures on City streets through the use of devices and techniques that reduce traffic volume and speed in neighborhoods while maintaining maximum mobility and access. Traffic calming attempts to make drivers aware of the fact that they are sharing the space of a street with other users. The traffic calming ordinance provides a procedure to consider, evaluate, implement, and remove traffic calming measures on streets in the City of St. Helens.

**10.20.030 Policy**

- (1) To enhance the quality of life and the safety of the City's residents, the City of St. Helens is establishing this traffic calming policy. It is the policy of the City of St. Helens that motor vehicles traveling in excess of posted speed limits present a threat to public safety and should be first addressed using the least intrusive methods available that will be effective for a given situation. Enforcement is the preferred method of abatement. Where the necessary level of enforcement is unattainable, engineered measures may be considered. The goals of this program are:
  - (a) Reduction of traffic speed to a safe and appropriate limit.
  - (b) Encourage community participation.
  - (c) Encouragement and enhancement of vehicle, pedestrian, and bicycle systems.
  - (d) Limiting traffic calming to local residential streets.
  - (e) Ensuring emergency vehicle access.
  - (f) Use of effective, efficient, economical, and environmentally sound traffic calming solutions.
  - (g) Multi-discipline input from engineers, planners, police, and fire.

**10.20.040 Definitions**

- (1) The following words, terms, and phrases, as used in this chapter, shall have the meanings respectively ascribed to them in this section, unless the context clearly indicates otherwise:
- (a) *85th Percentile Speed* means the speed, in miles per hour, at or below which 85 percent of the drivers travel on a road segment. Motorists traveling above the 85th percentile speed are considered to be exceeding the safe and reasonable speed for road and traffic conditions.
  - (b) *Average Daily Traffic (ADT)* means the volume of traffic passing a point or segment of a road in both directions, during a period of time, divided by the number of days in the period and factored to represent an estimate of traffic volume for an average day of the year.
  - (c) *Collector* is the street functional classification for streets which provide access and mobility within neighborhoods, and commercial and industrial areas. Collectors gather traffic from local streets and serve as connectors to arterial streets.
  - (d) *Local (Residential)* is the street functional classification for streets which provide access to residential and other properties within neighborhoods and are not considered thoroughfares or serve major traffic generators.
  - (e) *Major Arterial* is the street functional classification for streets which carry the highest volumes of through traffic, provide mobility within the community, and provide continuity for intercity traffic through the urban area.
  - (f) *Minor Arterial* is the street functional classification for streets which interconnect and augment the major arterial system and accommodate intracity and intercity trips. Minor arterials provide connections between residential, shopping, employment, and recreational activities within the community.
  - (g) *Speed Hump* means a rounded raised area built across a road as a traffic calming measure intended to slow traffic speeds on low volume, low speed roads.
  - (h) *Street Functional Classification* is a street's operational and design characteristics such as pavement width, right-of-way requirements, driveway access spacing requirements, and appropriate type of pedestrian and bicycle facilities. Functional classification of streets is determined by the City of St. Helens Transportation System Master Plan.
  - (i) *Traffic calming* is the deliberate slowing of traffic on a street by installing speed humps or other obstructions referred to as "traffic calming devices".

- (j) *Traffic calming device* means an element of a traffic calming plan selected from among those devices authorized herein for use within the City.
- (k) *Traffic calming study* means an appraisal of traffic conditions in the development of a plan for installing one or more traffic calming devices on a City street.

#### **10.20.050 Speed Humps**

- (1) For the purposes of the traffic calming program, speed humps as a traffic calming measure may be warranted if the following conditions are met:
  - (a) Street Classification
    - (i) Street shall be classified as a Local (Residential) street in the current City of St. Helens Transportation System Master Plan. Speed humps shall not be considered for use on collector, major arterial, or minor arterial streets because of its potentially severe safety consequences on traffic, emergency services, and other service delivery activities.
    - (ii) The Local (Residential) street is not a primary access route for emergency vehicles, a truck route, or a route that is heavily used due to the proximity of an emergency vehicle facility.
  - (b) Traffic Investigation
    - (i) The 85th percentile speed must be at least five (5) miles per hour over the posted speed limit.
    - (ii) More than fifty percent of the vehicles traveling on the street must be documented to be travelling at or above the posted speed limit.
    - (iii) Street must have a posted speed limit of 30 miles per hour or less.
    - (iv) The average daily traffic (ADT) volume must be at least 500 vehicles per day and a maximum of 2,500 vehicles per day.
  - (c) Street Geometry
    - (i) Speed hump will not result in the need for widening other roadways, for additional storm drain measures, cause delays emergency response time, or cause drivers to seek other routes to bypass the traffic calming measure as determined by the Public Works Department.

- (ii) Street grade must be less than eight percent (8%).
- (iii) Street must have adequate sight distances to safely accommodate the speed hump as determined by the Engineering Division.
- (iv) Street must have no more than one travel lane in each direction.
- (v) Street must be at least 1,000-feet in length, uninterrupted by stop signs, yield signs, or signal controls.
- (vi) Speed hump shall not be installed on sharp curves or curves exceeding a horizontal curve of radius of 300 feet.
- (vii) Speed hump will not be installed closer than 200 feet from an unsignalized intersection and 250 feet from a signalized intersection.
- (viii) Speed hump shall not impede access to driveways.
- (ix) Speed hump shall not be installed on cul-de-sacs or no-outlet streets less than 1,000 feet in length.
- (x) Speed hump shall not be installed within 10 feet of a fire hydrant.
- (xi) Speed hump shall not be installed over manholes, water valves, or street monumentation.

#### **10.20.060 Speed Hump Request Procedures**

- (1) A person(s) interested in pursuing the installation of a speed hump on a street shall submit a Speed Hump Request to the Public Works Engineering Division with the appropriate fees. Fees associated with all traffic calming requests shall be set by resolution of the City Council.
- (2) Engineering Division staff will make a preliminary assessment to determine if the requested location is on an eligible road. If the location is on an eligible road, Engineering Division staff will determine an appropriate target area to circulate a neighborhood speed hump support petition. The target area will be determined based upon the density of the lots and the roadway use.
- (3) Applicant shall circulate a neighborhood speed hump support petition in the area determined by the Engineering Division and shall provide documented evidence of community support for the installation of speed humps. Petition must document a minimum of seventy-five percent of the properties within the boundary area in support the installation of traffic calming measures.



- (4) After the Applicant provides required community support for speed humps as required, Engineering Division staff shall conduct a traffic study to determine if the street meets the requirements for speed humps based on the criteria set forth in Section 10.20.050. Speed study shall be conducted for a minimum of 30 days.
- (5) If the street meets all criteria for speed humps, additional approval of the following agencies in support of the speed humps is required, including the Public Works Department, Planning Department, Police Department, and Fire Department.
- (6) After the community engagement process has been completed, residential approval thresholds are met, and traffic calming funds have been received by the City, the Engineering Division shall complete a full engineering study of the site and develop a preliminary design proposal for the requested speed hump.
- (7) A public hearing shall be held prior to installation of speed humps to present the preliminary design to interested residents.

#### **10.20.070 Funding for Speed Humps**

- (1) A street which qualifies for speed humps may be funded by the City, when such funds become available, by an individual, or by a group of individuals.
- (2) The individual or group of individuals funding speed humps must enter into a memorandum of understanding (MOU) with the City of St. Helens, wherein they agree to pay for all costs associated with the installation of speed humps on the street, including design, permits, construction, inspection, and administrative fees.
- (3) After a MOU is executed, payment shall be made to the City of St. Helens.
- (4) Payment for speed humps does not relieve Applicant from the requirement of obtaining 75% community support in favor of the installation of traffic calming measures, or from any other criterion set forth in this chapter.

#### **10.20.080 Installation of Speed Humps**

- (1) The installation of speed humps shall be scheduled by the Public Works Department upon approval by the City Council and receipt of funds for the work.
- (2) Completion of the installation of speed humps shall be subject to work crew schedules, purchasing constraints, and appropriate weather conditions.

**10.20.090 Evaluation, Modification, and Removal**

- (1) Engineering Division staff shall evaluate speed humps and other traffic calming measures six (6) months after installation. Traffic data shall be collected and compared to the previously collected “before” data. The comparison will evaluate the measures to determine if corrective measures or other actions are needed.
- (2) With the approval of City Council, speed humps may be removed or altered at any time for the following reasons:
  - (a) Emergency response is significantly impacted.
  - (b) Traffic count for the street exceeds 2,500 vehicles per day.
  - (c) The City’s Public Works Director determines that it is in the best interest of public safety.
- (3) Residents within the traffic calming area may request removal of the speed humps only after the measures have been in place for two years by submitting a petition to the City. The petition shall request removal of the speed humps, acknowledge that the residents shall pay for the removal, and include the signatures of at least seventy-five percent of the property owners within the calming area. Upon receipt of the petition, the City will assess the property owners within the traffic calming area for the costs and then remove the speed humps.

City of St. Helens  
**RESOLUTION NO. 2003**

**A RESOLUTION ESTABLISHING GARBAGE & RECYCLING  
RATES AND SUPERSEDING RESOLUTION NO. 1980**

**WHEREAS,** Hudson Garbage continues to be a community resource, faithfully serving homes and businesses to keep St. Helens clean with little fanfare; and

**WHEREAS,** Hudson Garbage continues to experience upward cost pressures as they have for the past several years. Fuel costs continue to remain unstable and have increased from prior years. Skilled and professional drivers and mechanics remain challenging to recruit and retain, causing increased labor costs; and

**WHEREAS,** Columbia County is increasing the disposal fee at the transfer station by 3.6% effective July 1, 2024; and

**WHEREAS,** given these pressures, Hudson Garbage is requesting an increase of 4.3% on all rates, effective July 1, 2024. CPI-U is a reasonable and objective measure of their cost increases that is commonly used in the industry for evaluating the cost of doing business. At year-end 2023, the CPI-U index was 4.3%.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** Effective July 1, 2024, garbage and recycling rates for the City of St. Helens are hereby adopted as set forth in **Exhibit A**, attached hereto and made a part hereof by this reference.

**Section 2.** This Resolution supersedes Resolution No. 1980.

**Approved and adopted** by the City Council on May 15, 2024, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

**HUDSON GARBAGE SERVICE  
RATES EFFECTIVE July 1, 2024  
CITY OF ST. HELENS**

**ST. HELENS CITY**

**RESIDENTIAL SERVICES**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>WEEKLY</b>			
(1) 35 Gallon Cart Weekly	PER MONTH	\$ 33.13	\$ 34.60
Each Additional 35 Gallon Cart Weekly	PER MONTH	\$ 19.57	\$ 20.40
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 50.97	\$ 53.20
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 44.85	\$ 46.80
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 68.78	\$ 71.70
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 60.52	\$ 63.10
<b>EOW</b>			
(1) 35 Gallon Cart Every Other Week	PER MONTH	\$ 23.92	\$ 24.90
Each Additional 35 Gallon Cart Every Other Week	PER MONTH	\$ 14.57	\$ 15.20
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 36.75	\$ 38.30
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 32.34	\$ 33.70
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 49.30	\$ 51.40
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 43.38	\$ 45.20
<b>MONTHLY</b>			
(1) 35 Gallon Cart OAM	PER MONTH	\$ 7.24	\$ 7.60
(1) 35 Gallon Cart OAM - With Recycle	PER MONTH	\$ 13.23	\$ 13.80
<b>ON-CALL</b>			
(1) 35 Gallon Cart On Call	PER PICKUP	\$ 6.63	\$ 6.90
Each Additional 35 Gallon On Call After First	PER PICKUP	\$ 5.84	\$ 6.10
<b>RECYCLE - GREENWASTE</b>			
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 10.63	\$ 11.10
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 9.35	\$ 9.80
(1) 95 Gallon Greenwaste EOW	PER MONTH	\$ 10.63	\$ 11.10
(1) 95 Gallon Greenwaste EOW - With Garbage Service	PER MONTH	\$ 4.92	\$ 5.10

**HUDSON GARBAGE SERVICE**  
**RATES EFFECTIVE July 1, 2024**  
**CITY OF ST. HELENS**

Item #2.

**ST. HELENS CITY**

**COMMERCIAL**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
Temp 2 Yard Container (First 7 Days)	PER PICKUP	\$ 82.73	\$ 86.30
Comm Daily Rental Fee (After 7 Days)	PER DAY	\$ 2.67	\$ 2.80
Comm Container Overfill/Overweight	PER YARD	\$ 19.93	\$ 20.80
Comm Container Extra Yardage Fee	PER YARD	\$ 19.93	\$ 20.80
Comm Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.33	\$ 1.40
Return Trip Charge - Business	PER PICKUP	\$ 20.00	\$ 20.90
Walk-In - Business	PER PICKUP	\$ 5.20	\$ 5.40

**BULKY**

TIRE under 16" no/rim	PER PICKUP	\$ 6.88	\$ 7.20
TIRE under 16" w/rim	PER PICKUP	\$ 16.05	\$ 16.70
HOT WATER HEATER	PER PICKUP	\$ 36.01	\$ 37.60
SM MATTRESS	PER PICKUP	\$ 11.92	\$ 12.40
M/LG MATTRESS	PER PICKUP	\$ 17.77	\$ 18.50
SM FURNITURE	PER PICKUP	\$ 17.02	\$ 17.80
M/LG FURNITURE	PER PICKUP	\$ 35.52	\$ 37.00
SM APPLIANCE*	PER PICKUP	\$ 17.53	\$ 18.30
M/LG APPLIANCE*	PER PICKUP	\$ 36.01	\$ 37.60

\*(No refrigerators, freezers, Freon or compressors)

**WEEKLY**

(1) 35 Gallon Cart Weekly Business	PER MONTH	\$ 22.68	\$ 23.70
Each Additional 35 Gallon Cart Weekly Business	PER MONTH	\$ 21.96	\$ 22.90
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 38.32	\$ 40.00
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 33.72	\$ 35.20
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 53.78	\$ 56.10
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 47.33	\$ 49.40

**EOW**

(1) 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 13.58	\$ 14.20
Each Additional 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 13.44	\$ 14.00
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 25.28	\$ 26.40
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 22.25	\$ 23.20
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 49.30	\$ 51.40
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 43.38	\$ 45.20

**HUDSON GARBAGE SERVICE  
RATES EFFECTIVE July 1, 2024  
CITY OF ST. HELENS**

Item #2.

**ST. HELENS CITY**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>OTHER COMMERCIAL</b>			
(1) 35 Gallon On Call Business	PER MONTH	\$ 6.63	\$ 6.90
(1) 35 Gallon 1x Monthly Business	PER PICKUP	\$ 7.24	\$ 7.60
Comm Overfill/Overweight Can/Cart Business	PER PICKUP	\$ 2.98	\$ 3.10
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 10.63	\$ 11.10
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 6.00	\$ 6.30
(1) 95 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 10.63	\$ 11.10
(1) 95 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 6.00	\$ 6.30
(1) 95 Gallon Yard Waste EOW	PER MONTH	\$ 4.92	\$ 5.10
<b>CONTAINER SERVICE</b>			
1 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 34.37	\$ 35.80
1 Yard Every Other Week Service	PER MONTH	\$ 70.89	\$ 73.90
1 Yard Container Weekly Service	PER MONTH	\$ 114.51	\$ 119.40
*Each additional	PER MONTH	\$ 105.69	\$ 110.20
1 Yard Container 2 x Weekly Service	PER MONTH	\$ 212.94	\$ 222.10
*Each additional	PER MONTH	\$ 196.08	\$ 204.50
1 Yard Container 3 x Weekly Service	PER MONTH	\$ 315.67	\$ 329.20
*Each additional	PER MONTH	\$ 276.39	\$ 288.30
1 Yard Container 4 x Weekly Service	PER MONTH	\$ 406.69	\$ 424.20
*Each additional	PER MONTH	\$ 349.21	\$ 364.20
1 Yard Container 5 x Weekly Service	PER MONTH	\$ 510.39	\$ 532.30
*Each additional	PER MONTH	\$ 441.15	\$ 460.10
1.5 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 45.16	\$ 47.10
1.5 Yard Every Other Week Service	PER MONTH	\$ 101.28	\$ 105.60
1.5 Yard Container Weekly Service	PER MONTH	\$ 161.73	\$ 168.70
*Each additional	PER MONTH	\$ 150.06	\$ 156.50
1.5 Yard Container 2 x Weekly Service	PER MONTH	\$ 307.86	\$ 321.10
*Each additional	PER MONTH	\$ 287.09	\$ 299.40
1.5 Yard Container 3 x Weekly Service	PER MONTH	\$ 453.97	\$ 473.50
*Each additional	PER MONTH	\$ 419.71	\$ 437.80
1.5 Yard Container 4 x Weekly Service	PER MONTH	\$ 577.34	\$ 602.20
*Each additional	PER MONTH	\$ 533.17	\$ 556.10
1.5 Yard Container 5 x Weekly Service	PER MONTH	\$ 730.64	\$ 762.10
*Each additional	PER MONTH	\$ 661.83	\$ 690.30

**HUDSON GARBAGE SERVICE  
RATES EFFECTIVE July 1, 2024  
CITY OF ST. HELENS**

Item #2.

**ST. HELENS CITY**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
2 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 54.23	\$ 56.60
2 Yard Every Other Week Service	PER MONTH	\$ 111.46	\$ 116.30
2 Yard Container Weekly Service	PER MONTH	\$ 214.34	\$ 223.60
*Each additional	PER MONTH	\$ 198.73	\$ 207.30
2 Yard Container 2x Weekly Service	PER MONTH	\$ 405.25	\$ 422.70
*Each additional	PER MONTH	\$ 375.06	\$ 391.20
2 Yard Container 3x Weekly Service	PER MONTH	\$ 607.94	\$ 634.10
*Each additional	PER MONTH	\$ 530.96	\$ 553.80
2 Yard Container 4x Weekly Service	PER MONTH	\$ 771.29	\$ 804.50
*Each additional	PER MONTH	\$ 672.16	\$ 701.10
2 Yard Container 5x Weekly Service	PER MONTH	\$ 962.59	\$ 1,004.00
*Each additional	PER MONTH	\$ 826.91	\$ 862.50
3 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 69.36	\$ 72.30
3 Yard Container 1x Weekly Service	PER MONTH	\$ 280.77	\$ 292.80
3 Yard Container 2x Weekly Service	PER MONTH	\$ 524.50	\$ 547.10
3 Yard Container 3x Weekly Service	PER MONTH	\$ 768.27	\$ 801.30
3 Yard Container 4x Weekly Service	PER MONTH	\$ 1,012.02	\$ 1,055.50
3 Yard Container 5x Weekly Service	PER MONTH	\$ 1,255.66	\$ 1,309.70
4 Yard Every Other Week Service	PER MONTH	\$ 212.44	\$ 221.60
4 Yard Container 1x Weekly Service	PER MONTH	\$ 343.68	\$ 358.50
4 Yard Container 2x Weekly Service	PER MONTH	\$ 668.69	\$ 697.40
4 Yard Container 3x Weekly Service	PER MONTH	\$ 993.65	\$ 1,036.40
4 Yard Container 4x Weekly Service	PER MONTH	\$ 1,318.66	\$ 1,375.40
4 Yard Container 5x Weekly Service	PER MONTH	\$ 1,643.67	\$ 1,714.30

**OTHER RATES**

Res Extra Can/Cart, Bag or Box (32-35 Gallons)	PER PICKUP	\$ 5.09	\$ 5.30
Res Every Other Week Off Week	PER PICKUP	\$ 6.57	\$ 6.90
Res Extra Bag (12 Gallon Kitchen Bag)	PER PICKUP	\$ 3.64	\$ 3.80
Res Overfill/Overweight Cart or Can	PER PICKUP	\$ 2.98	\$ 3.10
Res Oversize Can	PER PICKUP	\$ 2.98	\$ 3.10
Res Special Trip Off Day	PER PICKUP	\$ 20.00	\$ 20.90
Res Walk In Fee	PER MONTH	\$ 4.79	\$ 5.00
Res Drive In Fee	PER MONTH	\$ 4.79	\$ 5.00
Drive-In Additional 100Ft Increments	PER MONTH	\$ 2.67	\$ 2.80
Res Restart Fee - Includes Cart Re-delivery	ONE TIME	\$ 25.00	\$ 26.10
Returned Check Fee	ONE TIME	\$ 20.00	\$ 25.00
Res Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.34	\$ 1.40
Lockbar Installment Fee	ONE TIME		\$ 40.00
Lock Replacement Fee	PER LOCK		\$ 20.00

City of St. Helens  
**RESOLUTION NO. 2004**

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND  
SUPERSEDING RESOLUTION NO. 1972

**WHEREAS**, Ordinance No. 3095 authorizes the City Council to establish Engineering Division fees by resolution; and

**WHEREAS**, the City Council and staff finds it necessary from time to time to review fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses; and

**WHEREAS**, additional Engineering Division fees are required to manage the new traffic calming regulations established by Ordinance No. 3300: An Ordinance Amending the St. Helens Municipal Code Title 10, "Vehicles and Traffic," adding Chapter 10.20 "Traffic Calming".

