



COUNCIL WORK SESSION

Wednesday, February 04, 2026 at 3:00 PM

COUNCIL MEMBERS:

Mayor Jennifer Massey
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundein

LOCATION & CONTACT:

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

AGENDA

CALL WORK SESSION TO ORDER

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to January 21 Visitor Comments

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

DISCUSSION TOPICS

2. 3:10PM - Request from Columbia 9-1-1 Communications District for Support for Local Option Levy on May Ballot - *Executive Director Jeremy Hipes*
3. 3:20PM - Quarterly Reports from City Departments/Divisions - Finance & Municipal Court (Informational)
4. 3:30PM - Review of Proposed Side-by-Side Ordinance
5. 3:40PM - Review of Revenue Options to Refer to Voters for May Election
6. 4:00PM - Review Request for Leak Adjustment at 2250 Gable Road
7. 4:10PM - Review of Final Partition Plat for 80 S. 21st Street - *City Planner Jacob Graichen*
8. 4:15PM - Discussion regarding Alien Exhibit - *City Administrator John Walsh*
9. 4:30PM - Discussion regarding Use of Recreation Center Building (1810 Old Portland Rd)
10. 4:45PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

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

- ORS 192.660(2)(d) To conduct deliberations with persons appointed to carry out labor negotiations;
- ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- ORS 192.660(2)(h) To consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- February 4, 3PM, Council Work Session, Council Chambers/Zoom
- February 4, 7PM, Council Regular Session, Council Chambers/Zoom
- February 9, 4PM, Parks & Trails Commission, Council Chambers/Zoom
- February 9, 7:15PM, Library Board, Zoom
- February 10, 6:30PM, Planning Commission, Council Chambers/Zoom
- February 16, President's Day Observed, City Offices Closed

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

- None at this time.

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/81467590272?pwd=mrmosaEeHwRQ8H9uLcE4uWZTFC7Y4z.1>

Passcode: 465304

Phone one-tap: +12532050468

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

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

CLARIFICATION MEMO TO PUBLIC COMMENT



For City Council Meetings held on January 21, 2026

There are no responses to visitor comments for the January 21, 2026, City Council meetings.

COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT

In the matter of; Confirming the authority to call a measure election to submit to the electors of the District the question of authorizing a five-year local option levy in the amount of twenty-nine cents (29) per one thousand dollars (\$1,000) of assessed property value over a five (5) year period for a total estimated revenue requirement of \$10,914,819.

) **RESOLUTION 26-01**
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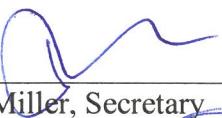
WHEREAS, the Board of Directors of the Columbia 9-1-1 Communications District, Columbia County, Oregon, (the "District"), hereby determines that the District should submit to its voters the question of authorizing the District to levy local option taxes of twenty-nine cents (29) per one thousand dollars (\$1,000) of assessed property value serially each year for five (5) years to provide funds to maintain 9-1-1 services including maintenance and upgrades necessary to continue current 9-1-1 services, an estimated total of \$10,914,819 would be levied; \$1,997,354 in the first year; \$2,086,125 in the second year; \$2,178,841 in the third year; \$2,275,679 in the fourth year and \$2,376,820 in the fifth year; now, therefore,

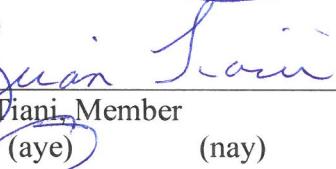
Be it **RESOLVED**, by the Board of Columbia 9-1-1 Communications District, that:

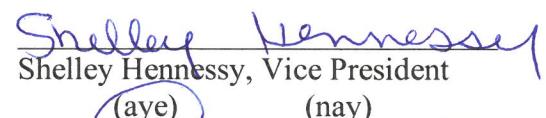
- A. A measure election is hereby called in compliance with state and local laws for the purpose of submitting to the qualified voters of the District the question to levy local option taxes of twenty-nine cents (29) per one thousand dollars (\$1,000) of assessed property value serially each year for five (5) years.
- B. The measure election hereby called shall be held in the District at the May 19, 2026 primary election, in accordance with Oregon law.
- C. The Board hereby authorizes the Executive Director of the District to submit a Request for Ballot Title and a Notice of Measure Election and Explanatory Statement to the Elections Officer of Columbia County, Oregon.