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** Exhibit A, Fee Schedule, is hereby adopted as amended.

**Section 2.** Exhibit A, Fee Schedule, is effective May 15, 2024.

**Section 3.** This Resolution supersedes Resolution No. 1972.

**Approved and adopted** by the City Council on May 15, 2024, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder





**St. Helens Universal Fee Schedule**

POLICE DEPARTMENT FEES		
Vehicle Impound Fee	\$	100.00 Per vehicle
Bicycle Impound Fee	\$	1.00 Per bicycle
Parking Citation	\$	25.00 Per ticket
Handicap Zone Violation	\$	250.00 Per ticket
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$	50.00
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$	125.00
Police Reports	\$	20.00 Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$	20.00 Per Cassette/CD/DVD/USB



### St. Helens Universal Fee Schedule

MISCELLANEOUS FEES		
Appeals Fee - General	\$	175.00 Per appeal
Non-Sufficient Check Charge	\$	25.00 Per check
Permit - To Use Sidewalk Area for Furniture	\$	50.00 Per 50 feet of street frontage used, rounded up.
Photocopies & Printouts		
Black & White: 8.5" x 11"	\$	0.25 Per side
Black & White: 8.5" x 14"	\$	0.35 Per side
Black & White: 11" x 17"	\$	0.50 Per side
Color: 8.5" x 11"	\$	0.50 Per side
Color: 8.5" x 14"	\$	0.75 Per side
Color: 11" x 17"	\$	1.00 Per side
Up to 22" x 34" (B&W or Color)	\$	3.00 Per page
Up to 24" x 36" (B&W or Color)	\$	4.00 Per page
Greater than 24" x 36" (B&W or Color)	\$	5.00 Per page
Reproduction of Audio/Video from City Meetings	\$	20.00 Per Cassette/CD/DVD/USB
Public Records Request	\$	20.00 Minimum deposit. Deposit may be more depending upon the extent of the request. If staff time is less than 15 minutes, only materials costs will be charged. If staff time is more than 15 minutes, labor is charged to the 1/4 hour. Any overpayment will be refunded.
Lien Search	\$	29.00 Per Lien Search
Declaration of Candidacy Fee (to run for City Council)	\$	50.00
Advertising Bench - Annual Inspection Fee	\$	5.00 Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$	50.00 Per reinspection
Request for Information	\$	20.00 Per Cassette/CD/DVD/USB
Special Abatement of Illegal Notices or Advertisements	\$	10.00 Per notice or advertisement



### St. Helens Universal Fee Schedule

LIBRARY FEES		
Nonresident Borrower Card Fee	\$	35.00 Per year
	\$	10.00 Per three (3) months
Resident Business Borrower Card Fee	\$	- No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Oregon Library Passport Program Card	\$	- No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$	3.00 Per item
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
Books, magazines, recordings, DVDs, CDs, or any other material		-> Original list price
Cultural Pass	\$	30.00
Replacing a borrower's lost card	\$	2.00
Missing bar code label	\$	2.00
Lost or damaged case for CDs and DVDs	\$	5.00
Lost or damaged insert for CDs and DVDs	\$	7.00
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.
Auditorium		\$25.00 Per hour \$75.00 Per half day (up to 4 hours) \$150.00 All day (Open hours)
Armstrong		\$20.00 Per hour \$50.00 Per half day (up to 4 hours) \$95.00 All day (Open hours)
Both Rooms		\$40.00 Per hour \$110.00 Per half day (up to 4 hours) \$210.00 All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$	45.00 Per hour
Makespace consumable materials		-> Current market price, as listed in the Makespace
Photocopies & Printouts		
Black & White Copies: 8.5" x 11"	\$	0.10 Per side
Black & White Copies: 8.5" x 14"	\$	0.10 Per side
Color Copies: 8.5" x 11"	\$	0.50 Per side



**St. Helens Universal Fee Schedule**

Color Copies: 8.5" x 14"	\$	0.50 Per side
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**St. Helens Universal Fee Schedule**

<b>MUNICIPAL COURT FEES</b>	
Civil Compromise Costs	\$ 300.00
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%
Default Judgment	\$ 20.00
Discovery	\$ 20.00 Per case number (up to 30 pages)
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00
Failure to Appear for Bench Trial	\$ 150.00
Failure to Appear for Jury Trial	\$ 300.00
Installment Fee - for 6 month plan	\$ 25.00
Installment Fee - for 12 month plan	\$ 50.00
Warrant Issued	\$ 100.00
Withholding on County Assessment	10% at monthly distribution
Probation Violation	\$ 50.00
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00 Per misdemeanor with maximum of \$400 unless approved by court
Court Appointed Attorney Rates - Probation Violation	\$ 125.00 Per case with maximum of \$250 unless approved by court
Court Appointed Attorney Rates - Bench Trial	\$ 400.00
Court Appointed Attorney Rates - Jury Trial	\$ 600.00



## St. Helens Universal Fee Schedule

BUSINESS LICENSE FEES		
Residential Business License		
00 - 9.99 full-time equivalents	\$	65.00
10 - 24.99 full-time equivalents	\$	85.00
25 - 49.99 full-time equivalents	\$	105.00
50 - 99.99 full-time equivalents	\$	125.00
100+ full-time equivalents	\$	145.00
Non-Resident Business License	\$	150.00
Residential Rentals	\$	20.00 Per Unit
Commercial Rentals	\$	50.00 Per Unit
Non-Resident Temporary Business License	\$	75.00 6 Month Business License
Late Renewal Fee	\$	50.00 After 60 Days Late Renewal
Appeals Processing Fee	\$	150.00
OLCC New Application	\$	100.00
OLCC Application Change Fee	\$	75.00
OLCC Application Renewal Fee	\$	35.00
Sidewalk Vendor Application Fee	\$	65.00
Sidewalk Vendor Permit Fee	\$	65.00
Sidewalk Vendor Appeal Fee	\$	150.00
Marijuana Business Licenses:		
Producers:		<u>According to OAR 845-025-2040</u>
Micro Tier I	\$	250.00 <u>Indoor / Outdoor Production Size Limitations</u> Up to 625 sf / Up to 2,500 sf
Micro Tier II	\$	500.00 626 to 1,250 sf / 2,501 to 5,000 sf
Tier 1	\$	1,000.00 1,251 to 5,000 sf / 5,001 to 20,000 sf
Tier II	\$	1,500.00 5,001 to 10,000 sf / 20,001 to 40,000 sf
Medical Canopy	\$	65.00
Processors	\$	1,000.00
Wholesalers	\$	1,000.00
Retailers	\$	1,000.00



### St. Helens Universal Fee Schedule

SOCIAL GAMING FEES		
Non-refundable Application Fee	\$	50.00 Per 12 month lease
License Fee for 1-10 Tables	\$	50.00 Per 12 month lease
License Fee for each additional table over 10	\$	10.00 Per table per 12 month lease



## St. Helens Universal Fee Schedule

ENGINEERING FEES		
Right-Of-Way Permit	\$150.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.
Pavement Cut Fee	\$7.00 per linear foot \$150.00 minimum	
Plan Review for Public Improvements		Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.
<p style="text-align: center;">Engineer's Approved Preliminary Project Cost Estimate,</p> <p style="text-align: center;">from \$0.01 to \$10,000    12% of Cost Estimate</p> <p style="text-align: center;">from \$10,001 to \$50,000    10% of Cost Estimate</p> <p style="text-align: center;">from \$50,001 to \$100,000    8% of Cost Estimate</p> <p style="text-align: center;">from \$100,001 to \$500,000    6% of Cost Estimate</p> <p style="text-align: center;">from \$500,001 to \$1,000,000    4% of Cost Estimate</p> <p style="text-align: center;">from \$1,000,001 and above    2% of Cost Estimate</p>		
Plan Review - Additional Reviews	\$120/hour 1 hour minimum	Fee for plan reviews that exceed the initial three review iterations for plan reviews for public improvements.
Permit for the Construction of Public Improvements		Fee includes construction documentation reviews, project management, inspection, temporary use or closure of public right-of-way including sidewalk, lanes, or parking spaces as approved, warranty inspections.
<p style="text-align: center;">Engineer's Approved Final Project Cost Estimate,</p> <p style="text-align: center;">from \$0.01 to \$10,000    18% of Cost Estimate</p> <p style="text-align: center;">from \$10,001 to \$50,000    15% of Cost Estimate</p> <p style="text-align: center;">from \$50,001 to \$100,000    12% of Cost Estimate</p> <p style="text-align: center;">from \$100,001 to \$500,000    9% of Cost Estimate</p> <p style="text-align: center;">from \$500,001 to \$1,000,000    6% of Cost Estimate</p> <p style="text-align: center;">from \$1,000,001 and above    3% of Cost Estimate</p>		
Blasting Permit	\$1,200.00	Fee includes Blast plan compliance inspections.
Engineering Services for Building Permits	\$320	Review fee for site development permits, dwelling permits, manufactured home placement permits, and structural building permits (new construction and additions). Includes System Development Charges (SDCs) review, engineering plan review, and up to three site inspections, including final inspection.





### St. Helens Universal Fee Schedule

	\$75.00	Review for minor site plan and design reviews such as decks which require only a minimal amount of review, demo permits, grade-fill permits, and plumbing permits.
Additional Engineering Inspections or Reviews	\$120/hour 1 hour minimum	Fee for engineering inspections or reviews not covered by an existing permit or fee.
Speed Hump Request Application Fee	\$150.00	Application processing and initial engineering review to determine if the road meets the necessary criteria for speed humps.
Traffic Study	\$2,200.00	Fee for performing traffic study, collecting and analyzing data regarding traffic patterns needed to inform decisions on speeding and the potential impacts of installing traffic calming measures



### St. Helens Universal Fee Schedule

UTILITY BILLING FEES		
Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$ -	No Charge
Water Service Shut off/on: During off business hours	\$ 150.00	Per request
Failed Payment Arrangement	\$ 50.00	
Late Fee	\$ 25.00	Fee waived if bill is < \$25
Reconnection Fee (if Shutoff due to non-payment)	\$ 75.00	Fee applied on Shut-off Day
Temporary Service for New Construction	\$ 25.00	
<b>Tampering with Meter Fees</b>		
Tampering: Turning water on/off without City Personnel	\$ 50.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Turning water on while on the current shut-off list	\$ 100.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Breaking installed Lock to turn on meter	\$ 200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$ 500.00	Available to Non-Profits Only
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$ 650.00	Available to Non-Profits Only
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$ 1,100.00	Available to Non-Profits Only
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$ 1,550.00	Available to Non-Profits Only



**St. Helens Universal Fee Schedule**

WASTEWATER TREATMENT PLANT FEES		
Pretreatment Program Administrative Fee (Choose Option)		
Annual	\$	1,500.00
Monthly	\$	125.00
Annual DEQ Fees Assessed to the City	\$	- Actual cost of DEQ
New Industrial Discharge Permit Issuance	\$	500.00
Renewal Industrial Discharge Permit Issuance	\$	300.00
Non Discharge Annual Permit Fee	\$	500.00
Demand Inspection Fee	\$	100.00
Demand Sampling and Monitoring Fee	\$	- Actual cost of service
Enforcement Activities	\$	- Actual cost of service



### St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES		
Park Areas for Reservation		
McCormick Park		
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session
Areas 2-4	\$ 15.00	Per 3 hour Session
Campbell Park		
Areas 1-2	\$ 15.00	Per 3 hour Session
Columbia View Park		
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session
Field Areas for Reservation		
McCormick Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session
6th Street Park		
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session
Campbell Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
Recreation Center		
Softball Fields 1-3	\$ 5.00	Per 3 hour Session
Dock moorage fee	\$ 15.00	Per day
Dock electrical connection	\$ 5.00	Per 24 hours
Recreation Center		
Recreation Center Rental	\$ 30.00	Per Hour
Security Deposit (refundable)	\$ 50.00	Refundable security deposit
Community Center		
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour
Permit - Parade	\$ 50.00	Per event
Permit - Public Assembly	\$ 50.00	Per event
Permit - To Amplify Sound	\$ 50.00	Per event
Permit - Engage in Commercial Activity	\$ 50.00	Per event
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day
Permit - To Use Special Use Area	\$ 50.00	Per event
Late Fees		
General Park Use (7 business days)	\$ 10.00	
Public Assembly (45 business days)	\$ 25.00	



### St. Helens Universal Fee Schedule

Parade & Walks (45 business days)	\$	50.00	
Tournament Fee	\$	10.00	Per Team
Use of Field Lights	\$	25.00	

## INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement ("Agreement") is entered into by and between St. Helens School District 502, a local educational agency of the State of Oregon, hereinafter referred to as "St. Helens SD 502" and the City of St. Helens, Parks and Recreation Department, a local district governmental organization of the State of Oregon, hereinafter referred to as "City" and (each a "Party;" collectively, the "Parties"). This Agreement is entered into pursuant to the authority granted by ORS 190.110 and 283.110, allowing state agencies to enter into agreements with other state agencies to cooperate in performing duties, exercising powers or administering policies or programs.

### 1. Purpose

St. Helens SD 502 desires to obtain after school recreation activities from the City for development of the 21<sup>st</sup> Century Community Learning Center Project (hereinafter referred to as the "21<sup>st</sup> CCLC" Project). The City has the expertise and experience to provide recreation activity services. This does not provide for the transfer of personnel. The Parties agree to this Intergovernmental Agreement pursuant to ORS 190.110 and 283.110.

### 2. Agreement Term

This Agreement is effective from **January 1, 2024 through June 30, 2024** unless terminated by either period under the terms of this Agreement.

### 3. Agreement Contracts

#### St. Helens School District 502

*Legal Name*

474 North 16<sup>th</sup> Street

*Address*

St. Helens, OR 97051

*City, State, Zip*

Scot Stockwell, Superintendent

*Agreement Contact*

503.366.7221

*Phone*

scots@sthelens.k12.or.us

*Email*

#### City of St. Helens

*Legal Name*

265 Strand Street

*Address*

St. Helens, OR 97051

*City, State, Zip*

Shanna Duggan, Manager

*Agreement Contact*

503.366.8208

*Phone*

sduggan@sthelensoregon.gov

*Email*

### 4. Statement of Work

- 4.1. City of St. Helens will provide lesson planning and instruction (classes will focus on leadership, health and wellness, service learning, and STEM-based classes). City of St. Helens will provide course planning and general program support. The City agrees to provide after-school recreation activities to the following schools: Columbia City School, Lewis & Clark Elementary School, and McBride Elementary School. See Attachment C: Project Outline for staffing and hourly details. The City and District will work together to develop activities that meet student and parent needs and interests. These activities will take place at the school sites.
- 4.2. The City will be responsible for the hiring and supervision of all after school recreation staff. The City will provide one site lead and three recreational leaders and/or recreation instructors at each site as needed to lead the enrichment activities, complementary activities, and assist the St. Helens After School Enrichment Program site coordinators in the operation of activities at each site. CCLC funds will pay enrichment leaders to instruct STEM and programs around LEGO Robotics, Fitness and Health, Creative Arts, Sports, and social emotional learning support.

Classes will be based on student preference and interest. Services include staff training, student supervision, materials, and supplies.

- 4.3. Purchases of equipment costing \$250.00 (two hundred fifty US dollars) or more will be purchased by the St. Helens SD 502 and inventoried as part of the District's property.

## 5. Compensation

The budget shall not exceed a total of \$155,000 for the year. Funding is for the direct services, including Personnel, Contractual Services, materials, and supplies. Days of services retroactive to January 8, 2024 through June 30, 2024.

The City will submit bills to the District **QUARTERLY**, itemizing all charges incurred related to the St. Helens After School Enrichment Program. Upon billing, the City shall furnish itemized receipts for any transaction of \$100.00 (one hundred US dollars) or more. Payroll registers will also be provided. Final billings for the 2023-24 school fiscal year must be submitted to the District no later than July 31st, 2024. Invoices are to be submitted to Fiscal Services Department, St. Helens School District 502, 474 N. 16<sup>th</sup> Street, St. Helens, OR 97051 or ap@sthelens.k12.or.us.

## 6. Termination

- 6.1. This Agreement may be terminated at any time by mutual written agreement of the Parties.
- 6.2. A Party may terminate this Agreement upon 30 days written notice to the other party.
- 6.3. A Party may terminate this Agreement immediately upon written notice to the other Party, or at such later date as the terminating Party may specify in such notice, upon the occurrence of any of the following events:
- 6.3.1. The terminating party fails to receive funding, appropriations, limitations, allotments, or other expenditure authority at levels sufficient in the terminating Party's reasonable administrative discretion, to perform its duties under this Agreement;
- 6.3.2. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the terminating Party's performance under this Agreement is prohibited or the terminating Party is prohibited from paying for such performance from the planned funding source; or
- 6.3.3. The other Party materially breaches a covenant, warranty or obligation under this Agreement, or fails to perform its duties within the time specified in this Agreement or any extension of that time, or so fails to pursue its duties as to endanger that Party's performance under this Agreement in accordance with its terms, and such breach or failure is not cured within 20 days after delivery of the terminating Party's notice to the other Party of such breach or failure, or within such longer period of cure as the terminating Party may specify in such notice.

## 7. Compliance with Applicable Law

For the services provided under this Agreement, both parties shall comply, and cause all subcontractors to comply with, all federal, state, local, and each party's laws, regulations, executive orders and ordinances applicable to this Agreement and the performance of the Services.

## 8. Confidentiality

The Family Education Rights and Privacy Act ("FERPA") prohibits the re-disclosure of confidential student information. Except in very specific circumstances and as agreed in writing, neither Party shall disclose to any other party without prior consent of the parent/guardian any information or records regarding students or their families that the Party may learn or obtain in the course and scope of its performance of this Agreement. Any re-disclosure of confidential student information must comply with the re-disclosure laws of FERPA. Neither Party shall re-disclose information without prior written notification to and written permission of the other Party. If the Party grants permission, receiving Party is solely responsible for compliance with the re-disclosure under §99.32(b). Consistent with FERPA's

reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Each party's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

- 14.3. The parties should attempt in good faith to resolve any dispute arising out of this agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

## **15. How Notices Shall Be Given**

Any notice given in connection with this Agreement shall be provided in writing and shall be delivered to the party at the Authorized Representative's address or email stated herein.

## **16. Entire Agreement**

When signed by both parties, this Agreement (and any attached exhibits or supporting documents) is the final and entire agreement. As the final and entire expression, this Agreement supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

## **17. Waiver and Severability**

Waiver of any default or breach under this Agreement by either Party does not constitute a waiver of any subsequent default or a modification of any other provision of this Agreement. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid. The failure of either party to exercise any of its rights under this agreement for a breach thereof, shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

## **18. Amendments**

Any amendments, consents to or waivers of the terms of this Agreement must be in writing and signed by both parties.

## **19. Use of Facilities**

The facilities provided by either party under this Agreement are for use by the parties exclusively for the governmental purposes contemplated by this Agreement. Neither party shall resell, barter, share, or allow access to the facilities with or to any third party without the prior written consent of the facility owner.

## **20. Damage to St. Helens SD 502 Property**

Both parties agree that the City shall be responsible for any damage caused to the District's property and resulting from the activities of the City, its employees, officers, and agents.

## **21. Work Performed on St. Helens SD 502 Property**

When performing work on St. Helens SD 502 property, the City and City's employees shall be in appropriate work attire (or uniform, if applicable) at all times. As required by schools and other St. Helens SD 502 locations, each day the City and/or City's employees are present on St. Helens SD 502 property, they must sign in at the location's main office and obtain an identification/visitor tag. City and/or City's employees must display this tag on their person at all times while on St. Helens SD 502



property. All St. Helens SD 502 properties are tobacco-free zones; City and/or City's employees are prohibited from using any tobacco product on District property. All District properties are also drug-free, weapons-free and firearms-free zones; City and/or City's employees are prohibited from possessing on their persons or in their vehicles any drug, weapon or firearm while on St. Helens SD 502 property.

**22. Hazardous Materials**

The City shall notify St. Helens SD 502 before using any products containing hazardous materials to which DISTRICT employees, students, or the general public may be exposed. Products containing hazardous materials are those products defined by Oregon Administrative Rules, Chapter 437. Upon St. Helens SD 502 request, the City must immediately provide Material Safety Data Sheets to St. Helens SD 502 for all materials subject to this provision.

**23. Equipment and Material**

Each party shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in connection with the work.

**24. Headings**

The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Agreement.

**25. Counterparts**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and be binding upon the Parties. The Parties agree that they may conduct this transaction, including any amendments or extension, by electronic means including the use of electronic signatures.

**26. Additional Terms and Attachments**

Each of the following attachments are incorporated by this reference and made a part of this Agreement.

- Attachment A: Insurance Requirements
- Attachment B: Fingerprinting and Background Check Requirements
- Attachment C: Project Outline

**27. SIGNATURES**

I HAVE READ THIS AGREEMENT, ANY ATTACHED EXHIBITS, AND THE TERMS AND CONDITIONS. I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS AGREEMENT ON BEHALF OF THE PARTY I REPRESENT AND AGREE TO BE BOUND BY ITS TERMS.

Scot Stockwell  
St. Helens School District 502 Authorized Signer

\_\_\_\_\_  
City of St. Helens Authorized Signer

M.A. [Signature]  
Signature

\_\_\_\_\_  
Signature

scots@sthelens.k12.or.us  
Email

\_\_\_\_\_  
Email

## ATTACHMENT A: INSURANCE REQUIREMENTS

Each party shall obtain at its expense the insurance specified in this **Attachment A: Insurance Requirements** prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Parties shall obtain the following insurance from insurance companies or entities authorized to transact the business of insurance and issue coverage in Oregon. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Each party shall pay for its own deductibles, self-insured retention and self-insurance, if any.

### 1. WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

All employers that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Each party shall provide and maintain workers' compensation coverage for its employees and officers as required by applicable laws. Each party will also require and ensure that each of its subcontractors complies with these requirements.

### 2. COMMERCIAL GENERAL LIABILITY

Required       Not required

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to each party. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Agreement, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$2,000,000 per occurrence. Annual aggregate limit shall not be less than \$4,000,000.

### 3. AUTOMOBILE LIABILITY INSURANCE

Required       Not required

Automobile Liability Insurance covering Party's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability).

### 4. EXCESS/UMBRELLA INSURANCE

A combination of primary and excess/umbrella insurance may be used to meet the required limits of insurance.

### 5. ADDITIONAL INSURED

All liability insurance, except for Workers' Compensation, required under this Agreement must include an additional insured endorsement specifying the Other Party, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Party's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

### 6. WAIVER OF SUBROGATION

Each party shall waive rights of subrogation which Party or any insurer of Party may acquire against one of the

## ATTACHMENT A: INSURANCE REQUIREMENTS

Parties by virtue of the payment of any loss. Each Party will obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Party has received a waiver of subrogation endorsement from the other Party or the other Party's insurer(s).

### 7. TAIL COVERAGE

If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, the Party shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Agreement, for a minimum of 24 months following the later of (i) completion of all Services required under this Agreement, or (ii) termination of Agreement, or (iii) the expiration of all warranty periods provided under this Agreement.

### 8. CERTIFICATE(S) AND PROOF OF INSURANCE

Each Party shall provide Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Agreement. The Certificate(s) shall list the Other Party, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) shall also include all required endorsements or copies of the applicable policy language effecting coverage required by this Agreement. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance District has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Agreement.

### 9. NOTICE OF CHANGE OR CANCELLATION

The Party or its insurer must provide at least 30 days' written notice to Agency before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

### 10. INSURANCE REQUIREMENT REVIEW

Each Party agrees to periodic review of insurance requirements by the other Party under this agreement and to provide updated requirements as mutually agreed upon by Parties.

### 11. EXCEPTIONS OR WAIVERS

Any exception or waiver of these requirements shall be subject to review and approval from the authorized representative for each party.

## ATTACHMENT B: FINGERPRINTS AND BACKGROUND CHECKS

St. Helens School District 502 has made the following determination regarding requirement of the City to undergo preliminary background checks, fingerprinting, and criminal records check:

- No requirement: Contractor will not have unsupervised contact with students or access to District property.
- Preliminary background check required
- Fingerprinting and criminal records check required:

The City and all individuals with whom the the City contracts, or any employee, agent or subcontractor of the City, **must undergo a preliminary background check with the District**. Individuals, who will have direct, unsupervised contact with students shall also be required to submit fingerprints and to undergo a state and nationwide fingerprinting and criminal history records check, in accordance with the provisions of ORS 326.603 and ORS 326.607. The Oregon Department of Education provides fingerprinting services for Contractors pursuant to ORS 326.603 and ORS 326.607. Individuals or the City, and not the District, shall be responsible for the fees associated with fingerprinting and the criminal history records check, not to exceed the actual costs.

# ATTACHMENT C: PROJECT OUTLINE

## School Year 2023/2024 Staffing Estimates

### After School Program

		Rate	Cst/Hr	January	February	March	April	May	June
<b>Columbia City</b>	Coordinator	\$ 22.80	\$ 39.76	\$ 6,361.00	\$ 6,361.00	\$ 6,361.00	\$ 6,361.00	\$ 6,361.00	\$ 3,180.50
	Lead-Rec Program Lead	\$ 16.54	\$ 23.98	\$ 2,877.00	\$ 2,877.00	\$ 2,877.00	\$ 2,877.00	\$ 2,877.00	\$ 1,438.50
	Staff-Rec Assistant	\$ 15.45	\$ 22.40	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 896.00
	Staff-Rec Assistant	\$ 15.45	\$ 22.40	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 896.00
	Staff-Rec Assistant Teen Staff	\$ 15.45	\$ 22.40	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 1,792.00	\$ 896.00
	Teacher Support				\$2,579		\$2,579		\$2,579
	Site Total			\$ 14,614.00	\$ 17,193.00	\$ 14,614.00	\$ 17,193.00	\$ 14,614.00	\$ 9,886.00
<b>McBride</b>	Lead-Rec Program Lead	\$ 16.54	\$ 23.98				\$ 2,877.00	\$ 2,877.00	\$ 1,438.50
	Staff-Rec Assistant	\$ 15.45	\$ 22.40				\$ 1,792.00	\$ 1,792.00	\$ 896.00
	Staff-Rec Assistant	\$ 15.45	\$ 22.40				\$ 1,792.00	\$ 1,792.00	\$ 896.00
	Staff-Rec Assistant Teen Staff	\$ 15.45	\$ 22.40				\$ 1,792.00	\$ 1,792.00	\$ 896.00
	Teacher Support								\$ 2,579.00
	Site Total						\$ 8,253.00	\$ 8,253.00	\$ 6,705.50
<b>After School Program Total</b>				<b>\$ 14,614.00</b>	<b>\$ 17,193.00</b>	<b>\$ 14,614.00</b>	<b>\$ 25,446.00</b>	<b>\$ 22,867.00</b>	<b>\$ 16,591.50</b>
								<b>23-24 Total</b>	<b>\$ 111,325.50</b>

### Spring Break Camp

		Rate	Cst/Hr	January	February	March	April	May	June
	Staff-Rec Program Specialist	\$ 17.64	\$ 24.87			\$ 746.10			
	Lead-Rec Program Lead	\$ 16.54	\$ 23.98			\$ 719.40			
	Staff-Rec Assistant	\$ 15.45	\$ 22.40			\$ 448.00			
	Staff-Rec Assistant	\$ 15.45	\$ 22.40			\$ 448.00			
	Staff-Rec Assistant Teen Staff	\$ 15.45	\$ 22.40			\$ 448.00			
	Spring Break Camp Total					\$ 2,809.50			
								<b>23-24 Total</b>	<b>\$ 2,809.50</b>

### Summer Program

		Rate	Cst/Hr	January	February	March	April	May	June
	Coordinator	\$ 22.80	\$ 39.76						\$ 3,180.50
	Staff-Rec Program Specialist	\$ 17.64	\$ 24.87						\$ 1,482.00
	Lead-Rec Program Lead	\$ 16.54	\$ 23.98						\$ 1,438.50
	Lead-Rec Program Lead	\$ 16.54	\$ 23.98						\$ 1,438.50
	Staff-Rec Assistant	\$ 15.45	\$ 22.40						\$ 896.00
	Staff-Rec Assistant	\$ 15.45	\$ 22.40						\$ 896.00
	Staff-Rec Assistant	\$ 15.45	\$ 22.40						\$ 896.00
	Staff-Rec Assistant	\$ 15.45	\$ 22.40						\$ 896.00
	Staff-Rec Assistant Teen Staff	\$ 15.45	\$ 22.40						\$ 896.00
	Staff-Rec Assistant Teen Staff	\$ 15.45	\$ 22.40						\$ 896.00
	Summer Camp Staff Total								\$ 12,915.50
								<b>23-24 Total</b>	<b>\$ 12,915.50</b>
<b>Total 2023-24 Program</b>				<b>\$ 14,614.00</b>	<b>\$ 17,193.00</b>	<b>\$ 17,423.50</b>	<b>\$ 25,446.00</b>	<b>\$ 22,867.00</b>	<b>\$ 29,507.00</b>
								<b>23-24 Grand Total</b>	<b>\$ 127,050.50</b>

**THIRD AMENDMENT TO  
Kittelson & Associates, Inc. Personal Service Agreement  
S 1st Street & St. Helens Street Intersection Improvements, Project No. R-685A**

This agreement is entered into this 15th day of May 2024, by and between the City, (hereinafter "City"), and Kittelson & Associates, Inc., (hereinafter "Contractor").

**RECITALS**

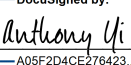
- A. City and Contractor entered into a Personal Service Agreement on March 16, 2022, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. Contract was amended on July 19, 2023 for additional construction services and compensation for the joint utility trench design and incorporating gateway features at the intersection.
- C. On September 6, 2023 the contract was amended for the additional design services and compensation required to address the undergrounding of utilities and services in the project limits.
- D. Additional compensation is required for construction support services for the franchise utility undergrounding work.

**NOW, THEREFORE**, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for construction support services shall be a not to exceed amount of \$16,824.00
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 15th day of May 2024.

**Contractor**

DocuSigned by:  
  
 A05F2D4CE278423...  
 Date: 5/7/2024

**City**

\_\_\_\_\_  
 Rick Scholl, Mayor  
 Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
 Kathy Payne, City Recorder



851 SW 6th Avenue, Suite 600  
Portland, OR 97204  
P 503.228.5230 F 503.273.8169

April 15, 2024

City Project #: R-685

Sharon Darroux, Alex Bird  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

RE: S. 1st Street & St. Helens Street Intersection Improvements

Dear Sharon & Alex:

This letter formally requests your authorization of an additional \$16,824 in fees and reimbursable expenses for services associated with our firms' continued involvement in the S. 1<sup>st</sup> Street & St. Helens Street Intersection Improvements project. Specifically, to provide construction support services for the Franchise Utility Undergrounding work.

Please review the attached AMENDMENT #3 to the Professional Services Agreement. If AMENDMENT #3 is satisfactory, please return a signed copy electronically. One executed original will be returned for your records. If you have any comments or questions, please do not hesitate to call.

Sincerely,  
**KITTELSON & ASSOCIATES, INC.**

Project Manager  
Caleb Cox, PE  
Senior Engineer

Project Principal  
Tony Roos, PE  
Principal Engineer

## AMENDMENT #3 TO PROFESSIONAL SERVICES AGREEMENT

**PROJECT #:** City Project #R-685, KAI Project #23544  
**PROJECT NAME:** S. 1st Street & St. Helens Street Intersection Improvements  
**PROJECT BUDGET:** April 15, 2024

Current Authorized Amount	\$64,558
Amendment	\$16,824
Total Authorized Amount	\$81,382

**AUTHORIZATION:**

This Amendment #3 (“AMENDMENT #3”) hereby amends that certain Professional Services Agreement with an EFFECTIVE DATE of 3/16/2022 (the “AGREEMENT”), and any prior amendments, by (1) authorizing KITTELSON & ASSOCIATES, INC. to perform services in addition to those services described in **Part “A”** of the AGREEMENT (See attached Amendments to Part “A”) and (2) increasing the **Current Authorized Amount** (shown above) to an amount not to exceed the **Total Authorized Amount** shown above. Except as otherwise stated in this AMENDMENT #3, the terms, conditions and provisions of the AGREEMENT remain in full force and effect. All capitalized terms not otherwise defined in this AMENDMENT #3 shall have the meanings set forth in the AGREEMENT.

Accepted for:

**City of St. Helens**

Approved for:

**Kittelson & Associates, Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## AMENDMENTS TO PART “A” SCOPE OF WORK

### Amend Task 1.0 Project Management as follows:

#### 1.1 Project Management

- Prepare monthly invoices and progress reports associated with construction support services for the Franchise Utility undergrounding work. Consultant assumes a 4-month timeframe for construction to be complete.

### Amend Task 3.0 Bidding and Construction Support as follows:

Provide Construction support services for the Franchise Undergrounding work as detailed below. The scope of construction support is limited to the hours shown in the attached budget and does not include full-time inspection services.

#### 3.2 Construction Support

- Attend the Pre-construction meeting with the City and Contractor
- Attend twice-monthly construction meetings. (Assume half virtual, and half in-person)
- Review and respond to RFI's by the Contractor and prepare plan revisions as needed. (Assume up to four (4) RFIs)
- Review submittals and/or shop drawings (assume 6 submittals)
- Visit the site periodically and as requested by City staff and/or contractor to review construction progress, answer questions, and help resolve in-field design decisions. (Assume up to two (2) site visits)
- Attend a final construction walk-through prior to final acceptance of the completed construction by the City.

#### 3.3 As-Built Plans

- Prepare as-built drawings for the Franchise Utility Undergrounding project (one full size set on opaque Mylar, PDF, and .dwg CAD files). As-built drawings will be based on the redline set provided by the contractor and will incorporate changes to the design by work change directive or RFI. The as-built drawings will not be stamped.

### Task 3 Deliverables:

- Submittal Review Responses
- RFI Responses
- As-built plans (.pdf)

Project Budget Form

Project Name: 1st & St. Helens Intersection Improvements - Phase 3 Amendment 3  
 Project Manager: Caleb Cox  
 KAI Project Number: 235440.000  
 Date: Apr 15, 2024

**LABOR ESTIMATE - 1st & St. Helens Intersection Improver**

**Kittelson**

Task	Notes	Staff	Kittelson				SUBTASK/ TASK HOURS	SUBTASK/ TASK COST
			Roos, Tony AMR	Cox, Caleb CEC	Cullimore, Brad BSC	Shadrin, Dimitryan DZS		
<b>001 Project Management</b>								
	Invoices and Progress Reports			4			4	\$651
	Reimbursable Expense							\$0
Task #001 - Subtotal			0	4	0	0	0	\$651
<b>003 Bidding and Construction Support</b>								
	Pre-construction Meeting			6			6	\$976
	Bi-weekly Construction Meetings			24			24	\$3,905
	Review and Respond to RFIs		4	8		4	16	\$2,891
	Review Submittals		2	12			14	\$2,480
	Site Visits			12			12	\$1,953
	Final Construction Walk-through			8			8	\$1,302
	As-built Plans		2	4	8	2	16	\$2,425
	Reimbursable Expense							\$241
Task #003 - Subtotal			8	74	8	6	0	\$16,173
TOTAL HOURS			8	78	8	6	0	
LABOR RATE			\$263.79	\$162.71	\$122.45	\$133.50		
LABOR COST			\$2,110	\$12,691	\$980	\$801		
							<b>TOTAL HOURS</b>	<b>TOTAL LABOR</b>
							<b>100</b>	<b>\$16,582</b>

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

<b>TOTAL REIMBURSABLES</b>	<b>\$241</b>
<b>TOTAL KAI FEES</b>	<b>\$16,824</b>
<b>TOTAL SUB FEES</b>	<b>\$0</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$16,824</b>

**City of St. Helens**  
**Rate Schedule**  
*As of April 2024*

<b>Classification</b>	<b>Hourly Rate</b>	<b>Overhead @ 209.29%</b>	<b>Profit @ 12%</b>	<b>Hourly Billing Rate*</b>
Senior Principal Engineer/Planner	\$85.88	\$179.75	\$31.88	\$297.51
Principal Engineer/Planner	\$72.99	\$152.76	\$27.09	\$252.84
Roos, Tony	\$76.15	\$159.37	\$28.26	\$263.79
Associate Engineer/Planner	\$65.48	\$137.04	\$24.30	\$226.83
Senior Engineer/Planner	\$53.20	\$111.34	\$19.75	\$184.29
Cox, Caleb	\$46.97	\$98.30	\$17.43	\$162.71
Engineer/Planner	\$43.00	\$90.00	\$15.96	\$148.96
Shadrin, Dimitryan	\$38.54	\$80.66	\$14.30	\$133.50
Transportation Analyst	\$36.86	\$77.14	\$13.68	\$127.68
Technician I	\$31.01	\$64.91	\$11.51	\$107.43
Technician II	\$34.86	\$72.95	\$12.94	\$120.75
Senior Technician	\$42.07	\$88.05	\$15.62	\$145.74
Cullimore, Brad	\$35.35	\$73.98	\$13.12	\$122.45
Associate Technician	\$50.86	\$106.44	\$18.88	\$176.17
Office Support	\$28.21	\$59.04	\$10.47	\$97.72
Data Analyst / Software Technician	\$45.08	\$94.35	\$16.73	\$156.16
Senior Data Scientist/Developer	\$67.05	\$140.33	\$24.89	\$232.26

*\*Average classification rates are shown above along with actual rates for key personnel. Actual wage rates will be invoiced, overhead and profit will be locked for the duration of the contract.*



# BUDGET COMMITTEE MEETING

Thursday, May 04, 2023, at 5:00 PM

## MINUTES

**Members Present:** Rick Scholl, Mayor  
 Jessica Chilton, Council President  
 Councilor Patrick Birkle  
 Councilor Mark Gundersen  
 Councilor Brandon Sundeen  
 Vice Chair Claire Catt  
 Chair Lew Mason  
 Committee Member Michele Damis  
 Committee Member Brady Preheim  
 Committee Member Eddie Dunton

**Members Absent:** None

**Staff Present:** Gloria Butsch, Finance Director  
 John Walsh, City Administrator - Budget Officer  
 Jacob Graichen, City Planner  
 Brian Greenway, Police Chief  
 Jamie Edwards, Accountant II- Budget Committee Secretary  
 Jennifer Johnson, Accountant III  
 Brenda Herren-Kenaga, Librarian  
 Adam Hartless, Patrol Officer-in attendance as a Citizen

**5:01 P.M. CALL TO ORDER** - *Continued from April 13, 2023*

### Review and Approval of April 13, 2023, Minutes

1. Budget Committee Minutes 4/13/23

Motion made by Vice Chair Catt. Seconded by Mayor Scholl, to approve the April 13, 2023, minutes. Voting Yea: Council President Chilton, Councilor Birkle, Councilor Sundeen, Vice Chair Mason, Committee Member Preheim, Committee Member Dunton

### Review Submitted Questions and Staff Responses

Finance Director Gloria Butsch read and reviewed the attached questions from the Committee and responses from Department heads to the fiscal year 2024 proposed budget.

### Additional questions/comments:

\* Committee Member Brady Preheim asked to clarify the grant from the school district was not finalized yet. Butsch confirmed.

- \* Councilor Patrick Birkle asked who the people are, that are funded by the GFSS (General Fund Support Services). Butsch advised of staff positions covered in the General Fund.
- \* Vice Chair Claire Catt asked to clarify that the reason there is not GFSS for other departments like Recreation is because Recreation is already in the General Fund and Tourism is contracted out. Butsch confirmed that was correct and spoke on the how the different funds work and support each other.
- \* Catt asked to have Library staff speak on the impacts of the library position if it is not to be filled.
- \* Brenda Herren-Kenaga, Librarian, shared the impacts to the patrons at the library from not having the Makerspace open.
- \* Councilor Brandon Sundeen asked to confirm the library has volunteers for the Makerspace. Herren-Kenaga confirmed they did but did not know how many they currently have or the details on their availability.
- \* Patrol Officer, Adam Hartless spoke on behalf of himself as a citizen, stating he was surprised to learn police positions may not be filled as current officers retire. Further stating, the officers are already short-staffed, working 40-60 hours a week in overtime. Hartless is concerned their city will not have sufficient and quality coverage if the positions are not filled.
- \* Council President Jessica Chilton was made aware that the two positions, the Council approved to fill last year had not been filled, at last night's Council meeting.
- \* Police Chief Brian Greenway reported the city needs 14 officers to maintain 24-hour coverage, there are currently 10 officers. \$300,000 in overtime, there are four eligible for retirement, three have confirmed they will retire next year, when this happens, they will not be able to maintain 24-hour coverage. It takes at least a year before a hired new officer is ready to patrol.
- \* City Administrator John Walsh reported, today, they met with the architect to have a cost cut back from the original budget.
- \* Committee Member Eddie Dunton asked where the utility fee of \$3, proposed to be \$10 would go, Butsch reported it goes to the payment of the debt services for the public safety building.
- \* Birkle asked what is the % of the gross proceeds the city receives from Tourism. Preheim state it was 10, Birkle stated in the contract agreement it wasn't seen. Walsh stated it was not defined as 10%.
- \* Birkle asked if they were able to find out how much Halloweentown cost across the departments and staff time. Butsch stated that going forward they could ask departments to track that.
- \* Preheim asked if there were issues in the fund balance going below the reserves, as far as its effect on the credit rating. Butsch, said it could and would affect future rates towards future debts.

### Special Revenue Funds

Special Revenue Funds were discussed in detail during the question and staff responses, no further discussion.

### Enterprise Funds

Enterprise Funds were discussed during the question and staff responses, no further discussion.

**Break-6:45 p.m.**

### Opportunity Discussion

Mayor Scholl said the city needs to think about sidewalks, doesn't think gas tax will generate enough revenue and doesn't feel comfortable with that and is going to be conservative going forward.