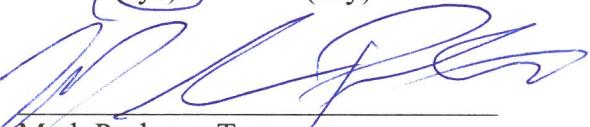
These Matters having come before the Board of Directors at their regular meeting on January 13, 2026; when members present voted as indicated below:


 Jeff Flatt, President
 (aye) (nay)


 Tyler Miller, Secretary
 (aye) (nay)


 Brian Tiani, Member
 (aye) (nay)


 Shelley Hennessy, Vice President
 (aye) (nay)


 Mark Pacheco, Treasurer
 (aye) (nay)

Attest: 
 Jeremy Hipes, Executive Director



Item #2.

To The Columbia County 911 District

9/25/2025

Dear Board Members,

The executive members of Columbia County's Law Enforcement, Emergency Medical Services, and Fire Service disciplines, humbly serving the citizens of this community, wish to formally express our unified support and dedication to collaborating with the staff of the Columbia County 911 District (the "District") and its newly appointed director.

We believe that cohesive collaboration between Public Safety officials and the District is vital to the success of our combined missions which is to provide and facilitate emergency services to citizens of this county. Dispatchers, Technicians, and administrative staff of the Columbia County 911 district, play a crucial role in providing public safety services while effectively serving our county of approximately 50,063 residents.

Our partnership with the Columbia County 911 District has long been valued and appreciated for the following reasons:

- Established positive relationships between public safety personnel and District members, which are critical during emergency incidents and for providing constructive feedback to continuously improve our collective response.
- A shared institutional knowledge of past and current issues within the county, including what solutions have been tried, what works, and what does not.
- Experience with previous projects and surveys, along with a clear understanding of potential remedies and innovative solutions.
- A common commitment to moving forward together, particularly in addressing and developing realistic strategies to improve radio coverage throughout Columbia County—a crucial factor in safeguarding our first responders and citizens.

With our commitment of support in mind, we also want to convey our genuine commitment to addressing and resolving the known coverage and infrastructure challenges that have yet to be addressed over the past decade. Continuing to placate these known deficiencies will have real world negative effects. We are concerned for our staff and our citizens who are at the most risk.

It is not lost on us that there are numerous challenges requiring investments of time and finances, which will require many difficult decisions. We urge the Board to implement practical and actionable plans to immediately stabilize our communication system. The undersigned wish to support your success in finding solutions to these challenges that affects us as a team.



We believe the new director must be supported and not undermined. We are committed to supporting him as his tenure is less than 60 days. He must be given the latitude to learn his position and fully grasp the extent of the radio infrastructure challenges. We expect the Board to take actionable steps in supporting his role by giving him the financial support needed to fix our outdated and failing system. This support will be essential for him to make effective decisions as he leads the district. As Public Safety administrators we understand what it feels like to be a new leader in an organization. This comes with understanding the challenges of balancing learning a new work culture, past practices, employees' personalities, and much more that is associated with such a position. We must give him some time, latitude and support so that he can guide us through this tumultuous time and deliver us evidenced based solutions that any decision maker would require.

In closing, we are eager and dedicated to assisting the Columbia County 911 District and your motto of "Always There." We want you to be successful in active goal #3 and recognize that to achieve this, everyone must support the new director. It is our belief that to best implement your mission statement, "Providing quality emergency communication services to the public and to emergency service providers in Columbia County," cannot be accomplished without your dedicated and professional staff. From the District Director to the Dispatcher fielding calls for services, for all of us to be successful, we must move forward in a collective effort to provide the best in public safety services to the amazing residents of Columbia County.

With sincere commitment, united in partnership, support and collaboration, the undersigned:



Item #2.

B. Holsey

Chief Bruce Holsey
Clatskanie Rural Fire Protection
District

B. Pixley

Sheriff Brian Pixley
Columbia County Sheriff's Office

E. Smythe

Chief Eric Smythe
Columbia River Fire and Rescue

J. Kaczenski

Chief Joe Kaczenski
Mist-Birkenfeld Rural Fire
Protection District

J. Pricher

Chief Jeff Pricher
Scappoose Fire District

C. Fluellen

Chief Chris Fluellen
Scappoose Police Department

M. Smith

Chief Matthew Smith
St. Helens Police Department

S. Carnahan

Sergeant Shawn Carnahan
Vernonia Police Department

G. Brody

Chief Greg Brody
Vernonia Fire District

QUARTERLY REPORT TO COUNCIL

Meeting Date: Feb 4, 2026
Prepared by: Gloria Butsch
Department: Administration
Division: Finance
Reporting Period: 2nd Quarter FY2026
CC: City Administrator John Walsh



Item #3.

1. General Operations

- *FY2027 budget worksheets have been sent to the departments.*
- *All year-end payroll reporting has been completed.*
- *Focus is also on completing required grant & regulatory reporting, required by various state and federal agencies for the end of the fiscal and calendar year.*
- *For the first half of FY2026, there were 62 leak adjustments for a total of \$21,355.12*

2. Staffing & Personnel

- *Finance staff continue to cross-train, especially in payroll, bank reconciliation and general ledger. We are also working on succession planning in preparation for retirement of the finance director.*

3. Projects & Initiatives

A. Ongoing Key Projects

- *Preparation of the FY2027 budget.*
- *Cross-training for payroll, bank reconciliation and general ledger. Jennifer Johnson will have significant involvement in the development of the proposed budget and learning the process for supplemental budget and budget adoption.*
- *Analyzing and improving processes and procedures for improved internal controls and efficiency.*
- *Analysis of software needs.*

B. Upcoming Projects

- *Implementing Accounts Receivable module to Incode ERP. This is intended to help streamline business license billing and other miscellaneous billings, except utility billing, which is a separate module.*

4. Upcoming Events & Important Dates

(Provide information on city-related events, meetings, and deadlines relevant to the department.)

- *Event 1: FY2027 budget. The first budget committee meeting is May 7, 2026*
- *May 19 election.*

Attachments (If Applicable)

Attached is the FY2026 2nd quarter financial report.

2nd Quarter FY2026 Financial Report

The focus of this report is on our major operating funds, which are the General Fund and Utility Funds. Additionally, since it has been the focus of much attention, the Tourism Fund was added in the 3rd quarter of FY2025.

In reading this report, keep in mind that this is not a typical Income Statement; this is a comparison of budget to actual income and expense. That means that in the budget statement the beginning fund balance is included as revenue. Because of this the “Total Revenue over Expenditure” is equivalent to the Ending Fund Balance for the period.

This being the second quarter of the fiscal year, we expect revenues and expenditures to be approximately 50% of budget (50% of budget remaining). There are exceptions, particularly for property taxes, which approximately 96% of budget was collected in November and early December.

Beginning fund balances are an estimate until completion of the audit. The FY2026 beginning fund balance for the General Fund is only 10% of what was budgeted for FY 2026. This was due to the delay in closing on the sale of the mill property.

In the General Fund, most departments are close to or more than 50% of the budget remaining for the second quarter. The department that is over budget is General Services. For General Services, professional services have already exceeded the budget.

Without adjustment, the General Fund will be negative by the end of the fiscal year. Recall that the adopted budget left only 6% reserve. If we are to preserve that 6%, that leaves an \$823K deficit in the General Fund. Included in this report is a General Fund analysis to show what the burden is for each department and the forecast deficit.

During the budget committee meetings, I presented fee options to help remedy the lack of recurring revenue to support general services. The Council and budget committee chose not to adopt a fee structure and instead added a new/increased business license fee on rentals, an events impact fee, and an untenable amount from the Tourism Fund for events, all of which add an additional administrative burden to limited staff. There must be a recurring revenue source to sustain services or there will be adjustments to staffing that will significantly reduce general services.