Dunton has been volunteering with Halloweentown for several years and thinks Tina has done a spectacular job with bringing in people when parking cars has seen online ticket sales and total sales for parking with an average \$125-\$150 for a car full. Dunton advised when giving people option to pay online pay \$18 vs \$20 they just said to just take the \$20 in cash for parking. Dunton shared witnessing the need and use of Police at these events four hours. Dunton is suggesting adding a fee or percentage for public safety to Halloweentown tickets -safety surcharge. Preheim doesn't believe that is within the realm of options based on the current contract. Scholl doesn't think that's a bad idea, and asked why the city can't do a tax. Birkle thinks the idea is something to look at in future contracts. Scholl agreed and further suggested that any event that comes into the city, there be a charge or tax for Community Safety.

Mason mentioned the Gas Fee would impact all people getting gas but not just citizens. Scholl stated it would need to go out to vote. Catt asked if there was a calculator that could estimate the potential revenue, Scappoose is successful because of the Fred Meyer fuel station.

Damis asked if it is possible to do a fundraiser for public safety, to gauge how interested people would be. Something that people could donate to as they came in for Halloweentown or 13 nights for public safety.

Catt asked what the boundaries are around imposing the fee on the utility bills like the current public safety fee. Preheim doesn't think it is legal to add fees to the water and sewer bill, Portland had added a fee for a public bathroom, was sued and decided to settle. Preheim's concern it would not prevail if taken to court over the fee added to the utility bill.

Preheim is concerned about the 15% projected reserve balance followed by the decline and wants to know what can be done now to fix this. Preheim would be okay with temporarily going to a 15% reserve if there was a clear plan to change that going forward. Gunderson stated ideally the city would like 30% reserve, Walsh confirmed, further stating with ARPA funding the City was able to increase services, now the funding is ending. Scholl said they are working diligently on bringing in new industries. Chilton added they are investing in the waterfront and industrial areas with the point of return on investment that those projects could provide in the future. Chilton said they need to look at current assets and options to liquidate to cut some of these deficits.

Scholl stated they have two competitors for the Armstrong property, and someone interested in our property. Preheim asked if there were projections on the potential revenue they would bring. Walsh stated when Armstrong left that was about a million-dollar loss to the city in revenue, Scholl estimates at least half could come in from a new investor.

Sundeen shared he is confident that the staff and volunteers will be able to fill in the makerspace and that our police do not have that ability. The police are a necessity and deserve better. Thinks there are ways to get creative and cut costs and save money in a lot of ways.

## Public Comment

Chair Mason opened public comment.

Jennifer Massey commented that it appears that law enforcement is important that our elected officials need to put St. Helens first, and that new members may have created a fatal flaw for the future of the St. Helens specific to levy's by agreeing to the County Levy. In 2012, Portland State University did a staffing study that stated St. Helens needed 27 officers and we have 20. St. Helens needs more officers.

Lynne Pettit commented as the President of the Friends of the St. Helens Library and shared a private citizen donated \$20,000 through the Friends of the St. Helens Library to start up the Makerspace and thinks it would be a mistake to let that go by not providing a technician for that space.

Butsch read an email from a citizen with interest in retaining funding to the Makerspace position.

### Open & Close Public Hearing for State Shared Revenue

Mason shared the State shares funds and opened the public hearing on Shared State Revenue.

No comments on State Shared Revenue.

Chair Mason Closed Public Hearing.

### Approval of the Proposed Budget 2023/2024

#### Discussion:

Mayor Scholl said they are looking at a hiring freeze for a Makerspace Technician and one officer position out of three open officer positions.

Scholl asked for discussion and recommendation or motion from the Budget Committee to Council to increase the public safety fee and look at adding a public safety fee to Tourism or any events that impacts the City such as ticket sales at the next contract. Dunton asked if the fee would go towards new officers specifically. Scholl said it would need to be looked at, but the fee in general would be the recommendation to be added.

**Motion** made by Scholl to implement public safety fee to \$10 from \$3 to supplement potentially an officer for a little bit and pay the service debt.

Butsch stated a sample motion would be to make motion to approve proposed budget for FY 2023/2024 and appropriations as shown on FY 2023/2024 Proposed Budget Expenditures Summary by Fund in addition to increase the public safety fee to \$10.

**Amended Motion** made by Mayor Scholl and seconded by Gunderson to approve proposed budget for FY 2023/2024 and appropriations as shown on FY 2023/2024 Proposed Budget Expenditures Summary by Fund; and to approve levy of the city's full tax rate of \$1.9078 per \$1,000 of assessed value for tax year 2023/2024.

#### Discussion

Chilton, asked for clarification on what the \$10 fee will go towards. Scholl stated his understanding was it could potentially cover one officer this year, maybe half an officer next year. Butsch said it would also cover 100 % of the debt services.

Catt stated was not currently comfortable approving the budget tonight, as there has been a lot of discussion around ways to increase revenue but not around reducing expenses. Walsh stated the department heads shared at the last meeting what they have done to reduce expenses. Butsch stated they have reduced expenses as much as possible without layoffs.

Preheim asked on the process for going out for General Obligation Bond. Butsch advised a new GO Bond would refund the existing bonds sold first then property taxes would pay for the debt service. Scholl stated and not EDUs like the fee on the water bill. It would be cheaper on the water bill versus based on the property taxes of the owners. Discussion on alternative options to accept donations for other positions or departments.

**Restated Motion** made by Scholl and seconded by Gunderson to approve proposed budget for FY 2023/2024 and appropriations as shown on FY 2023/2024 Proposed Budget Expenditures Summary by Fund; and to approve levy of the city's full tax rate of \$1.9078 per \$1,000 of assessed value for tax year 2023/2024.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen, Vice Chair Mason, Committee Member Dunton

Voting Nay: Chair Catt, Committee Member Preheim

**Motion** made by Scholl and seconded by Catt to accept State Shared Revenue.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen, Chair Catt, Vice Chair Mason, Committee Member Preheim, Committee Member Dunton

**Motion** made by Scholl and seconded by Dunton to recommend the council explore options to add a fee on tourism and other events for public safety.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen, Chair Catt, Vice Chair Mason, Committee Member Dunton

Voting Nay: Committee Member Preheim

**Motion** made by Preheim and seconded by Birkle that Council look at GO Bond for the public safety facility.

Voting Yea: Mayor Scholl, Councilor Birkle, Councilor Gundersen, Councilor Sundeen, Chair Catt, Vice Chair Mason, Committee Member Preheim, Committee Member Dunton

Voting Nay: Council President Chilton

**Motion** made by Preheim and seconded by Mason that Council look at a Gas Tax.

Voting Yea: Mayor Scholl, Councilor Birkle, Councilor Gundersen, Councilor Sundeen, Chair Catt, Vice Chair Mason, Committee Member Preheim, Committee Member Dunton, Council President Chilton

**ADJOURNMENT – 8:24 p.m.**

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## BUDGET COMMITTEE ORIENTATION WORKSHOP

Thursday, January 11, 2024, at 6:00 PM

### MINUTES

<b>Members Present:</b>	<p>Mayor Rick Scholl  Council President Jessica Chilton  Councilor Mark Gundersen  Councilor Russell Hubbard  Councilor Brandon Sundeen  Chair Lew Mason  Committee Member Ivan Salas  Committee Member Jennifer Gilbert  Committee Member Jennifer Massey  Committee Member Steve Toschi</p>
<b>Members Absent:</b>	None
<b>Staff Present:</b>	<p>Gloria Butsch, Finance Director - Budget Officer  John Walsh, City Administrator  Jamie Edwards, Accountant II- Budget Committee Secretary  Jennifer Johnson, Accountant III  Suzanne Bishop, Library Director  Tina Curry, Contracted Event Coordinator  Bill Monahan, Contracted City Attorney</p>
<b>Others:</b>	<p>Brady Preheim  Gary Graves  Robyn  Sephania Patterson</p>

### 6:00 P.M. Call to Order

#### WELCOME & INTRODUCTIONS

Finance Director Gloria Butsch welcomed members and thanked them for coming and volunteering, followed by a roundtable of introductions from Council and Committee members. Committee member Steve Toschi asked Contracted City Attorney Bill Monahan if he was advising the administration, Monahan answered his role within the firm is to advise the City Council, providing general advice to the City.

Committee member Jennifer Massey asked if they should appoint a chair and vice chair since the Committee was all present. Butsch advised they could do that and clarified there was not going to be a process of reviewing the proposed budget during this meeting.

#### APPOINT CHAIR

**Motion** made by Massey and seconded by Councilor Russell Hubbard to nominate Lew Mason as Chair of the Budget Committee.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

## GROUND RULES

### 1. Local Budget Pre-Meeting

Butsch reviewed pre-meeting topics for Budget Committee discussions and advised Committee members that they cannot meet or speak with each other about the fiscal year 2025 Budget, as it must be included in a public meeting.

Mayor Rick Scholl declared that there has already been exparte contact between Mr. Toschi and his guest, (Gary Graves), and Councilor Mark Gundersen. Scholl did not receive the information and wants to know, at this meeting, who received the information. Toschi stated he had a problem with the exparte contact as the communication the mayor was referring to was about the past budget. Toschi stated he will declare an exparte contact he has had around discussion on Police funding and what to do about that along with general discussion on water bill levy and how much they could put there. Councilor Brandon Sundeen stated the document being referred to was forwarded to him by Mr. Toschi. Toschi shared it was a review of the past budget and ideas and problems that were identified within it, nothing about the proposed budget was discussed.

Monahan stated it was authorized for Committee members to independently review and gather information on the prior budget and share it with Council and Committee members. Once the proposed budget is presented all discussion on the proposed budget must be held in public meetings. The proper process for sharing future information with Committee members would be to go through the Budget Officer. Scholl stated exparte contact includes verbal conversations as well. Council President Jessica Chilton, stated, as Monahan shared, there has been no exparte contact with the sharing of the review document on prior budget. *(Secretary notes: the review document of the prior budget was shared with all Committee members following the meeting)*

## PROCESS OVERVIEW

### 2. Citizens Guide to Budget Law

Butsch reviewed the budget calendar timeline, which outlines the internal process, Committee process and public process.

## PRESENTATION

Butsch reviewed a presentation on the budget process and Committee roles.

Reviewed Budget Calendar and timeline. Outlines the internal process, Committee process and public process.

Committee Member Jennifer Gilbert asked how the Committee would meet before the Council's next session. Butsch advised the proposed budget was not ready to be discussed. Massey stated they feel the Budget Committee is expected to investigate the past budget and have a thorough understanding of the past and know why and what they are approving of going forward. Chair Lew Mason agrees there should be more meetings and discussions prior to the scheduled meeting from the budget calendar.

Butsch advised that is not the process, suggested they go to Council with their asks. Massey feels the process should change so that it includes the Committee in more meetings and with the process. Massey asked if this was a citizen meeting or administrative Committee. Gilbert clarified that in past experiences Committees were able to call additional meetings and wanted Monahan to answer if they are allowed to call additional meetings.

Toschi asked to clarify that the Committee is authorized to discuss and work together on past budgets without it being in a public meeting. Butsch confirmed. Gilbert asked to confirm that the Committee could call an emergency meeting if needed. Butsch confirmed they could, however there are staff requirements and public notice timeline requirements and public comments.

Monahan confirmed the Committee can put requests for past information in writing and can ask for additional meetings. Further stating another orientation meeting could be held to discuss past information and fact finding.

### Presentation Resumed

The goal is to give the Committee the proposed budget in advance of the first meeting allow time to review and submit questions. This is not normal practice, traditionally the proposed budget is given to the Committee the day of the first meeting.

Any changes from the Committee should be made before it is presented to Council.

### Budget Process

## The Budget Process: Overview

- The Budget Officer (Finance Director) prepares the **Proposed Budget** in consultation with City staff
- The Budget Committee reviews, revises, and approves the budget
  - Then it becomes the **Approved Budget** (to be referred to the City Council)
- The City Council holds a public hearing, makes further revisions, and adopts the budget
  - It now becomes the **Adopted Budget**
  - The Adopted Budget is the City's legal budget – making appropriations and levying taxes

## The Budget Committee

- Consists of City Council and equal number of appointees
- Primary roles
  - Hear the Budget Officer's budget message and receives the proposed budget
  - Hold public meetings
  - Hear public comments/input
  - Review and discuss the Proposed Budget
  - Make revisions to the Proposed Budget
  - Approve the budget
  - Approve each tax rate or dollar amount

## Budget Structure

## Budget Structure

- Budget is organized by Fund
  - A Fund is a self-balancing set of accounts used to record estimated resources (beginning fund balance and revenues) and requirements (uses and ending fund balance) for specific activities and objectives
- All resources and requirements must be budgeted
- All resources and requirements must balance
- Estimates of resources and requirements must be made in “good faith”

## Common Types of Funds

## Common Types of Funds

- **Governmental Funds**
  - General Fund
  - Special Revenue Funds
  - Debt Service Funds
  - Capital Projects Funds
  - Reserve Funds
- **Proprietary Funds**
  - Enterprise (Utility) Funds
  - Capital Project Funds

St. Helens Fund Structure

## St. Helens Fund Structure

- **Governmental Funds**

- **Operating**

- General Fund

- **Special Revenue Funds**

- Community Development Fund
- Community Enhancement Fund
- Visitor & Tourism Fund
- Street Fund

## St. Helens Fund Structure (cont.)

- **Capital Projects Funds**

- Streets SDC Fund
- Parks SDC Fund
- Public Safety Fund
- Urban Renewal Fund

- **Internal Service Funds**

- Public Works Operations Fund

## St. Helens Fund Structure (cont.)

- **Proprietary Funds**

- **Operating**

- Water Fund
- Sewer Fund
- Storm Fund

- **Capital Projects**

- Water SDC
- Sewer SDC
- Storm SDC

Butsch further explains that the SDC funds are System Development Charges that are billed to developers when they develop a property. The funds are used to increase our system capacity based on that development.

Butsch explained the budget document is required to have specific columns of data. The required columns include the actual numbers from the previous two years, the adopted budget for the prior year and the proposed, approved and adopted budget of the current year. This year, they will add the estimated yearend balance of the current year before the proposed budget for the next fiscal year.

### Revenue

## Where does the money come from?

- *Top Revenue Drivers*

- Property Taxes
- Franchise Fees
- State Shared Revenue
- Licenses & Permits
- User Fees & Charges

## Property Taxes

- Oregon Law allows local governments to levy three types of property taxes:
  - Permanent Rate Levy
  - Local Option Levy
  - General Obligation Bond Levy (either as a rate or as a fixed dollar amount)
- St. Helens currently levies only the first type.

The Permanent Rate Levy was set in 2005. St. Helens is the lowest because at the time there was a lot of industry providing a lot of revenue, so the property tax rate need was lower and locked in at the lower rate of \$1.9078 per \$1,000 of assessed value. This rate cannot be changed. This was given by the State of Oregon at that time. Toschi asked if any City has been able to challenge the State on the permanent rate due to change in industry. Butsch stated it was not her knowledge, Scholl stated the League of Oregon Cities has been trying to make this happen for the last five years.

### Different types of expenditures

Butsch shared the different types of expenditures as recurring and one-time expenditures. One-time revenues such as grants should not be used on recurring expenditures. Toschi asked if a grant was received for a three-year period if that can be used towards recurring expenses. Butsch stated it would not be considered recurring if it's for a specific purpose, such as a grant Recreation received for staffing a specific program for a specific period.

### Fund Balance

## What is Fund Balance?

- Fund balance is the difference between the Assets (how much we have, primarily cash) and Liabilities (how much we owe).
- St. Helens reserve fund balance policy is 20% of general operating expenditures.

### Debt

## Let's get clear regarding debt

- Things you **CAN** pay for with debt:
  - Facilities
  - Infrastructure
  - Land / Property
  - Vehicles & Equipment
- Things you **CANNOT** pay for with debt:
  - Personnel
  - Maintenance
  - Supplies & services

Toschi asked if there was a statute on debt, Butsch said yes but would need to look it up.

Butsch requested that the Committee email all questions, to give staff time to review and answer all questions then all Q&A's will be shared to everyone at the public meeting.

Massey asked if department heads would be at additional meetings to help in answering questions, Butsch confirmed yes, they would. Further advising at the first Budget meeting, staff will make a presentation on their departments. After that

meeting, Committee members will be asked to email all questions to be compiled again into a Q&A and discussed at the following meeting.

Toschi asked if the Budget Committee could ask for additional documentation, Butsch confirmed, they can request additional documentation with a consensus that the document would be relevant.

### Public comment

Once the Budget document is released to the Committee, copies must be available to the public, allowing for public comments during the meeting.

Toschi asked what happens if the budget doesn't get approved. Butsch advised it must be approved by June 30.

Monahan followed up on the question for State Statute on Debt ORS287A.050 (2) and states, unless the City Charter has a lesser limitation, than a City may not issue or have outstanding general obligation bonds that have a principal amount exceeding 3% of the real market value of the taxable property in the City.

### OVERVIEW OF CURRENT FY2024 BUDGET

The Committee reviewed the current 2023-2024 Budget document.

Sundeen asked what the process looks like when working with the department heads to come up with the proposed budget. Butsch reviewed the current process.

Massey asked if we were within any violation of not being within our reserve policy of 20%. Butsch advised the reserve policy is set by Council, so yes, we are technically in violation if not meeting that but there were no legal repercussions. Toschi asked what year the reserve was set; Butsch did not know. Toschi asked how falling below reserves would affect our credit rating. Butsch said it could, we are currently at credit of AA, with being below on our reserve fund balance at 15% this could lower our credit rating if it was determined to be detrimental to operations. Toschi asked about credit rating for URA, Butsch advised the URA is a separate agency with its own credit rating.

Hubbard asked when department heads come forward with a project for higher request how that works. Butsch advised that is an internal process, some go to Council for Supplemental Budget and Budget Adjustment for current year expenses. Chilton confirmed during the budget process, staff could come to the Council to explain their needs within the budget. Butsch stated that would be in the presentation from the departments.

Butsch reviewed the structure of the budget document using the current year document and pointed out some different features and data within the document.

Toschi asked how debt would be reported, if they took out a loan, if that was considered revenue. Butsch confirmed as revenue and under the specific funds budget, it would be a line item for debt as the revenue. The debt service is shown in separate categories showing the principal and interest payment. Butsch showed where all debt services were in the budget document.

Toschi asked, if Council approves debt but has not been taken, would it be in the budget document. Butsch said if it was identified and approved during the building of the budget, then yes it would. Toschi asked how they would find approved debt, that has not been taken out yet, Butsch said yes, the only approved debt that has not been taken out is within the URA so it wouldn't be in this budget document. Chilton asked if the Public Safety bonds was URA, Butsch advised no, that is a separate fund. The proceeds were received in 2021 and still have not expanded those, they are in history. City Administrator John Walsh explained in the debit summary on page 81, show all the debt and projects. Debts on pages 81 and 82 were reviewed and discussed.

Massey asked about the debt services for Cascades property. Walsh explained that within the purchase contract if there was no revenue coming in from the property that payment did not have to be made. If the property went 20 years without revenue, the debt would go away.

Massey asked about what miscellaneous revenue is, for example page 26; what does Miscellaneous include. Butsch shared that she would not put any large numbers such as loan proceeds in miscellaneous and didn't know the answer to the question off hand and would need to research it. Toschi asked if at the next meeting the Committee a breakout could have what the miscellaneous income includes, Butsch would provide that.

Toschi asked if the 2022-2023 budget numbers have come in and if the Committee could see them. Butsch said the Council will receive the audit and presentation at the next meeting. Toschi asked if it was in the same format, Butsch said no, but that would be closer formatted at the budget proposal with the actual numbers.

Toschi said having actual numbers for 2022-2023 will help in making decisions on the new budget. Toschi asked when Butsch could provide the Committee with the actual numbers. Butsch said that was a big ask because it would take additional time to format the data in the way they are asking. Scholl advised the audit will be available, the formatting would take more time.

Butsch stated will be able to generate a budget to actual report from the software, but that it will be in a different format than the budget book.

Toschi stated he had Gary Graves review our current budget document and had some feedback, asked if he could share it with the Committee now, to review and take home to look it over for the next meeting. Butsch stated they were authorized. Scholl said in the future, this information should have gone to the Budget Officer in advance then shared to all, not just a few.

#### ADJOURNMENT

Butsch asked, that they continue the process for the Committee to email all questions so that they could be compiled for everyone by the next meeting.

Toschi and Gilbert would like another meeting before April to discuss and ask questions before the next meeting. Mason would like to be more involved in the process. Toschi, states the Committee needs to review the past actual budget to come with their questions and have another meeting asap. Massey stated they would like another budget orientation meeting to discuss and understand the past and current budget. Butsch asked the Committee to give her a day or two to look over all the calendars to come up with some date options. Toschi requested that the next orientation meeting be no later than February 15 to allow time to receive actual numbers from prior budget and have a URA meeting and come up with their questions.

Massey thanked Butsch for the presentation and clarified that she wants the education and information to be fully knowledgeable.

**Motion:** Toschi moved to reconvene no later than February 16, 2024, at 5:00 PM in the same location. Butsch advised she cannot guarantee staff will be ready by then. Gilbert seconded. Ivan asked how much time Butsch would need to determine how much time would need to Butsch said two days.

**Restated Motion:** Toschi moved to reconvene no later than February 15, 2024, at 5:00 PM in the same location, Massey asked to clarify that the motion would be to set a date to send a notice not a set meeting date.

Butsch asked for Monahan to clarify that the Budget Officer sets the process and didn't know that compelling the Budget Officer and staff of date certain outside of the approved calendar was conducive to the process. Monahan shared that if they were only meeting in orientation to bring information forward, that it falls outside the formal process set by statute, so if they are only preparing the Committee with information, which is fine to follow the typical process for advertising public meetings. Massey commented the concern, was ending the meeting tonight without a date on the calendar that it may not happen in a timely manner. Monahan said it is appropriate to provide direction that the intent is to meet by February 15.

**Restated Motion:** Toschi moved to reconvene no later than February 15, 2024, at 5:00 PM in the same location to have another orientation meeting and seconded by Massey.



Voting Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

Mason asked for a hard copy of the budget. Gundersen thanked everyone for volunteering on the Committee. Butsch reiterated it was very helpful to get as many questions as possible ahead of the meeting, at least a couple days before the meeting. Toschi suggested having questions submitted as early as possible, Mason suggested by Monday or Tuesday of next week, Gilbert reminded them about the audit being shared next Wednesday, Toschi said to have questions in by the end of next week.

**ADJOURNMENT- 8:28 p.m.**

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## BUDGET COMMITTEE ORIENTATION WORKSHOP

Thursday, February 15, 2024, at 5:00 PM

### MINUTES

<b>Members Present:</b>	<p>Mayor Rick Scholl  Council President Jessica Chilton  Councilor Mark Gundersen  Councilor Russell Hubbard  Councilor Brandon Sundeen  Vice Chair Lew Mason  Committee Member Ivan Salas  Committee Member Jennifer Gilbert  Committee Member Jennifer Massey  Committee Member Steve Toschi</p>
<b>Members Absent:</b>	None
<b>Staff Present:</b>	<p>Gloria Butsch, Finance Director - Budget Officer  John Walsh, City Administrator  Jamie Edwards, Accountant II- Budget Committee Secretary  Jennifer Johnson, Accountant III  Suzanne Bishop, Library Director  Tina Curry, Contracted Event Coordinator  Bill Monahan, Contracted City Attorney</p>
<b>Others:</b>	<p>Brady Preheim  Stephanie Patterson  Nick Hellmich  Molly Matchak</p>

**5:00 P.M. Call to Order-Continued from January 11, 2024**

#### Review of Minutes

1. January 11, 2024, Minutes

#### Review Submitted Questions and Staff Responses

Finance Director Gloria Butsch read all Committee questions and answers, a copy of which is included in the archive packet for this meeting.

#### Additional questions/comments:

**Question 1** – Butsch Directed the Committee to page 54 of the 2023 final audit showing the actual ending balance and stated there was a page like this for each of the funds in the audit document. Butsch advised, the final document was received yesterday, February 14, 2024, and provided to the Budget Committee today.

**Question 2-** Butsch shared a revised QRT 2 budget report. Committee Member Steve Toschi asked if the QRT 2 budget report was in their handouts, Butsch said it was. Toschi asked if the QRT 2 report was in the budget audit, Butsch advised it was not, as the QRT 2 report is for fiscal year 2024 and the audit is for fiscal year 2023. Butsch further stated the beginning fund balance on the QRT 2 2024 report is the ending fund balance in the audit report for fiscal year 2023.

Toschi asked what the ending balance was from ARPA funds. Butsch did not have that available. Butsch advised page 6 of the audit document was the balance sheet for government funds. The line item of unearned revenue, in the General Fund, is a combination of property tax receivable, and ARPA. It shows again in the Community Development Fund. Unearned revenue is attributed to ARPA as well.

**Question 3** – Page 29 for the 2023/2024 Budget is a chart showing all the authorized positions.

**Question 4-**Toschi asked what the current projections are for year-end 2024; Butsch advised that was not available at this time.

**Question 5-**Butsch will review a presentation at the end of all the Q&A's on the reserve balances, rules, and definitions.

**Question 6** – No additional comments/questions

**Question 7** - No additional comments/questions

**Question 8** - Committee Member Jennifer Massey asked where to find the rules for the ORS. Butsch answered on the Secretary of State website. Contracted City Attorney Bill Monahan advised that it might be the Department of Revenue.

**Question 9** - No additional comments/questions

**Question 10-**Toschi asked when they would be available. Butsch advised at the April 25 meeting.

**Question 11-**Toschi asked what the title of the revised report was called, Butsch advised it was 2nd QRT report, printed for those who asked. Toschi, asked to have it in electronic copy, Butsch advised we will send this report electronically.

**Question 12-** Massey requested to discuss the funds that do not require reserves, Butsch advised will discuss that during the reserves review.

**Question 13-**Butsch advised in the audit, on page 72 it showed how to identify shortfalls in the variances. All the budget to actuals shows in the same format. Massey asked what 'miscellaneous' line items were for. Butsch would need to run a report to know what was in there.

**Question 14-** Massey asked if the \$150K was a wash from the lease revenue and asked to clarify that. Butsch advised, per the agreement with Boise, if the City was not making revenue, the City would not pay Boise revenue sharing. Mayor Rick Scholl clarified, it was not a wash, the total revenue was \$350K, \$150K would be going to Boise, \$150K would go to the General Fund.

**Question 15-** Massey asked what the average in the decline was within Oregon, if there was any kind of benchmark. Butsch advised there are economic reports the State puts out. Massey asked if Butsch had reviewed them. She responded, she receives updates at conferences. Massey asked, in her opinion how St. Helens compared. Butsch stated probably a little worse with everything going on with the loss of industry. Massey referred to hearing the City's budget is where it's at because of Cascade closing. She asked to confirm that was not the entirety of the budget problem. Butsch and Scholl confirmed it was not. There are multiple factors such as the decline in multiple industries closing over the years, added to the low property tax rate, increase in price to do business, and the ARPA funds all contributing to the budget short falls. Scholl agreed the city cannot keep up at this rate with inflation, while deserved, the cost to provide services is exceeding revenues.

Toschi stated it goes back to petitioning the State on our established property tax rate. Committee Member Jennifer Gilbert stated there was a meeting at State for this issue and as Butsch had stated, the shortfall is seen in other cities. Councilor Hubbard stated it was all based on Measure 5.

Monahan shared in response to question #8 where the legal authority was on State Shared Revenues. It is within ORS221.760, there is also a document titled 2023 League of Oregon Cities State Shared Revenue Fund Report.

**Question 16-**Butsch shared the ARPA tracking report. Toschi asked for an electronic copy. Butsch advised it will be sent out. Massey asked if staff were hired with temporary funds. Butsch confirmed there are. She believed the intent and goal was that after ARPA the City would be able to continue to pay for those positions.

**Question 17-**Massey stated the assumption was correct. The question was meant to be for 2023/2024 budget and if there was an estimated available right now. Butsch said no it is typically done around the 15th. Massey asked if it will be sent out when it's done. Butsch confirmed it will be sent out.

**Question 18-**Massey asked to have them sent out.

**Question 19-**No additional questions or comments

**Question 20-**Massey asked if there were any apartments/housing that are not paying for it. Butsch said they all are paying for it. Chair Lew Mason heard units like the new apartments were not being charged the fee. Butsch advised that was not correct, they are, they do not pay property taxes.

**Question 21-**Butsch reviewed page 34 of the budget document to show where to identify revenue. Gilbert asked why the library was not collecting fines. Library Director Suzanne Bishop stated it was a national movement to help serve the community. Gilbert asked about paying a lost fee. Bishop stated that was a different fee that goes to the General Fund account.

**Question 22-** No additional questions or comments

**Question 23-** No additional questions or comments

**Question 24-** Butsch shared the rate scheduled created by Donovan Enterprises. Massey asked to confirm citizens could expect a rate increase, Butsch advised yes.

**Question 25-** Butsch advised the report received on January 17, did not have the closing entries for December 31, 2023. Toschi asked about tourism since that runs through December 31, 2023.

**Question 26-**Massey asked if that (Oregon Budget Manual) was something they had, Butsch advised it was included in the welcome packet.

**Question 27-** No additional questions or comments

**Question 28-** No additional questions or comments

**Question 29-** Massey confirmed that the storm and sewer projects were not special projects but covered in rates.

**Question 30-** No additional questions or comments

**Question 31-** No additional questions or comments

**Question 32-** Butsch stated the loan documents Massey asked about on the funds not spent yet, and what has been spent. Toschi asked about the funds that have not been expended and would like some evidence on where those are. Butsch advised that was a new question that can go into the next Q&A.

**Question 33-** Massey stated it looked like the Recreation program was self-sustaining. Butsch advised it is between grants and program fees. Toschi asked if Parks & Recreation Manager Shanna Duggan could provide a report on the number of kids in the program. Scholl said she provides that in Council reports, believes it was around 70 currently. Council President Jessica Chilton said Duggan would present to the Committee. Butsch advised at the April 25, meeting the Committee would have a chance to talk to all department heads and their programs.

**Question 34-** Massey stated she thought Butsch had stated previously the retiree was accounted for, Butsch said it is something they track, and it changes based on their vacation accruals. It is not in the 2024 budget as the retirees are

estimated to retire in FY2025, if they retired in 2024, that would come out in contingencies. Gilbert asked if that estimate was accounted for somewhere, Butsch reiterated it was not in the FY2024 budget.

**Question 35-** Massey stated she was confused on the subscriptions, set up, and start up. Massey asked if the start-up fee was already paid. Butsch advised it was paid in FY 2024. Scholl shared that the Council was informed that Massey had to excuse herself from discussion on Police Budget. Monahan stated he is hearing discussion today on past budgets to get information and that Massey would need to declare a conflict or potential conflict of interest if discussing police compensation. Monahan said at this time, the discussion was not placing the budget process in jeopardy. Massey said on page two of the Ethics document the City provided that the document discusses the potential or actual conflict of interest is on budget considerations for fiscal year 2025. Monahan referred all people to the Ethics Commission. Toschi asked Monahan that at the beginning of the budget process in April that if anyone has concerns on conflicts that it should be disclosed at the beginning, Monahan reiterated that bringing up potential conflicts at the beginning meeting was a good practice, but the individuals would need to make a declaration every time at every meeting a discussion item comes up. Further stating the meeting today was not relevant as this is a workshop going over past information. Scholl wanted it discussed for potential ex parte contact and that it should be declared every meeting. Mason asked for a definition of ex parte; Monahan states it means from outside. It is advised that members get information and feedback from the community members, share the knowledge that is gained during the meeting. Mason asked if he talks to a member of the Committee outside meeting if that was ex parte. Monahan said not necessarily, when a meeting with a quorum is held not in a public meeting as it could lead to a serial meeting in violation of public meeting law. Example would be person one, talks to person two, then two talks to three, if it goes on to person five, could be going towards serial meeting violation. Toschi asked to clarify, the committee should not be talking about the 2025 Budget, Monahan said the orientation to provide foundation information, so the Committee is up to date on Oregon Budget Law and what information the City has now, so when the proposed budget is presented, they had the information needed to decide.

**Question 36-** No additional questions or comments

**Question 37-** No additional questions or comments

**Question 38-** No additional questions or comments

**Question 39-** No additional questions or comments

**Question 40-** No additional questions or comments

**Question 41-** No additional questions or comments

**Question 42-** Butsch advised the ending fund balance cannot be used in supplemental budget or in the case of contingencies, but reserves can. This is why ending fund balances are budgeted in reserves. Massey asked if reserves have been used, Butsch advised not this year and did not know yet if it would be needed for supplemental budget.

**Question 43-** No additional questions or comments

**Question 44-** No additional questions or comments

**Question 45-** No additional questions or comments

**Question 46-** No additional questions or comments

**Question 47-** No additional questions or comments

**Question 48-** Butsch reviewed ARPA spreadsheet to identify recurring positions. Gilbert asked if IT was in General Fund and that was why it wasn't in the IT budget. Butsch advised it used to be accounted for in a different fund, it is now in the General Fund. Toschi asked if the \$315K for this year has been received. Butsch advised it is in the unspent funds. Chilton asked to confirm there is a plan for the funds to be spent this year, Butsch confirmed.

Councilor Sundeen asked if the time frame was known when the funds were received. Butsch advised the money was given in large lump sums and then allocated to spend over a three-year plan.

## Reserves

- Butsch shared a slideshow on what reserves are. When the reserve was set at 20% it was not a law. It is the best practice to account for unexpected expenses. It is the City's goal to maintain 20% reserve, but it can be used. Toschi stated there were consequences to not maintaining 20% reserve as our policy states such as bond ratings. Chilton said it's important to know, the purpose of reserve funds is for emergent situations. Butsch stated we needed a Budget that does not dip into reserves for recurring expenses. Mason asked what percent will have dipped into reserves. Butsch advised did not have that information at this time.
- Toschi said at looking at the adopted budget for last year, it has starting reserves of \$1.89 million in reserves in the General Fund, but the ending audit has reserves of \$1.25 million with a shortfall of \$660,000 in reserves in the General Fund. He said it looks like our General Fund is short about \$1.1 million and asked if that sounded accurate. Butsch declined to answer as was not on topic. Toschi said, acknowledged, that questions would be for the next meeting. Toschi stated for the next meeting, he wanted to know what the actual shortfall in the General Fund is, and to see charges to the other funds for the General Fund. Continued discussion on hypothetical charges and revenue sources to the different funds.

## Conversation on Budget Process

- Mason asked when they will receive the proposed budget. Butsch advised, during the April 25 meeting. Mason asked if they could receive it any sooner. Butsch said, that is the goal.
- Scholl asked Butsch to discuss the process of putting together the budget. Butsch said staff have until March 15th to put together their budgets as Butsch works on revenue estimates and Public Works puts together Capital Improvement plans. Once everything is ready, Butsch puts them all together and reviews with staff to identify any changes needed. Gilbert asked if that was a process the Committee could attend. Butsch said not really, they are working internally. Scholl advised the department heads will be at the April 25 meeting to present. Butsch stated the goal is to have the proposed budget to the Committee by April 15, so they had 10 days to review it and come up with questions before the April 25 meeting.
- Gilbert asked to confirm they do not have to approve the budget on April 25, that they had until June 30. Butsch advised that the Committee must approve in time for the Council to adopt on June 5 and went over the Budget calendar and three meetings currently scheduled.
- Mason asked to confirm that at the April 25 meeting that they would be presented with a balanced budget adding to the reserve. Butsch stated that wasn't being answered and reminded that they cannot talk about the future budget in this meeting.

## Urban Renewal Agency (URA)

- Massey asked if any of the project expenses currently being paid could have come out of URA instead of Community Development Fund. Butsch advised the URA will be paying the debt, while Community Development Fund has been paying for administrative services. City Administrator John Walsh shared, the URA has been accumulating funds and has not had an expense. Massey asked if any of the expenses paid out of the Community Development Fund could have been paid out of URA. Walsh responded to be paid out of URA, it would need to be part of the URA plan.
- Butsch said when URA was established it started at zero. Getting projects going, the expenses were paid out of the Community Development Fund until URA grows. Then they could charge back the URA. Mason asked what the charge back looks like. Walsh said the URA will be paying the debt service for the waterfront debt. Chilton asked how far they can back bill. Walsh stated they can go back to the start of the URA.

## Other Business

- Councilor Russ Hubbard asked if the next budget would reflect the Cascades payout. Walsh said that came in this fiscal year. Toschi asked where that was being applied to. Butsch stated, it was going into Community

Development. Gilbert asked if it could be moved. Butsch said there is a process of interfund loans that she did not like doing.

- Massey asked what Timber Revenue was used for. Walsh advised it was used to economic planning. Massey asked if the central waterfront could be used in URA, Walsh said no.
- Toschi asked what the number is the City is contractually obligated to pay the Police. Butsch advised personal services are in the budget. Toschi stated the plan this current year, sounded like Council is considering shifting the public safety fee to cover police. Chilton said this is not the place to discuss this and it is not in Butsch's scope. She said it is not her place to answer a question like that. Massey stated they thought it was already decided to do that. Butsch stated it was not voted on. Toschi stated it was on the agenda for the next Council meeting.
- Mason, stated back to this meeting, he feels we have enough information to review and can wait until the April 25 meeting. Massey said since they just received the audit today, she feels they need an additional meeting to ask questions on the audit and URA before the presentation. Butsch stated she prefers not to have another orientation meeting as it takes a lot of staff time, and the staff is trying to work on the proposed and current budget. Scholl said he would like to make a recommendation following Mason's comment, to submit questions and have staff email the responses out. Gilbert would prefer a meeting but was okay to submit questions and have them emailed back to all. Butsch said could take and respond to the Q & A within two weeks and could post the Q&A on our website, so it was available for the public.
- Gilbert asked what happens if it is not adopted by June 30 and is it government shut down. Butsch responded, she did not foresee that happening.

**Motion:** Motion made by Mayor Scholl to have the Committee submit questions to staff by February 29 and have answers provided a week later, emailed to Committee, and posted online. Committee Member Ivan Salas seconded.

**Discussion:** Toschi thinks should allow two weeks for responses. Scholl amended motion to allow two weeks on response.

**Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Chair Mason, Committee Member Gilbert, Committee Member Toschi. Nay: Committee Member Massey

**Adjourned-** 7:46 p.m.

Respectfully submitted by Jamie Edwards, Accountant II



**BUDGET COMMITTEE MEETING**  
Thursday, April 25, 2024, at 6:00 PM

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**Approved Minutes**

**Members Present:**

Mayor Rick Scholl  
Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard  
Councilor Brandon Sundeen  
Chair Lew Mason  
Committee Member Ivan Salas  
Committee Member Jennifer Gilbert  
Committee Member Jennifer Massey  
Committee Member Steve Toschi

**Members Absent:**

None

**Staff Present:**

Gloria Butsch, Finance Director - Budget Officer  
John Walsh, City Administrator  
Jamie Edwards, Accountant II- Budget Committee Secretary  
Jennifer Johnson, Accountant III  
Suzanne Bishop, Library Director  
Mouhamad Zaher, Public Works Director  
Brian Greenway, Police Chief  
Shanna Duggan, Parks & Recreation Manger  
Jacob Graichen, City Planner  
Jenny Dimsho, Community Development Project Manager

Mike DeRoia, Building Official  
Heidi Davis, Building Permit Technician  
Sharon Darroux, Engineer Manager  
Matt Funk, IT Specialist II  
Suzanne Bishop, Library Director  
Tina Curry, Contracted Event Coordinator  
Christina Sullivan, C.D. Administrative Assistant

**Others:**

Brady Preheim  
Robyn Toschi  
Nick Hellmich  
Molly Matchak  
Adam St. Pierre  
Lynne Pettit

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**Called to order- 6:00 P.M.**

**Introductions & Budget Committee Role**

Committee Members, Council and Staff made introductions followed by a brief overview of the Budget Committee Members' role by Finance Director Gloria Butsch.



### Election of Budget Chair

**Motion** made by Committee Member Jennifer Massey to appoint Lew Mason as Chair. Councilor Mark Gunderson seconded.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

### Approval of Previous Year Meeting Minutes

1. Budget Committee Minutes 5/4/2023
2. Budget Committee Minutes 1/11/2024
3. Budget Committee Minutes 2/15/2024

**Motion** made by Councilor Gunderson, Seconded by Committee Member Steve Toschi to approve the May 4, 2023, January 11, 2024, and February 15, 2024, minutes.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Steve Toschi

### Receive Budget Message & Proposed Budget FY 2025

Butsch read the Budget Message within the proposed budget for fiscal year 2025.

Chair Mason said the budget message would serve as a guide for the meeting and to hold any questions until after department discussions.

Massey made a public announcement to declare a potential conflict of interest as her husband is a City Employee, he is a Police Officer. She shared an email from Susan Myers, Executive Director with Oregon Government Ethics Commission that outlines the need to declare the potential conflict each meeting, then she could communicate, participate, and vote on the recommended budget.

### Budget Assumptions & CIP

No further discussion

### Department Presentations

#### Administration

City Administrator, John Walsh provided overview of the following departments under administration:

#### - Administration, Communications & Government Affairs-

**\*Overview:** All three of the above are within one budget item. The total proposed budget of \$602,500 is down \$93,700. About a 15% reduction is due to the Government Affairs position leaving and proposed to not be filled next fiscal year.

**\*Goals:** attract new business in the industrial park, attract a new hotel on the waterfront property, and sell property located at Millard Road and 10<sup>th</sup> Street, to get them into product use.

**\*Staff:** City Administrator John Walsh, full time Communications Officer Crystal King, a part time position, Cameron Burkhart, and a shared Administrative Assistant, Christina Sullivan.