Attached you will find fee analysis for a 20% reserve, per policy and for a 10% reserve, which would be the absolute minimum. Also attached are impact statements from each of the departments should you and the voting community choose to further reduce staffing.

Of the Utility Funds, the beginning fund balances are estimated to be very close to budget. All three of the Utility Funds are at or under 50% of budget for expenditures. Revenues also are better than 50% of budget.

The Tourism Fund beginning fund balance is significantly higher than budgeted. Event revenue was a bit more than budgeted, however event expenditures, particularly for Spirit of Halloweentown were significantly over budget. Because of this, the transfer to the General Fund will be reduced to the original proposed budget amount of \$100K. Finance has not received a year-end financial report from Treadway that breaks out the revenues and expenses by event. We also have not received a budget for 2026 events.

I've included the Budget and Actual Report (Trial Balance) for all funds.

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

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|-------------------|------------------|--------------------|-------------------|
| Revenue | | | | |
| Beginning Fund Balance* | 1,223,514 | 124,594 | (1,098,920) | -90% |
| Taxes | 2,220,000 | 2,125,411 | (94,589) | -4% |
| Governmental | 688,500 | 223,826 | (464,674) | -67% |
| Charges for Services | 7,958,700 | 3,708,620 | (4,250,080) | -53% |
| Other Revenue | 161,000 | 1,686,270 | 1,525,270 | 947% |
| Total Revenue | 12,251,714 | 7,868,721 | (4,382,993) | -36% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Administration | 514,000 | 242,391 | 271,609 | 53% |
| City Recorder | 330,900 | 198,238 | 132,662 | 40% |
| City Council | 73,340 | 35,207 | 38,133 | 52% |
| Court | 231,500 | 108,550 | 122,950 | 53% |
| Police | 4,897,500 | 2,196,253 | 2,701,247 | 55% |
| Library | 657,700 | 316,486 | 341,214 | 52% |
| Finance | 759,300 | 381,246 | 378,054 | 50% |
| Parks | 407,500 | 119,084 | 288,416 | 71% |
| Recreation | 312,700 | 124,280 | 188,420 | 60% |
| Planning | 325,500 | 125,101 | 200,399 | 62% |
| Building | 375,500 | 177,363 | 198,137 | 53% |
| Technology | 174,700 | 80,551 | 94,149 | 54% |
| Total Personnel Services | 9,060,140 | 4,104,748 | 4,955,392 | 55% |
| Materials & Services | | | | |
| Administration | 30,800 | 12,894 | 17,906 | 58% |
| City Recorder | 64,000 | 16,510 | 47,490 | 74% |
| City Council | 46,000 | 16,619 | 29,381 | 64% |
| Court | 254,200 | 117,866 | 136,334 | 54% |
| Police | 613,500 | 600,013 | 13,487 | 2% |
| Library | 197,350 | 111,172 | 86,178 | 44% |
| Finance | 280,000 | 159,483 | 120,517 | 43% |
| Parks | 169,000 | 67,021 | 101,979 | 60% |
| Recreation | 62,800 | 27,530 | 35,270 | 56% |
| Planning | 30,000 | 7,281 | 22,719 | 76% |
| Building | 34,400 | 12,927 | 21,473 | 62% |
| Technology | 391,500 | 183,951 | 207,549 | 53% |
| General Services | 303,000 | 357,210 | (54,210) | -18% |
| Contingency & Unappropriated | 715,024 | - | 715,024 | 1 |
| Total Materials & Services & Other | 3,191,574 | 1,690,476 | 1,501,098 | 47% |
| Total Revenue over Expenditure | - | 2,073,497 | | |