#### - City Recorder/Human Resources

**\*Overview:** Provides support to City Council, Walsh, all the boards, commissions, and City staff. The department provides a wide range of services such as licensing and permitting, records requests, records retention, human resources, and website development maintenance.

**\*Staff:** Kathy Payne, City Recorder and Elections Official & Lisa Scholl, Deputy City Recorder

- \*Goals:** Provide high level service both internally and externally, develop new member orientation and review job descriptions to ensure legal compliance.
- **Finance & Utility Billing**
- \*Overview:** A million-dollar budget, down \$471,000, a reduction of 7%, due to financial software changes
- \*Goals:** Review and update financial policies
- \*Staff:** Five full-time staff, Finance Director Gloria Butsch, two accountants, Jennifer Johnson, and Jamie Edwards and two Administrative Billing Specialists, Dawn Richardson and Jamie Ford.
- **Municipal Court**
- \*Overview:** Budget of \$484,000, up 4% at \$12,700.
- \*Staff:** Managed by Walsh, the Court has two full time staff, Court Clerks, April Messenger, and Melanie Payne, along with contracted professionals, Judge Lindgren, City Prosecutor Sam Erksine, and Public Defenders, Lucy Heil and Steven Scharfstein.
- **Recreation**
- \*Overview:** Budget: \$400,000, down about \$20,000, 5% largely due to grants.
- \*Purpose:** Provide sustainable recreation programs for the community, with partnerships with the School District and is almost fully funded with grants and program fees.
- \*Goals:** Expand the afterschool programing in partnership with the School District, continue to collaborate and expand both organizations, expand volunteer program opportunities
- \*Staff:** Two full-time staff, Parks & Recreation Manger, Shanna Duggan and Parks & Recreation Program Specialist Brianna Herrington and several temporary and part time workers that are funded by the grant programing.
- **Community Development**
- \*Overview:** Walsh explained the difference in the Community Development Department and Community Development Fund. Building, Planning, and part of Tourism are within the Community Development Department. The fund is a special revenue fund, housing timber, industrial business park and others. Budget is up 15% due to technical assistance grant that is going to run though that department.
- Planning**
- Staff:** The department is managed by City Planner Jacob Graichen and Assistant City Planner Jenny Dimsho who is also the Community Development Projects Coordinator
- Goals:** Support economic development team, special project management such as riverfront and central waterfront, TGM Project, and the Scappoose Connector Trail Plan.

#### Questions:

- Chair Lew Mason asked if the Committee had questions at this time. Committee Member Jennifer Massey had questions on administrative services, on page 27 of the proposed budget document, asked what the increase in professional services was for, Walsh advised mostly legal fees. Council President Jessica Chilton asked why professional services was broken out between departments. Walsh advised sometimes the charges are general, other times they are specific to a department. Committee Member Jennifer Gilbert asked if professional development and professional services were both legal fees. Butsch advised professional development was for training. Chilton asked what 'other benefits' were for. Butsch advised it was benefits like fitness reimbursements, budgeted for the maximum but not always fully utilized.
- Massey asked what GFSS was for. Butsch advised the General Fund Support Services charge, was for all general fund services, not just a single position. Massey asked if in the past, the charge was for the Government Affairs position. Butsch advised, the charge is for all administrative services.
- Chilton asked on page 27, what Communications was for. Walsh advised archiving accounts such as social media.

- Gilbert asked, on page 28 where it said there was an increase in staff time to process public requests if that was for public information of proposed eleven. Butsch advised it is staff time, attorney fees and copying charges. Gilbert asked if that included staff time related to processing public records requests. Walsh advised; it was for outside services related to public records request. Gilbert asks how public information is broken down if there were charges for legal fees in professional services and public information. Butsch stated in professional services, for the City Recorder, the charges are human resources related, and the public information was for public records request. Massey asked if in the future public records request could be its own line items. Toschi asked if the code for the budget items was listed when the expense is paid. Butsch advised it was. Toschi asked if there were any charges outside of attorney charges in professional services. Butsch advised there was. Walsh provided examples of other charges that could be billed to professional services.
- Massey asked about Tourism, on the audited financial report and about a transfer to balance the account. Butsch advised there was no transfer. Massey asked why the Tourism Wauna account was not in the budget. Butsch said it was not a city owned account. Walsh advised the City does not own the account.
- Chilton asked why on page 29 for City Council, the professional development account was increasing. Butsch advised they receive updates from the League of Oregon Cities, on fee schedule for the coming year, that was increased.
- Gilbert asked how much the Council was paid. Walsh advised it was matrixed to the salary of the County Commissioner positions, it is 15% to the mayor, 12% to Council President and 10% to Councilors. Gilbert asked what they are individually paid. Hubbard said Councilors are paid \$950 a month.
- Chilton said it was a good time to talk about cutting Community Support Fund. Butsch advised it was already proposed to cut from \$20,000 FY24 and proposed to \$5,000 for 2025. Mayor Rick Scholl suggested leaving it at \$5,000. Gilbert asked what professional services in Council for \$40K was for. Scholl said same as other departments, legal fees. Toschi asked if that was attorneys attending Council Meetings. Scholl said yes, they are at every work session. Toschi said did not know what our total legal fees are and if we should be looking at other options. Scholl said it has been a topic of discussion, Butsch advised the City to talk about this expense across the board. Toschi suggested an alternative to hiring an in-house attorney. Toschi asked for the total amount paid in legal fees. Butsch advised we could look up what has been paid to Attorney Jordan Ramis. Accountant II and Budget Committee Secretary, Jamie Edwards reported the current fiscal year to date, the city has paid Jordan Ramis \$134,395.

#### - Community Development Continued

##### Building

\***Overview:** Building Official Mike DeRoia reported the budget has been reduced and is down a one staff member of City Inspector

\***Goals:** Focus on updating our website for electronic plan review services

\***Staff:** 2.4 full-time employees

#### Questions:

- Chilton asked if Building Division can reduce banking fees. Butsch advised the Building Division uses a different software and credit card processing provider, we would like to investigate changing as well over.
- Toschi said in reviewing summary of personnel, the Building Division has 2.4 people. Butsch advised that personal summary has errors she found after it was sent out. DeRoia advised it was correct for Building, they have 2.4 EFT. Massey asked to share the errors she found on page 21. Butsch advised corrections to come on summary of personnel. Final FTE FY2025 is 77.8.
- Toschi asked about staff in the Building Division, and what Heidi Davis's position does. DeRoia shared an overview of job tasks and confirmed the other full-time position was DeRoia. Toschi asked to confirm if DeRoia job responsibilities. DeRoia confirmed his job responsibilities and uses consultants within IGA and other consultants. Toschi asked if the City used to have a position of building inspector. DeRoia confirmed.

Toschi asked who does those jobs. DeRoia said he and the County complete them. Toschi asked what the impact has been on him being the only one doing the work. DeRoia said keeps services running as well as he can and uses IGA with the County to cover inspections to maintain services. Toschi asked if there was an allocation for an inspector, he said no. Walsh confirmed there was no funding for that position.

**Planning**

**\*Overview:** City Planner Jacob Graichen provided overview of the Planning Division

**\*Staff:** 2.4 which is City Planner Jacob Graichen, Associate Planner/Community Development Project Manager Jenny Dimsho shared position, Community Development Administrative Assistant Christina Sullivan. Graichen noted, the Planning Division also services as an Assistant Community Development Director to save the City money.

**\*Budget:** Majority of the budget is Project & Programs, of this, \$30,000 is expense neutral from reimbursable grants. The CLG expenses is Certified Local Government for historical prevention related is expense neutral. The remaining \$15,000 in project & programs is not expense neutral, it is sharing the costs with other jurisdictions.

**\*Goals:** Current planning with SHIBP, long range planning consistent of EOA and strategic planning, Community Paths and 2024 Code Development Amendments. Continued assistance with Engineering Division on transportation plan update, Mercury TMDL/RARE requirements by DEQ and utility code amendments related in storm and sewer listed in the master plans. Continued project management of the Riverwalk and Riverfront Development.

**Questions:**

- Massey asked, on page 45 on the Riverwalk, what is the GFSS is for. Butsch advised it was new this year, there is a lot of administrative staff time for this project and did the same with the Industrial Business Park.
- Toschi asked, on page 45, material & services, what the increase was for. Butsch advised because of the grant they will receive, and the grant expense related to it. Further directing the Committee to look at Planning page 37 specifically for details.
- Chilton asked what the increase was in Public Information. Graichen said in Planning, it was mostly for legal notices to the public and recording fees.
- Chilton asked about fleet management and staffing and when the last time it was reviewed to determine if we have an appropriate number of vehicles with the reduced staff. Butsch advised staff recently met with Enterprise to review total fleet. This is generally done annually.
- Mason asked where in the budget a \$25,000 offset would be reflected. Butsch advised the revenue portion would be on page 26 for revenue detail under grants.

**Library**

**Overview:** Library Director Suzanne Bishop shared a presentation on the library overview, programs and services provided.

**-Strategic plan**

**2023 – 2028  
STRATEGIC PLAN**

**Goal 1**

Develop the Library as the community's "living room."

**Goal 2**

Engage the community in lifelong learning.

**Goal 3**

Enhance access to library services.



-Building use

**BUILDING USE**

- 37,390+ visits in FY 2023
- Building hours:
  - Monday - Thursday, 9:30 am to 7:00 pm
  - Friday, 9:30 am to 5:00 pm
  - Saturday, 9:30 am to 2:00 pm
- Library hours:
  - Monday - Thursday, 10:00 am to 7:00 pm
  - Friday, 10:00 am to 5:00 pm
  - Saturday, 10:00 am to 2:00 pm
- Wi-Fi : 5:00 am to 12:00 am
- Auditorium and Armstrong Room
  - Library-sponsored programs and events
  - Non-profit meetings, community events, and private gatherings

-Resources Use

**RESOURCES USE**

- 65,000+ items borrowed in FY 2022 - 2023
- 42,000+ items in the library
- 200+ Library of Things
  - Examples: telescope, hand tools, air fryer, robotics and other learning tools, musical instruments, mobile hotspots, moisture meters, bicycle repair kit
- 6 public computers used for wide variety of tasks
  - finding job prospects and applying for jobs, finding Federal forms, filing court documents, homeschool families finding educational materials

-Database Use

**DATABASE USE**

15,686 Downloads (July 1, 2023 – March 31, 2024)

14,230 Downloads (July 1, 2022 – March 31, 2023)

Key databases

- Library2Go (e-audiobooks, e-books, and e-magazines)
- Gale (education, work skills training, health conditions, etc.)
- Ancestry.com
- Freegal (music streaming)
- A – Z World Food (recipes)
- Educate Station (supplemental lessons for homeschooling)
- CreativeBug (arts and crafts tutorials, group lessons, etc.)

-Youth Services

# YOUTH SERVICES

- Weekly Storytimes
- LEGO Free Play
- Homeschool Meetup
- STEAM Zone
- Summer Library Challenge
- Outreach
- Special Programs



## -Adult Programs

# ADULT PROGRAMS

- Genial Genealogists (bi-monthly)
- Adults and Crafts (monthly)
- Book club (monthly)
- Special programs



## -Makerspace

Youth Librarian will be the makerspace lead.

# MAKERSPACE

(July 1, 2022 – March 31, 2023)

- Number of classes – 58
- Class attendance – 326
- Open hours attendance – 336
- One-on-one appointments – 256



## -Staff & Volunteers

## LIBRARY STAFF

### Six FTE

- Library Director (1.0 FTE)
- Adult Services Librarian (1.0 FTE)
- Youth Librarian (1.0 FTE)
- Library Technician – Cataloger (1.0 FTE)
- 4 Library Assistants (.5 FTE each)



## VOLUNTEERS

- Value of volunteer time \$32.27/hour (more than \$20,500 this year)
- 19 active volunteers
- Logged 637 hours since July 1, 2023
- Volunteers here for many reasons
  - Shelving, checking book order on shelves, book repair, preparing items for use, and more

Data compiled 4.22.2024



Goals: Solar Panel Array

## SOLAR PANEL ARRAY

- Fully funded (state and Federal grants)
- More effectively serve the community in an emergency (FEMA-essential community resource)
- Will support all heat/cooling, electricity, restrooms and other services for three to seven days
- Substantially reduce monthly electrical bill



### Questions:

- Massey asked if there was an opportunity to partner with the High school for credit recovery. Bishop advised they have reached out to students for internships, and it is on her list to investigate other options.
- Massey asked if there was a breakdown of out of the people coming in, what services they were using. Bishop advised they couldn't determine that. Massey asked, out of the 16 people per hour, when the surge is that people come in if there was a consistent period. Bishop said it varies by day, season, and weather. Massey asked if the expense item of \$700,000 was for the solar panels. Butsch confirmed that was the grant for the solar panel and that it was identified on page 46 as intergovernmental revenue grants-library with expenditures on the bottom.
- Chilton asked about the makerspace with it being limited hours and why the expense for it in the proposed budget was going up. Bishop advised they plan on increased usage and needing more supplies.
- Gilbert asked why the facility maintenance was so high compared to other departments. Bishop said it was a large and old building that is leased from Columbia Learning Center Foundation but the library maintains it.

**Break** 7:30 p.m.

**Meeting Resumed-** 7:39 p.m.

### Resumed Department Presentations

#### - Police

**\*Overview:** Police Chief Brian Greenway shared an overview of the Police Budget on page 31.

**\*Goals:**

- Finish the report writer software, that is an IGA with the Columbia County Sheriff's office. The current records management is with the City of Portland and is going away. The new software will eliminate redundancies.

- Vehicle Take Home Program. With the new Police Station on hold, they are out of the room in the current building. They have 23 full-time employees and 18 lockers. The officers do not have space to change, so they have asked for a take-home vehicle program. This will help with recruiting while alleviating the need for space. The program will also reduce the need for officers to come in early to have time to change. They can change at home and once they get in the car they will be on duty. The officers would be ready to respond from their homes, which provides increased neighborhood security with vehicles at the officers' home. Greenway directed the Committee Enterprise fleet increase being for two new vehicles and three replacement vehicles. Utilizing the fleet program, the department receives the profit from vehicle sales when they are replaced. The budget for the total cost, but as seen in estimated year end for fiscal year 2024, the actual expense is lower than the vehicle proceeds when replaced.

### Questions:

- Massey reiterated potential conflict. On page 13, it says two potentially retired officers and asked if that was potential or certain. Greenway said they have four who are eligible for retirement today. They have two officers who have said for certain they are going to retire in October 2024.
- Massey said for clarification on page 21 for Summary of Personnel, for the Officers. Butsch advised they are currently in process of hiring two officers, to back fill the two retiring officers. For FY 2025 there is an additional four officers budgeted, the two positions currently being hired for are not reflected in the FTE as they replace the two already accounted for that are retiring. Massey confirmed, two to back fill plus four additional next fiscal year. Butsch confirmed.
- Massey asked why there was an increase in Police overtime on page 32. Greenway advised they still need overtime while they get officers hired and trained. Chilton asked when the overtime will go down. Greenway said it will probably not go away, they want to promote, get officers in schools. Greenway states they need a staffing study done to know how many officers are really needed, once they have that they may see overtime go down. Greenway says they need an actual study done; they cannot go off the one per 1,000 population. Councilor Russ Hubbard asked if overtime was time and half or double time. Greenway said was time and half.
- Massey asked, on page 50, for the Public Safety Fund, what the transfer was for. Butsch advised it was taking the accrued interest earned and transferring it to the general fund. Massey asked to confirm only interested accrued was being transferred. Butsch advised yes.
- Massey shared concerns on passing this proposed budget with a levy that hasn't passed yet. Butsch advised that was a challenge in budgeting. If the levy does not pass or an increase in public safety fee, then they will not be able to spend. Massey asked if they could reconvene how the budget was spent if not approved. Butsch advised no. Butsch advised the Committee could suggest the Budget Officer takes out the \$800K revenue and \$800K expense, then if approved do a supplemental budget. Massey said that made the most sense to her. Butsch advised that is an option, but that adds expenses.



- Toschi asked to confirm the \$1.5 million transfer accrued was interest earned and what the sources were for the interest. Butsch reiterated it was accrued interest in Public Safety Fund, \$1 million is interest on Public Safety Fund and \$500,000 is from the Community Development Fund for forestry. Continued discussion on funds earning interest.
- Toschi asked Chief Greenway what 'SRO' was. Greenway said the School Resource Officer and that the School District pays for this but due to staffing shortage, they pulled the SRO from the schools to patrol. Continued discussion on SROs.
- Councilor Mark Gundersen asked if the take-home vehicles were going to be marked police cars. Greenway confirmed.
- Gilbert asked to clarify, that the million-dollar transfer was going towards the Police building. Butsch advised it was going to support the General Fund as a whole. Toschi asked if the fee was going to be transferred to the General Fund. Butsch advised that was not the plan, but that they could do that.
- Gilbert asked if the take-home vehicles were going to continue after the building is built. Greenway said it didn't have to. Greenway said it wouldn't be needed when the building is built but a study had been done to show that the vehicle is better taken care of when they go home.
- Chilton asked if the new roof on the current Police station was in the proposed budget. Butsch advised it shows in year-end FY24 with the intent to do a supplemental budget, but since then it was decided to wait until after July so that amount will be changed to the proposed budget FY25.

#### - Public Works

**Overview:** Public Works Director Mouhamad Zaher shared the budget is increased 1%. Zaher stated some of the ways Public Works is saving money:

- Using fleet vehicles.
- Managing the Waterfront project in-house instead of hiring an outside project manager.
- Managing the Capital Improvement projects (CIP). Securing funding, one project for \$2.5 million is fully funded by grants.
- CIP has 35% reduction this year due to projects being deferred.
- Reduced FTE which is not preferred as the work has not gone away.
- Water Quality, plan to replace one rack per year over five years. They cost \$250,000 per rack.

#### Questions:

- Toschi asked how many unfilled positions there were and what they were for. Zaher advised four, one engineering, one wastewater treatment, one in facilities and one in operations. Butsch corrected that there are five unfunded PW positions. Continued discussion on sources of revenue and positions in Public Works.
- Gilbert asked how much Public Works was involved in the waterfront. Zaher said 100% involved with multiple projects within it.
- Massey asked why waterfront was done in house instead of hiring a developer. Zaher said there are a lot of benefits, starting with quality control. There have been additional savings of over \$800,000 with their expertise.
- Massey asked if on page 48, if the math was calculated correctly and if the street and storm fund were stable and if the motor vehicle tax was given. Butsch advised the gas tax is steady and receives a report from the State with all shared revenue.
- Massey asked if there was ever an opportunity for internships. Zaher said yes and they would love it.

#### Public Comment

Mason opened public comments. Public comments were received by Brady Preheim, Matt Funk, Christina Sullivan & Nick Hellmich.

**Opened public hearing to accept state revenue sharing**

No comments, hearing closed.

**Check in for Adjournment to May 2, 2024**

**Motion** made by Scholl to adjourn and reconvene May 2. Gunderson seconded.

Discussion: Toschi would like the documents to be provided on the million-dollar interest. Butsch advised she has that written down to get to them and asked the Committee to get any other questions to her by midday Monday, that weren't answered so they could be addressed and provided at the next meeting.

**Motion** made by Scholl to adjourn; Mason seconded.

Discussion: Toschi would like to table the adjournment motion until a motion is recorded for the documents.

**Motion** made by Toschi that the bank documentation be provided on interest earned. Scholl seconded. Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gunderson, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

**Motion** made by Scholl to adjourn and reconvene on May 2, 2024, at 6 p.m. Mason seconded. Discussion: Massey asked if staff was coming on May 2. Butsch advised no, reiterated to email all questions by Monday.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gunderson, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

**Adjourned-** 9:19 p.m.

Respectfully Submitted by Jamie Edwards, Accountant II

**From:** [Jamie Ford](#)  
**To:** [Kathy Payne](#); [Lisa Scholl](#); [John Walsh](#)  
**Cc:** [Dawn Richardson](#)  
**Subject:** Full Leak Adjustment Request  
**Date:** Tuesday, April 30, 2024 11:19:38 AM  
**Attachments:** [image001.png](#)  
[Salisbury Full Adjustment Request.pdf](#)

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Good Morning,

Dustin Salisbury reached out regarding a Full Leak Adjustment. He found that he had a leak at his 3 story Duplex. During the freeze, the customer found pipes had frozen and split in approximately 20 different areas, causing a significant loss of water. Those splits happened in: Valves, Tees, Couplers, Toilet, on Main, and above ground where it enters the crawl space. Repairs were \$2,200.00 and he will be re-piping during the summer to prevent further issues. Repair receipt is attached in the packet above. The leak had been active for 2 billing cycles (02/15 & 03/15). He is seeking a full adjustment for the months affected by the leak. I informed him, per our policy, that any adjustment above \$1,000.00 would require Council Approval and he would need to request that adjustment in writing (attached in packet above).

Dustin’s account began 09/16/2022 and his average monthly bill prior to the leak was \$141.46.