* Estimated until audit completion

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|------------------|------------------|--------------------|-------------------|
| Revenue | | | | |
| Beginning Fund Balance * | 3,694,678 | 3,557,827 | (136,851) | -4% |
| Charges for Services | 4,610,000 | 2,301,874 | (2,308,126) | -50% |
| Miscellaneous | <u>105,000</u> | <u>65,052</u> | (39,948) | <u>-38%</u> |
| Total Revenue | 8,409,678 | 5,924,753 | (2,484,925) | -30% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Water Distribution | 825,000 | 383,152 | 441,848 | 54% |
| Water Filtration | <u>215,000</u> | <u>112,259</u> | <u>102,741</u> | <u>48%</u> |
| Total Personnel Services | 1,040,000 | 495,412 | 544,588 | 52% |
| Materials & Services | | | | |
| Water Distribution | 2,828,400 | 1,454,900 | 1,373,500 | 49% |
| Water Filtration | <u>317,000</u> | <u>99,414</u> | <u>217,586</u> | <u>69%</u> |
| Total Materials & Service | 3,145,400 | 1,554,314 | 1,591,086 | 51% |
| Capital Outlay | <u>1,020,000</u> | <u>71,158</u> | <u>948,842</u> | <u>93%</u> |
| Total Capital Outlay | 1,020,000 | 71,158 | | |
| Debt Service | <u>462,670</u> | <u>25,380</u> | <u>437,290</u> | <u>95%</u> |
| Total Debt Service | 462,670 | 25,380 | 437,290 | 95% |
| Contingency & Unappropriated | <u>2,741,608</u> | <u>-</u> | <u>2,741,608</u> | <u>100%</u> |
| Total Contingency & Unappropriated | 2,741,608 | - | 2,741,608 | 100% |
| Total Revenue over Expenditures | - | 3,778,489 | | |

* Estimated until audit completion

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|--------------------|------------------|--------------------|----------------------|
| Revenue | | | | |
| Beginning Fund Balance * | 5,236,649 | 5,114,821 | (121,828) | -2% |
| Grants | 1,250,000 | 672,980 | (577,020) | |
| Charges for Services | 5,300,000 | 2,804,118 | (2,495,882) | -47% |
| Miscellaneous | <u>72,000</u> | <u>97,782</u> | <u>25,782</u> | <u>36%</u> |
| Total Revenue | 11,858,649 | 8,689,702 | (3,168,947) | -27% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Sewer Collection | 679,000 | 301,529 | 377,471 | 56% |
| Primary Treatment | 185,000 | 89,618 | 95,382 | 52% |
| Secondary Treatment | 262,000 | 127,143 | 134,857 | 51% |
| Pump Service | <u>75,000</u> | <u>37,033</u> | <u>37,967</u> | <u>51%</u> |
| Total Personnel Services | 1,201,000 | 555,324 | 645,676 | 54% |
| Materials & Services | | | | |
| Sewer Collection | 2,612,200 | 1,319,837 | 1,292,363 | 49% |
| Primary Treatment | 250,300 | 137,425 | 112,875 | 45% |
| Secondary Treatment | 390,700 | 220,205 | 170,495 | 44% |
| Pump Service | <u>43,600</u> | <u>16,438</u> | <u>27,162</u> | <u>62%</u> |
| Total Materials & Service | 3,296,800 | 1,693,905 | 1,602,895 | 49% |
| Capital Outlay | <u>12,340,000</u> | <u>136,487</u> | <u>12,203,513</u> | <u>99%</u> |
| Total Capital Outlay | 12,340,000 | 136,487 | 12,203,513 | 99% |
| Debt Service | <u>668,140</u> | <u>84,209</u> | <u>583,931</u> | <u>87%</u> |
| Total Debt Service | 668,140 | 84,209 | 583,931 | 87% |
| Contingency & Unappropriated | <u>1,777,709</u> | <u>-</u> | <u>1,777,709</u> | <u>100%</u> |
| Total Contingency & Unappropriated | 1,777,709 | - | 1,777,709 | 100% |
| Total Revenue over Expenditures | (7,425,000) | 6,219,776 | | |