The months he is requesting an adjustment for, are as follows:

DATE	ADJUSTMENT AMOUNT
02/15/2024	\$ 4,467.94
03/15/2024	\$ 1,543.24
<b>TOTAL ADJUSTMENT OF:</b>	<b>\$ 6,011.18</b>

Thank you,

*..Jamie Ford..*

Administrative Billing Specialist  
**City of St. Helens**  
 503-397-6272

275 Strand Street, St. Helens, OR 97051  
[www.sthelensoregon.gov](http://www.sthelensoregon.gov) | [jford@sthelensoregon.gov](mailto:jford@sthelensoregon.gov)



**Jamie Ford**

---

**From:** Jamie Ford  
**Sent:** Tuesday, April 30, 2024 10:55 AM  
**To:** 'Salisbury's email'  
**Subject:** RE: [External] Leak Adjustment Request

Good Morning, Dustin.

We have received your written request for the City Council to review at tomorrow's meeting. Once their determination is affirmed, I will inform you of the status directly.

If you have any questions in the meantime, please feel free to reach out to me.

Thank you,

*..Jamie Ford..*

Administrative Billing Specialist

**City of St. Helens**

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**From:** Salisbury's email <salisburys.in.idaho@gmail.com>  
**Sent:** Tuesday, April 30, 2024 10:52 AM  
**To:** Jamie Ford <jford@sthelensoregon.gov>  
**Subject:** Re: [External] Leak Adjustment Request

Yes, thank you Jamie, I am requesting a full refund of the overage due to multiple leaks cause by the temps in the teens back in January, right after the enter was read. The leaks being in the crawl space where no one goes and the renter being on the 2nd floor made it impossible to hear the water spraying out. We couldn't hear the water until we were well into the crawl space.

I am happy to pay the normal water bill, I just cannot afford a huge bill from that kind of leakage that was sudden and unnoticed.

Thank you for your consideration to this,  
Dustin Salisbury

On Mon, Apr 29, 2024 at 9:42 AM Jamie Ford <jford@sthelensoregon.gov> wrote:

Good Morning, Dustin.

Just following up on the leak adjustment to request a full refund. If you could please submit a written request directly to this email as soon as possible, I will get this submitted to the City Council to review this Wednesday, May 1<sup>st</sup>.

Thank you,

*..Jamie Ford..*

Administrative Billing Specialist

**City of St. Helens**

503-397-6272

275 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | jford@sthelensoregon.gov



**From:** Jamie Ford  
**Sent:** Tuesday, April 23, 2024 2:42 PM  
**To:** Salisbury's email <salisburys.in.idaho@gmail.com>  
**Subject:** RE: [External] Leak Adjustment Request

Good Afternoon, Dustin.

If you would like, you can respond directly to this email chain and request your full refund. Just begin the email with: "To Whom It May Concern" and I will submit it as your written request.

Thank you,

*..Jamie Ford..*

Administrative Billing Specialist

**City of St. Helens**

503-397-6272

275 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | jford@sthelensoregon.gov



**From:** Salisbury's email <[salisburys.in.idaho@gmail.com](mailto:salisburys.in.idaho@gmail.com)>

**Sent:** Tuesday, April 23, 2024 2:11 PM

**To:** Jamie Ford <[jford@sthelensoregon.gov](mailto:jford@sthelensoregon.gov)>

**Subject:** Re: [External] Leak Adjustment Request

Hi Jamie, I was intending to seek the full adjustment from the beginning since the bill was so outrageous. I didn't know I needed a written statement or I would have done that at the beginning, I will make up a written statement asap so we can make it for the 5/1 deadline

On Tue, Apr 23, 2024 at 11:08 AM Jamie Ford <jford@sthelensoregon.gov> wrote:

Good Morning, Dustin.

I have assessed your Leak Adjustment for the months of February and March. Just to reiterate some information we've discussed prior; The Water Utility Department can only refund up to 50% of the leak amount. For example: Leak is \$1,000.00 we can refund up to \$500.00. Also, any Adjustment over the amount of \$1,000.00 will need Council Approval. (Your adjustment will need to be approved by the City Council – the next council meeting will be May 1<sup>st</sup>)

**FEBRUARY ADJUSTMENT:**

50% Water Adjustment: \$1,105.75

100% Sewer Adjustment: \$2,256.49

**MARCH ADJUSTMENT:**

50% Water Adjustment: \$381.93

100% Sewer Adjustment: \$779.41

**TOTAL ADJUSTMENT OF:**

**\$4,523.58**



If you are seeking a **FULL ADJUSTMENT**, *we will need a written request from you* to the City Council to submit with the leak adjustment paperwork we currently have. If you were to seek a FULL Adjustment, your total adjustment for Water would be:

**FEBRUARY:**

\$2,211.47

**MARCH:**

\$763.85

**TOTAL (FULL) ADJUSTMENT OF:**

**\$6,011.18**

Please let me know how you would like to move forward as soon as possible. Once I hear back from the Council, I will reach out to you regarding their determination. If you have any questions or concerns, please feel free to reach out to me at any time. 😊

Thank you,

*..Jamie Ford..*

Administrative Billing Specialist

**City of St. Helens**

503-397-6272

275 Strand Street, St. Helens, OR 97051

[www.sthelensoregon.gov](http://www.sthelensoregon.gov) | [jford@sthelensoregon.gov](mailto:jford@sthelensoregon.gov)



# CITY OF ST. HELENS UTILITIES



265 Strand Street

St. Helens, OR 97051

Phone: 503-397-6272

Email: [jamiee@ci.st-helens.or.us](mailto:jamiee@ci.st-helens.or.us) or [dawnr@ci.st-helens.or.us](mailto:dawnr@ci.st-helens.or.us)

## REQUEST FOR BILLING LEAK ADJUSTMENT FORM

The City of St. Helens Utilities has a policy of issuing partial adjustments for water leaks that are repaired by customers in a timely manner. Adjustments issued are based on your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak and an adjustment will be credited to your account.

### DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

The property is basically a 3-story old duplex. The middle level is vacant without much heat or electricity. The crawlspace is about 6' high and is storage for my rental supplies but has no heat or electricity either. Evidently, during the cold snap in January, the pipes froze and split in about 20 different places, including valves, tees, couplers, toilet on main, and just above the ground where it enters the crawlspace. Current repairs were \$2,200. Must re-pipe the rest this summer to fix future issues.

ACCOUNT # 23-00171-002

ACCOUNT NAME: Dustin Salisbury

PHONE NUMBER 360-200-3287

SERVICE ADDRESS: 280 St. Helens St. St. Helens OR 97051

MAILING ADDRESS: 3310 Tahama st. Columbia City 97018

X \_\_\_\_\_

WATER CLERK Jamie Ford

# My Handyman

Date: 3/29/24

Agreement to do work

Location of work: 280 St. Helens St.

Scope of Work:

- 1: Emergency Repair of broken and leaky water lines. \$3200
  
- 2. Replace rusty/corroded pipes/repipe crawlspace & main floor piping to Pex \$2600

Total: \$5800  
*pd. in full*

Homeowner Signature: *Dustin Anthony*

**LEAK ADJUSTMENT REQUEST - Residential**

Item #7.

Prepared By: Jamie Ford  
 Customer Name: Dustin Salisbury  
 Account #: 23-00171-002

Date Filled Out: 04/23/24  
 Date of Bill: 03/15/24

Enter Billing Specifics:		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
RESIDENTIAL		Water	Consumption	768.07	13,649	5.6273 Duplex
		Water	Fixed	23.42		
		Water	Utility Assist			No
		Sewer	Consumption	783.70	13,649	5.7418 Consumption
		Sewer	Fixed	37.46		Standard Fixed
		Public Safety	Fixed	20.00		
		Storm	Fixed	33.58	-	
<b>Original Bill Amount =</b>				<b>1,666.23</b>		
<b>Previous Years Average</b>		<b>LEAK ADJUSTMENT (50% Leak Amount)</b>				
<u>Month / Year</u>	<u>Consumption</u>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
01/15/2024	48	Water	Consumption	381.93	6,787	5.6273
12/15/2023	90					
11/15/2023	86	Sewer	Consumption	779.41	13,574	5.7418
Average =	75					
				<b>1,161.35</b>		
Adjustment Dollars: 1,161.35		<b>Notes:</b> Customer has a 3 story Duplex. During the freeze, the customer found pipes had frozen and split in approximately 20 different areas, causing a significant loss of water. Those splits happened in: Valves, Tees, Couplers, Toilet, on Main, and above ground where it enters the crawl space. Repairs were \$2,200.00 and will have to repipe during the summer to prevent further issues. Repair receipt is attached and due to limited account history, I used the 3 reads prior to the leak to assess a consumption average.				
Adj Water Volume 6,787						
Adj Sewer Volume 1,305						
Finance Director Authorization & Date Above						
Entered By & Date Above						

**LEAK ADJUSTMENT REQUEST - Residential**

Item #7.

Prepared By: Jamie Ford  
 Customer Name: Dustin Salisbury  
 Account #: 23-00171-002

Date Filled Out: 04/23/24  
 Date of Bill: 02/15/24

Enter Billing Specifics:		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
RESIDENTIAL	}	Water	Consumption	2,215.69	39,374	5.6273 Duplex
		Water	Fixed	23.42		
		Water	Utility Assist			No
		Sewer	Consumption	2,260.78	39,374	5.7418 Consumption
		Sewer	Fixed	37.46		Standard Fixed
		Public Safety	Fixed	20.00		
		Storm	Fixed	33.58		
<b>Original Bill Amount =</b>				<b>4,590.93</b>		

<u>Previous Years Average</u>			<u>LEAK ADJUSTMENT (50% Leak Amount)</u>				
<u>Month / Year</u>	<u>Consumption</u>		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
01/15/2024	48		Water	Consumption	1,105.75	19,650	5.6273
12/15/2023	90						
11/15/2023	86		Sewer	Consumption	2,256.49	39,299	5.7418
Average =	75						
					<b>3,362.23</b>		

Adjustment Dollars: <b>3,362.23</b> Adj Water Volume: <b>19,650</b> Adj Sewer Volume: <b>1,305</b>	<b>Notes:</b> Customer has a 3 story Duplex. During the freeze, the customer found pipes had frozen and split in approximately 20 different areas, causing a significant loss of water. Those splits happened in: Valves, Tees, Couplers, Toilet, on Main, and above ground where it enters the crawl space. Repairs were \$2,200.00 and will have to repipe during the summer to prevent further issues. Repair receipt is attached and due to limited account history, I used the 3 reads prior to the leak to assess a consumption average.
Finance Director Authorization & Date Above	
Entered By & Date Above	



CITY OF ST. HELENS  
 PO Box 35147 #2748  
 SEATTLE, WA 98124-5147  
 (503) 397-6272  
 sthelensoregon.gov



Account Number	23-00171	Item #7.
AMOUNT DUE	Previous Balance Owed	
\$6,257.16	\$4,590.93	
Due Date	Previous Balance Due Date	
4/10/2024	3/31/2024	
Amount Enclosed		

CITY OF ST. HELENS  
 P.O. BOX 35147 #2748  
 SEATTLE, WA 98124-5147

Dustin Salisbury  
 3310 Tahoma St  
 COLUMBIA CITY, OR 97018

There will be a charge on all returned checks.  
 Please return this portion with your payment.  
 When paying in person, please bring both portions of this bill.

23001710020000006257160000006282165

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name		Service Address			Account Number	
Dustin Salisbury		280 St Helens St			23-00171-002	
Status	Service Dates			Bill Date	Due Date	Penalty Date
	From	To	# Days			
Active	2/15/2024	3/15/2024	29	3/22/2024	4/10/2024	4/21/2024

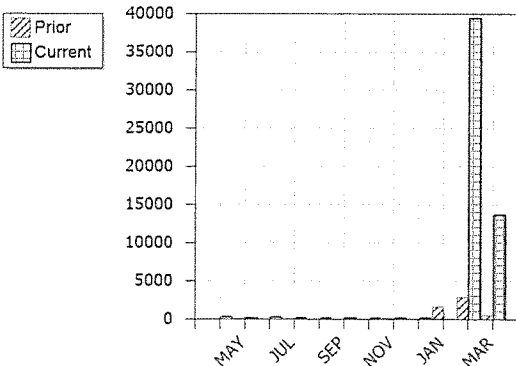
PREVIOUS BALANCE	\$4,590.93
PAYMENTS	\$0.00
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
<b>PAST DUE AMOUNT</b>	<b>\$4,590.93</b>

METER #	CURRENT READING	PREVIOUS READING	USAGE		
13202576	120,844	107,195	13,649	Water-Duplex-Fixed	23.42
				Water-Duplex-Usage	768.07
				Sewer-Duplex-Fixed	37.46
			13,649	Sewer-Duplex-Usage	783.70
				Storm Fixed	33.58
				Public Safety	20.00

**CURRENT BILL** \$1,666.23

**AMOUNT DUE** **\$6,257.16**

AMOUNT DUE AFTER 04/20/2024 **\$6,282.16**



Full Water Adjustment = \$ 763.85  
 Full Sewer Adjustment = \$ 779.41



**CITY OF ST. HELENS**  
 PO Box 35147 #2748  
 SEATTLE, WA 98124-5147  
 (503) 397-6272

Account Number	23-00171-	Item #7.
AMOUNT DUE	Previous Balance	
\$4,590.93	\$0.00	
Due Date	Previous Balance Due Date	
3/10/2024	2/29/2024	
<b>Amount Enclosed</b>		

ASAP

81  
087403



Dustin Salisbury  
 3310 Tahoma St  
 Columbia City, OR 97018-9789

CITY OF ST. HELENS  
 P.O. BOX 35147 #2748  
 SEATTLE, WA 98124-5147

There will be a charge on all returned checks.  
 Please return this portion with your payment.  
 When paying in person, please bring both portions of this bill.

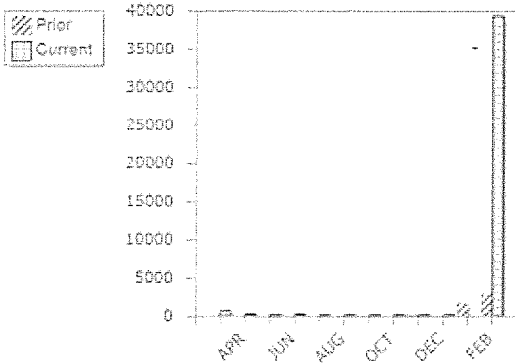
23001710020000004590930000004615938

**CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS**

Name		Service Address			Account Number	
Dustin Salisbury		280 St Helens St			23-00171-002	
Status	Service Dates			Bill Date	Due Date	Penalty Date
	From	To	# Days			
Active	1/15/2024	2/15/2024	31	2/23/2024	3/10/2024	3/21/2024

PREVIOUS BALANCE	\$119.61
PAYMENTS	(\$119.61)
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
<b>PAST DUE AMOUNT</b>	<b>\$0.00</b>

METER #	CURRENT READING	PREVIOUS READING	USAGE		
13202576	107,195	67,821	39,374	Water-Duplex-Fixed	23.42
				Water-Duplex-Usage	2,215.69
				Sewer-Duplex-Fixed	37.46
			39,374	Sewer-Duplex-Usage	2,260.78
				Storm Fixed	33.58
				Public Safety	20.00
				<b>CURRENT BILL</b>	<b>\$4,590.93</b>
				<b>AMOUNT DUE</b>	<b>\$4,590.93</b>
				AMOUNT DUE AFTER 03/20/2024	\$4,615.93



Full Water Adjustment = \$ 2,211.47  
 Full Sewer Adjustment = \$ 2,256.49

ONLINE PAYMENTS MAY BE DONE AT: <https://www.sthelensoregon.gov/>. OR PLEASE CALL 1-833-259-4016 TO PAY BY PHONE





St. Helens, OR

# Expense Approval Register

Item #8.

Packet: APPKT00966 - AP 4.26.24

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
WILCOX	0863585-IN	04/22/2024	FUEL PARKS DEPT	100-708-52022	1,159.57
JORDAN RAMIS PC ATTORNE...	219057	04/22/2024	GENERAL LEGAL	100-701-52019	410.00
JORDAN RAMIS PC ATTORNE...	219057	04/22/2024	GENERAL LEGAL	100-703-52019	4,460.00
JORDAN RAMIS PC ATTORNE...	219057	04/22/2024	GENERAL LEGAL	100-705-52019	70.00
JORDAN RAMIS PC ATTORNE...	219057	04/22/2024	GENERAL LEGAL	100-715-52019	489.13
JORDAN RAMIS PC ATTORNE...	219068	04/22/2024	EMPLOYMENT MATTERS	100-701-52019	315.00
JORDAN RAMIS PC ATTORNE...	219068	04/22/2024	EMPLOYMENT MATTERS	100-702-52019	840.00
JORDAN RAMIS PC ATTORNE...	219068	04/22/2024	EMPLOYMENT MATTERS	100-703-52019	245.00
JORDAN RAMIS PC ATTORNE...	219068	04/22/2024	EMPLOYMENT MATTERS	100-705-52019	105.00
PITNEY BOWES BANK INC PU...	04.11.2024	04/24/2024	POSTAGE METER	100-715-52001	999.06
WALMART	04.23.24	04/24/2024	RESTITUTION CASE#24CR063...	100-000-21000	156.00
SERAI FURLONG	04.23.24	04/24/2024	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
CARDINAL SERVICES INC	1235025	04/24/2024	TEMPORARY EMPLOYMENT	100-706-52023	768.07
CARDINAL SERVICES INC	1235025	04/24/2024	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	1235025	04/24/2024	TEMPORARY EMPLOYMENT	100-709-52023	139.65
ORKIN	259221610	04/24/2024	265 STRAND PEST SERVICE Cl...	100-715-52023	192.99
ORKIN	259221657	04/24/2024	PEST CONTROL POLICE 1810...	100-705-52023	192.99
ORKIN	259222676	04/24/2024	375 S 18TH ST LIBRARY	100-706-52023	100.00
QWEST DBA CENTURYLINK A...	3263X201-S-24105	04/24/2024	5163X201S3	100-712-52010	80.33
CENTURY LINK BUSINESS SER...	684501646	04/24/2024	ACCT 88035002	100-712-52010	159.69
CENTURY LINK	04.06.24	04/25/2024	632B-333899231	100-712-52010	43.15
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE ...	100-706-52023	44.48
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE ...	100-708-52019	133.44
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE ...	100-709-52019	33.36
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE ...	100-715-52023	83.40
WILLEMSE GLASS	37437	04/25/2024	WINDOW REPLACEMENT-C...	100-715-52023	816.00
STEVEN R SCHARFSTEIN	84	04/25/2024	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	85	04/25/2024	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	86	04/25/2024	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	87	04/25/2024	COURT ATTORNEY FEES	100-704-52019	200.00
WEX BANK	96571037	04/25/2024	POLICE FUEL PURCHASES	100-705-52022	6,895.82
WEX BANK	96571037	04/25/2024	BUILDING FUEL PURCHASES ...	100-711-52022	67.23
<b>Fund 100 - GENERAL FUND Total:</b>					<b>19,865.91</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	04.18.24 94111	04/22/2024	94111	201-000-52130	257.95
JORDAN RAMIS PC ATTORNE...	219057	04/22/2024	GENERAL LEGAL	201-000-52019	2,815.00
JORDAN RAMIS PC ATTORNE...	219068	04/22/2024	EMPLOYMENT MATTERS	201-000-52019	140.00
CITY OF ST. HELENS	04.23.24	04/24/2024	01-00178-001 MASONIC BUI...	201-000-52003	59.47
EAGLE STAR ROCK PRODUCTS..	42754	04/25/2024	ROCK FOR TRAIL IMPROVEM...	201-000-52028	274.91
E2C	4533	04/25/2024	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>13,547.33</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MACKENZIE	1087164	04/22/2024	BUSINESS PARK INFRASTRUC...	202-722-52019	3,142.50
JORDAN RAMIS PC ATTORNE...	219057	04/22/2024	GENERAL LEGAL	202-721-52019	105.00
MOORE SITE SERVICES LLC	24024	04/24/2024	MECHANICAL SUPPORT MILL...	202-722-52019	8,880.00
COLUMBIA COUNTY ECONO...	202395	04/25/2024	REIMURSED EXPENSES -PROJ...	202-722-52019	1,901.88
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>14,029.38</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	1235025	04/24/2024	TEMPORARY EMPLOYMENT	203-709-52028	3,453.88
DRAKES TOWING AND RECO...	04.25.24	04/25/2024	BOAT 1972, DUMP, 3HRS X1...	203-705-52028	1,001.00
CARDINAL SERVICES INC	1235197	04/25/2024	TEMPORARY EMPLOYMENT	203-709-52028	369.90
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>4,824.78</b>