* Estimated until audit completion

Storm Fund - Budget to Actual

For FY2025-2026 Period Ending 12/31/2025

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|------------------|------------------|------------------|----------------------|
| Revenue | | | | |
| Beginning Fund Balance * | 1,184,154 | 1,330,785 | 146,631 | 12% |
| Charges for Services | 1,740,000 | 848,094 | (891,906) | -51% |
| Miscellaneous | <u>20,000</u> | <u>23,093</u> | <u>3,093</u> | <u>15%</u> |
| Total Revenue | 2,944,154 | 2,201,972 | (742,182) | -25% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Operations | <u>610,000</u> | <u>269,744</u> | <u>340,256</u> | <u>56%</u> |
| Total Personnel Services | 610,000 | 269,744 | 340,256 | 56% |
| Materials & Services | | | | |
| Operations | <u>1,147,000</u> | <u>566,835</u> | <u>580,165</u> | <u>51%</u> |
| Total Materials & Service | 1,147,000 | 566,835 | 580,165 | 51% |
| Capital Outlay | <u>250,000</u> | <u>78,131</u> | <u>171,869</u> | <u>69%</u> |
| Total Capital Outlay | 250,000 | 78,131 | | |
| Contingency & Unappropriated | <u>937,154</u> | <u>-</u> | <u>937,154</u> | <u>100%</u> |
| Total Contingency & Unappropriated | 937,154 | - | 937,154 | 100% |
| Total Revenue over Expenditures | - | 1,287,262 | | |

* Estimated until audit completion

General Fund

Operating Expenditures

| | |
|------------------|----------------|
| Administration | 255,285 |
| City Recorder | 214,747 |
| City Council | 51,825 |
| Court | 226,416 |
| Police | 2,796,266 |
| Library | 427,657 |
| Finance | 540,729 |
| Parks | 186,105 |
| Recreation | 151,810 |
| Planning | 132,382 |
| Building | 190,290 |
| Technology | 264,502 |
| Non-Departmental | <u>357,210</u> |
| | 5,795,224 |

Operating Revenue

| | |
|----------------------|------------------|
| Taxes | 2,125,411 |
| Governmental | 223,826 |
| Charges for Services | 3,708,620 |
| Miscellaneous | <u>1,686,270</u> |
| | 7,744,127 |

| | |
|-----------------------------|-----------|
| Operating Surplus (Deficit) | 1,948,903 |
|-----------------------------|-----------|

Water Fund

Operating Expenditures

| | |
|--------------------|----------------|
| Water Distribution | 1,838,053 |
| Water Filtration | <u>211,673</u> |
| | 2,049,726 |

Operating Revenue

| | |
|----------------------|---------------|
| Charges for Services | 2,301,874 |
| Miscellaneous | <u>65,052</u> |
| | 2,366,926 |

| | |
|-----------------------------|---------|
| Operating Surplus (Deficit) | 317,200 |
|-----------------------------|---------|

Cost of Services For FY2025-2026 Period Ending 12/31/2025

Sewer Fund

| | |
|-----------------------------|---------------|
| Operating Expenditures | |
| Sewer Collection | 1,621,366 |
| Primary Treatment | 227,043 |
| Secondary Treatment | 347,349 |
| Pump Services | <u>53,471</u> |
| | 2,249,230 |
| Operating Revenue | |
| Charges for Services | 2,804,118 |
| Miscellaneous | <u>97,782</u> |
| | 2,901,901 |
| Operating Surplus (Deficit) | 652,671 |

Storm Fund

| | |
|-----------------------------|---------|
| Operating Expenditures | |
| Operations | 836,579 |
| Operating Revenue | |
| Charges for Services | 848,094 |
| Miscellaneous | 23,093 |
| | 871,187 |
| Operating Surplus (Deficit) | 34,608 |

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|------------------|------------------|----------------|----------------------|
| Revenue | | | | |
| Beginning Fund Balance* | 8,879 | 143,943 | 135,064 | 1521% |
| Transient Occupancy Tax | 170,000 | 95,982 | (74,018) | -44% |
| Contracted Events Revenue | 1,400,000 | 1,402,052 | 2,052 | 0% |
| Other Revenue | <u>3,000</u> | <u>213</u> | <u>(2,787)</u> | <u>-93%</u> |
| Total Revenue | 1,581,879 | 1,642,190 | 60,311 | 4% |
| Expenditures | | | | |
| Materials & Services | | | | |
| Professional Services | 80,000 | 18,313 | 61,687 | 77% |
| GFSS | 300,000 | 100,000 | 200,000 | 67% |
| Projects & Programs | 700,000 | 1,120,138 | (420,138) | -60% |
| Contracted Events-Prof. Services | 300,000 | 167,452 | 132,548 | 44% |
| Contracted Bldg Lease & Utilities | 95,000 | 23,754 | 71,246 | 75% |
| Contingency & Unappropriated | <u>106,879</u> | <u>-</u> | <u>106,879</u> | <u>100%</u> |
| Total Materials & Services & Other | 1,581,879 | 1,429,657 | 152,222 | 10% |
| Total Revenue over Expenditure | - | 212,533 | | |