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 601 - WATER</b>					
PAPE MACHINERY INC	10352676	04/24/2024	2024 JOHN DEERE 50 P TIER ...	601-000-53307	86,777.05
TROJAN TECHNOLOGIES CORP	200/50000528	04/24/2024	GROOVE END MODULE CAP	601-732-52001	224.16
COLUMBIA FEED AND SUPPLY	28102	04/24/2024	TS500i CUTOFF SAW	601-731-52001	1,669.99
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE...	601-732-52019	33.36
<b>Fund 601 - WATER Total:</b>					<b>88,704.56</b>
<b>Fund: 603 - SEWER</b>					
CARDINAL SERVICES INC	1235025	04/24/2024	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	1235025	04/24/2024	TEMPORARY EMPLOYMENT	603-737-52023	34.92
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE ...	603-736-52019	105.64
EUROFINS ENVIRONMENT TE...	1920009072	04/25/2024	QUARTERLY BIOASSAY TESTI...	603-737-52064	941.60
<b>Fund 603 - SEWER Total:</b>					<b>1,117.07</b>
<b>Fund: 605 - STORM</b>					
UNITED RENTALS INC	232710883-001	04/22/2024	STEEL PLATE, LOCK & LIFT PL...	605-000-53501	8,777.79
UNITED RENTALS INC	232803669-001	04/22/2024	TRENCH BOX	605-000-53501	11,158.59
<b>Fund 605 - STORM Total:</b>					<b>19,936.38</b>
<b>Fund: 703 - PW OPERATIONS</b>					
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE ...	703-734-52019	384.09
SAFEGUARD FIRE EXTINGUIS...	1837	04/25/2024	FIRE EXTINGUISHER SERVICE...	703-739-52019	44.48
WEX BANK	96571037	04/25/2024	FORD EDGE 0189	703-734-52022	56.58
WEX BANK	96571037	04/25/2024	PW CHEROKEE 6555	703-734-52022	728.78
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>1,213.93</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
JORDAN RAMIS PC ATTORNE...	219057	04/22/2024	GENERAL LEGAL	706-000-52019	210.00
JORDAN RAMIS PC ATTORNE...	219071	04/22/2024	TOSCHI LUBA APPEAL	706-000-52019	1,580.00
MACKENZIE	1088166	04/24/2024	ST. HELENS PUBLIC SAFETY B...	706-000-52019	4,367.00
MACKENZIE	1088167	04/25/2024	ST. HELENS PUBLIC SAFETY B...	706-000-52019	7,296.25
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>13,453.25</b>
<b>Grand Total:</b>					<b>176,692.59</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	19,865.91
201 - VISITOR TOURISM	13,547.33
202 - COMMUNITY DEVELOPMENT	14,029.38
203 - COMMUNITY ENHANCEMENT	4,824.78
601 - WATER	88,704.56
603 - SEWER	1,117.07
605 - STORM	19,936.38
703 - PW OPERATIONS	1,213.93
706 - PUBLIC SAFETY	13,453.25
<b>Grand Total:</b>	<b>176,692.59</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21000	Court - Restitution	156.00
100-000-36002	Fines - Court	20.00
100-701-52019	Professional Services	725.00
100-702-52019	Professional Services	840.00
100-703-52019	Professional Services	4,705.00
100-704-52019	Professional Services	800.00
100-705-52019	Professional Services	175.00
100-705-52022	Fuel	6,895.82
100-705-52023	Facility Maintenance	192.99
100-706-52023	Facility Maintenance	912.55
100-708-52019	Professional Services	133.44
100-708-52022	Fuel	1,159.57
100-708-52023	Facility Maintenance	46.55
100-709-52019	Professional Services	33.36
100-709-52023	Facility Maintenance	139.65
100-711-52022	Fuel	67.23
100-712-52010	Telephone	283.17
100-715-52001	Operating Supplies	999.06
100-715-52019	Professional Services	489.13
100-715-52023	Facility Maintenance	1,092.39
201-000-52003	Utilities	59.47
201-000-52019	Professional Services	12,955.00
201-000-52028	Projects & Programs	274.91
201-000-52130	Building Lease & Utilities	257.95
202-721-52019	Professional Services	105.00
202-722-52019	Professional Services	13,924.38
203-705-52028	Projects & Programs	1,001.00
203-709-52028	Projects & Programs	3,823.78
601-000-53307	Back up Generator PW S...	86,777.05
601-731-52001	Operating Supplies	1,669.99
601-732-52001	Operating Supplies	224.16
601-732-52019	Professional Services	33.36
603-736-52019	Professional Services	105.64
603-736-52023	Facility Maintenance	34.91
603-737-52023	Facility Maintenance	34.92
603-737-52064	Lab Testing	941.60
605-000-53501	ANNUAL MAINTENANCE...	19,936.38
703-734-52019	Professional Services	384.09
703-734-52022	Fuel	785.36
703-739-52019	Professional Services	44.48
706-000-52019	Professional Services	13,453.25
<b>Grand Total:</b>		<b>176,692.59</b>

### Project Account Summary

Project Account Key	Expense Amount
**None**	176,692.59
<b>Grand Total:</b>	<b>176,692.59</b>



St. Helens, OR

Item #8.

# Expense Approval Register

Packet: APPKT00969 - 4.26.24 Court AP

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND Bodily, Seth Zachary	INV0006989	04/23/2024	Bail Refund - Bodily, Seth Zac...	100-000-20200	444.00
				<b>Fund 100 - GENERAL FUND Total:</b>	<b>444.00</b>
				<b>Grand Total:</b>	<b>444.00</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	444.00
<b>Grand Total:</b>	<b>444.00</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20200	Court - Bail	444.00
<b>Grand Total:</b>		<b>444.00</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	444.00
<b>Grand Total:</b>	<b>444.00</b>

# Expense Approval Register

Packet: APPKT00971 - AP 5.4.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
ERSKINE LAW PRACTICE LLC	05.01.24	05/01/2024	04.01.2024-04.30.2024	100-704-52019	9,943.17
CITY OF PORTLAND	10462439	05/01/2024	POLICE REGJIN ACCESS FY 23...	100-705-52006	26,625.84
MORE POWER TECHNOLOGY...	16123	05/01/2024	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
PEAK ELECTRIC GROUP LLC	28540	05/01/2024	LAMP FIXTURE LED / CITY HA...	100-715-52023	362.50
COUNTRY MEDIA INC	692812	05/01/2024	LEGAL NOTICE-BUDGET CO...	100-707-52008	71.30
MOLLY MATCHAK	8	05/01/2024	REIMBURSE INSURANCE	100-705-52023	71.41
MOLLY MATCHAK	8	05/01/2024	JANITORIAL SERVIES	100-705-52023	1,548.75
MOLLY MATCHAK	8	05/01/2024	REIMBURSE INSURANCE	100-715-52023	71.42
MOLLY MATCHAK	8	05/01/2024	JANITORIAL SERVIES	100-715-52023	1,548.75
TROTTER & MORTON FACILI...	81987	05/01/2024	REPLACED TRANSFORMER AT..	100-709-52023	884.11
NET ASSETS CORPORATION	95-202404	05/01/2024	ESCROW TITLE SERVICES	100-707-52019	334.00
COLUMBIA COUNTY	FEB 2024	05/01/2024	INSPECTIONS FOR ST. HELENS..	100-711-52015	240.00
CODE PUBLISHING	GCI0013996	05/01/2024	MUNI CODE WEB UPDATE	100-702-52019	98.00
COLUMBIA COUNTY	JAN 2024	05/01/2024	INSPECTIONS FOR ST. HELENS..	100-711-52015	1,220.00
COLUMBIA COUNTY	MAR 2024	05/01/2024	INSPECTIONS FOR ST. HELENS..	100-711-52015	580.00
COMCAST	04.21.24 4669	05/02/2024	COMCAST CABLE 877810899...	100-712-52003	1,989.53
DAHLGREN'S DO IT BEST BUI...	04.25.24	05/02/2024	BUILDING SUPPLIES ACCT 10...	100-705-52023	252.48
DAHLGREN'S DO IT BEST BUI...	04.25.24	05/02/2024	BUILDING SUPPLIES ACCT 10...	100-708-52001	93.54
DAHLGREN'S DO IT BEST BUI...	04.25.24	05/02/2024	BUILDING SUPPLIES ACCT 10...	100-715-52023	108.69
CARDINAL SERVICES INC	1235236	05/02/2024	TEMPORARY EMPLOYMENT-...	100-706-52023	861.18
CARDINAL SERVICES INC	1235236	05/02/2024	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	1235236	05/02/2024	TEMPORARY EMPLOYMENT	100-709-52023	162.93
ALLSTREAM	20482976	05/02/2024	ALLSTREAM PHONE ACCT 75...	100-712-52010	174.55
DON'S RENTAL	592108	05/02/2024	PROPANE	100-708-52001	14.28
AMY LINDGREN LAW LLC	629	05/02/2024	JUDICIAL SERVICES	100-704-52019	7,400.00
VERIZON	9962175841	05/02/2024	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	9962175841	05/02/2024	CRYSTAL KING 0103	100-701-52010	46.37
VERIZON	9962175841	05/02/2024	HOT SPOT -8190	100-701-52010	47.07
VERIZON	9962175841	05/02/2024	MAYOR SCHOLL IPAD 9627	100-703-52001	40.81
VERIZON	9962175841	05/02/2024	PD JETPACK2 - 8538	100-705-52010	40.81
VERIZON	9962175841	05/02/2024	PD JETPACK1 - 8886	100-705-52010	40.81
VERIZON	9962175841	05/02/2024	SUZANNE BISHOP 1313	100-706-52003	41.27
VERIZON	9962175841	05/02/2024	GLORIA BUTSCH 1986	100-707-52001	46.37
VERIZON	9962175841	05/02/2024	TORY SHELBY 6366	100-708-52010	41.27
VERIZON	9962175841	05/02/2024	CAMERON PAGE 5027	100-708-52010	41.27
VERIZON	9962175841	05/02/2024	RECREATION CENTER 1108	100-709-52010	41.27
VERIZON	9962175841	05/02/2024	REC PHONE 5093	100-709-52010	42.14
VERIZON	9962175841	05/02/2024	RECREATION CENTER 6984	100-709-52010	40.81
VERIZON	9962175841	05/02/2024	BUILDING DEPT IPAD 4081	100-711-52010	40.81
VERIZON	9962175841	05/02/2024	MIKE DEROIA 2686	100-711-52010	46.37
VERIZON	9962175841	05/02/2024	Arlo 2 971-668-9722	100-712-52010	40.81
VERIZON	9962175841	05/02/2024	DARIN COX 1016	100-712-52010	46.37
VERIZON	9962175841	05/02/2024	MATT FUNK 1330	100-712-52010	46.37
VERIZON	9962175841	05/02/2024	Arlo 1 971-668-9721	100-712-52010	40.81
<b>Fund 100 - GENERAL FUND Total:</b>					<b>58,374.00</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
ELAINE HOWARD CONSULTI...	05.01.24	05/01/2024	ST HELENS URBAN RENEWAL...	202-721-52051	348.00
MOORE EXCAVATION INC	P-525 COMCAST PAYMENT #1	05/01/2024	S 1ST & STRAND ROAD & UTI...	202-723-53102	6,165.00
MOORE EXCAVATION INC	P-525 PAYMENT #15	05/01/2024	S 1ST & STRAND ROAD & UTI...	202-723-53102	268,202.75
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>274,715.75</b>

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	1235236	05/02/2024	TEMPORARY EMPLOYMENT-...	203-709-52028	3,653.30
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>3,653.30</b>
<b>Fund: 205 - STREETS</b>					
DAVID EVANS AND ASSOCIA...	557192	05/01/2024	COLUMBIA BLVD. SIDEWALK	205-000-53001	1,620.02
DAHLGREN'S DO IT BEST BUI...	04.25.24	05/02/2024	BUILDING SUPPLIES ACCT 10...	205-000-52001	19.40
GEVEKO MARKINGS INC	1030513166	05/02/2024	SUPPLIES	205-000-52001	1,308.47
COLUMBIA RIVER PUD	3001274	05/02/2024	STREET LIGHT MAINTENANCE	205-000-52003	273.26
<b>Fund 205 - STREETS Total:</b>					<b>3,221.15</b>
<b>Fund: 601 - WATER</b>					
ONE CALL CONCEPTS INC	4040486	05/01/2024	REGULAR / MODEM DELIVER...	601-731-52019	21.29
CORRECT EQUIPMENT	55933	05/01/2024	UTILITY CODE 69	601-731-53314	9,095.10
ROGERS MACHINERY COMP...	1415579	05/02/2024	COMPRESSOR REPAIR	601-732-52019	627.00
VERIZON	9962175841	05/02/2024	WFF CREW 1914	601-732-52010	69.28
<b>Fund 601 - WATER Total:</b>					<b>9,812.67</b>
<b>Fund: 603 - SEWER</b>					
CITY OF PORTLAND	10465402	05/01/2024	LAB SERVICES	603-736-52064	122.50
CITY OF PORTLAND	10465402	05/01/2024	LAB SERVICES	603-737-52064	122.50
ONE CALL CONCEPTS INC	4040486	05/01/2024	REGULAR / MODEM DELIVER...	603-735-52019	21.28
COLUMBIA RIVER PUD	05.01.24 38633	05/02/2024	38633 594 S 9 ST POWER	603-737-52003	6,163.29
CARDINAL SERVICES INC	1235236	05/02/2024	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	1235236	05/02/2024	TEMPORARY EMPLOYMENT	603-737-52023	34.91
ALLSTREAM	20482976	05/02/2024	ALLSTREAM PHONE ACCT 75...	603-736-52010	87.28
ALLSTREAM	20482976	05/02/2024	ALLSTREAM PHONE ACCT 75...	603-737-52010	87.28
VERIZON	9962175841	05/02/2024	TYLER HILLS 6492	603-736-52010	13.75
VERIZON	9962175841	05/02/2024	SAM ORTIZ 1801	603-736-52010	13.74
VERIZON	9962175841	05/02/2024	AARON KUNDERS 6376	603-736-52010	13.75
VERIZON	9962175841	05/02/2024	AARON KUNDERS 6376	603-737-52010	13.74
VERIZON	9962175841	05/02/2024	TYLER HILLS 6492	603-737-52010	13.75
VERIZON	9962175841	05/02/2024	SAM ORTIZ 1801	603-737-52010	13.77
VERIZON	9962175841	05/02/2024	SAM ORTIZ 1801	603-738-52010	13.76
VERIZON	9962175841	05/02/2024	TYLER HILLS 6492	603-738-52010	13.77
VERIZON	9962175841	05/02/2024	AARON KUNDERS 6376	603-738-52010	13.78
CONSOR NORTH AMERICA I...	W233257OR.00-1	05/02/2024	WASTEWATER COLLECTION ...	603-000-53034	36,596.05
CONSOR NORTH AMERICA I...	W233257OR.00-1	05/02/2024	WASTEWATER COLLECTION ...	603-000-53035	7,218.95
CONSOR NORTH AMERICA I...	W233257OR.00-1	05/02/2024	WASTEWATER COLLECTION ...	603-000-53409	25,817.77
<b>Fund 603 - SEWER Total:</b>					<b>76,430.53</b>
<b>Fund: 703 - PW OPERATIONS</b>					
EMPLOYMENT TAX -STATE OF..	6586697	05/01/2024	N FORD UNEMPLOYMENT 1S...	703-733-51015	2,490.60
DAHLGREN'S DO IT BEST BUI...	04.25.24	05/02/2024	BUILDING SUPPLIES ACCT 10...	703-734-52023	84.36
DAHLGREN'S DO IT BEST BUI...	04.25.24	05/02/2024	BUILDING SUPPLIES ACCT 10...	703-739-52099	36.50
LES SCHWAB TIRE CENTER	22900602733	05/02/2024	DISMOUNT & MOUNT 15" 16...	703-739-52099	9.99
PEAK ELECTRIC GROUP LLC	28322	05/02/2024	PW STORAGE CONNEX	703-734-52019	5,799.99
VERIZON	9962175841	05/02/2024	SHARON DARROUX 0813	703-733-52010	74.39
VERIZON	9962175841	05/02/2024	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	9962175841	05/02/2024	ENGINEERING IPHONE 1068	703-733-52010	41.27
VERIZON	9962175841	05/02/2024	TIM UNDERWOOD 8524	703-733-52010	41.27
VERIZON	9962175841	05/02/2024	ETHAN STERLING 6282	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	BRETT LONG 3607	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	RYAN POWERS 7116	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	BUCK TUPPER 3371	703-734-52010	49.33
VERIZON	9962175841	05/02/2024	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	9962175841	05/02/2024	ALEX BIRD - 9081	703-734-52010	40.81
VERIZON	9962175841	05/02/2024	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	9962175841	05/02/2024	MOUHAMAD ZAHER 3068	703-734-52010	61.09
VERIZON	9962175841	05/02/2024	DAVE ELDER 8523	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	PW FACILITY MAINTENANCE-...	703-734-52010	40.81
VERIZON	9962175841	05/02/2024	SCOTT HARRINGTON 8048	703-734-52010	23.80
VERIZON	9962175841	05/02/2024	PW UTILITY 3 - 9924	703-734-52010	40.81



Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9962175841	05/02/2024	PW UTILITY 2 - 9923	703-734-52010	40.81
VERIZON	9962175841	05/02/2024	PW UTILITY 1 - 9922	703-734-52010	40.81
VERIZON	9962175841	05/02/2024	PW SPARE 4 - 8741	703-734-52010	40.81
VERIZON	9962175841	05/02/2024	ALEX BIRD 2000	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	SCOTT WILLIAMS 0621	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	CURT LEMONT-2217	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	ROGER STAUFFER 9662	703-734-52010	41.27
VERIZON	9962175841	05/02/2024	JULIAN ZIRKLE 6229	703-734-52010	41.27
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>9,451.31</b>
<b>Grand Total:</b>					<b>435,658.71</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	58,374.00
202 - COMMUNITY DEVELOPMENT	274,715.75
203 - COMMUNITY ENHANCEMENT	3,653.30
205 - STREETS	3,221.15
601 - WATER	9,812.67
603 - SEWER	76,430.53
703 - PW OPERATIONS	9,451.31
<b>Grand Total:</b>	<b>435,658.71</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-701-52010	Telephone	134.25
100-702-52019	Professional Services	98.00
100-703-52001	Operating Supplies	40.81
100-704-52019	Professional Services	17,343.17
100-705-52006	Computer Maintenance	26,625.84
100-705-52010	Telephone	81.62
100-705-52023	Facility Maintenance	1,872.64
100-706-52003	Utilities	41.27
100-706-52023	Facility Maintenance	861.18
100-707-52001	Operating Supplies	46.37
100-707-52008	Printing	71.30
100-707-52019	Professional Services	334.00
100-708-52001	Operating Supplies	107.82
100-708-52010	Telephone	82.54
100-708-52023	Facility Maintenance	46.55
100-709-52010	Telephone	124.22
100-709-52023	Facility Maintenance	1,047.04
100-711-52010	Telephone	87.18
100-711-52015	Intergovernmental Servi...	2,040.00
100-712-52003	Utilities	1,989.53
100-712-52006	Computer Maintenance	2,858.40
100-712-52010	Telephone	348.91
100-715-52023	Facility Maintenance	2,091.36
202-721-52051	Urban Renewal	348.00
202-723-53102	Downtown Infrastructure	274,367.75
203-709-52028	Projects & Programs	3,653.30
205-000-52001	Operating Supplies	1,327.87
205-000-52003	Utilities	273.26
205-000-53001	Capital Outlay (AKA Stre...	1,620.02
601-731-52019	Professional Services	21.29
601-731-53314	WATER METERS	9,095.10
601-732-52010	Telephone	69.28
601-732-52019	Professional Services	627.00
603-000-53034	Basin 6 Project	36,596.05
603-000-53035	Basin 5 Pipeline Upsize	7,218.95
603-000-53409	BASIN 4 PIPELINE UPSIZE	25,817.77
603-735-52019	Professional Services	21.28
603-736-52010	Telephone	128.52
603-736-52023	Facility Maintenance	34.91
603-736-52064	Lab Testing	122.50
603-737-52003	Utilities	6,163.29
603-737-52010	Telephone	128.54
603-737-52023	Facility Maintenance	34.91
603-737-52064	Lab Testing	122.50
603-738-52010	Telephone	41.31
703-733-51015	Other Benefits	2,490.60
703-733-52010	Telephone	197.74
703-734-52010	Telephone	832.13

**Account Summary**

Account Number	Account Name	Expense Amount
703-734-52019	Professional Services	5,799.99
703-734-52023	Facility Maintenance	84.36
703-739-52099	Equipment Operations	46.49
	<b>Grand Total:</b>	<b>435,658.71</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	435,658.71
	<b>Grand Total:</b> <b>435,658.71</b>



St. Helens, OR

# Expense Approval Register

Item #8.

Packet: APPKT00973 - AP 4.2.24

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 203 - COMMUNITY ENHANCEMENT					
MERAKAI LLC	639248	05/02/2024	FORENSIC EQUIPMENT	203-705-52028	11,669.00
			<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>		<b>11,669.00</b>
			<b>Grand Total:</b>		<b>11,669.00</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
203 - COMMUNITY ENHANCEMENT	11,669.00
<b>Grand Total:</b>	<b>11,669.00</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
203-705-52028	Projects & Programs	11,669.00
<b>Grand Total:</b>		<b>11,669.00</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	11,669.00
<b>Grand Total:</b>	<b>11,669.00</b>