* Estimated until audit completion

Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

| | | Original Total Budget | Current Total Budget | YTD Activity | Variance | Percent Remaining |
|---------------------------------|-----------------------------------|--------------------------|-------------------------|---------------------|-----------------------|----------------------|
| Fund: 100 - GENERAL FUND | | | | | | |
| Revenue | | | | | | |
| <u>100-000-31001</u> | Property Tax - Current | 2,190,000.00 | 2,190,000.00 | 2,087,613.25 | 102,386.75 | 5% |
| <u>100-000-31002</u> | Property Tax - Previous | 30,000.00 | 30,000.00 | 37,798.22 | (7,798.22) | -26% |
| | Total Taxes | 2,220,000.00 | 2,220,000.00 | 2,125,411.47 | 94,588.53 | 4% |
| <u>100-000-32003</u> | State Rev - Cigarette | 8,500.00 | 8,500.00 | 4,280.24 | 4,219.76 | 50% |
| <u>100-000-32004</u> | State Rev - Alcohol | 240,000.00 | 240,000.00 | 114,810.18 | 125,189.82 | 52% |
| <u>100-000-32005</u> | State Rev - General | 150,000.00 | 150,000.00 | 72,045.87 | 77,954.13 | 52% |
| <u>100-000-32006</u> | State Rev - Cannabis | 120,000.00 | 120,000.00 | 32,689.30 | 87,310.70 | 73% |
| <u>100-000-32007</u> | Intergovernmental | 170,000.00 | 170,000.00 | - | 170,000.00 | 100% |
| | Total Governmental | 688,500.00 | 688,500.00 | 223,825.59 | 464,674.41 | 67% |
| <u>100-000-34001</u> | Dockside Services | 18,000.00 | 18,000.00 | 13,075.00 | 4,925.00 | 27% |
| <u>100-000-34003</u> | In Lieu of Franchise Fees | 1,133,000.00 | 1,133,000.00 | 594,357.08 | 538,642.92 | 48% |
| <u>100-000-34004</u> | General Fund Support Services | 4,841,700.00 | 4,841,700.00 | 2,374,183.34 | 2,467,516.66 | 51% |
| <u>100-000-34006</u> | Franchise Taxes | 950,000.00 | 950,000.00 | 227,487.23 | 722,512.77 | 76% |
| <u>100-000-34025</u> | Lien Searches | 7,000.00 | 7,000.00 | 4,320.00 | 2,680.00 | 38% |
| <u>100-000-35001</u> | Permits - Columbia City Bldg | 17,000.00 | 17,000.00 | 16,035.94 | 964.06 | 6% |
| <u>100-000-35002</u> | Fees - Business Licenses | 253,800.00 | 253,800.00 | 42,145.00 | 211,655.00 | 83% |
| <u>100-000-35003</u> | Permits - St Helens Bldg | 85,000.00 | 85,000.00 | 51,046.70 | 33,953.30 | 40% |
| <u>100-000-35004</u> | Fees - Bldg Admin | 18,000.00 | 18,000.00 | 8,025.56 | 9,974.44 | 55% |
| <u>100-000-35005</u> | Permits - Plumbing | 21,000.00 | 21,000.00 | 12,084.21 | 8,915.79 | 42% |
| <u>100-000-35006</u> | Permits - Mechanical | 16,000.00 | 16,000.00 | 5,725.71 | 10,274.29 | 64% |
| <u>100-000-35009</u> | Fees - Plan Review | 68,000.00 | 68,000.00 | 49,354.40 | 18,645.60 | 27% |
| <u>100-000-35010</u> | Fees - Library | 1,500.00 | 1,500.00 | 333.30 | 1,166.70 | 78% |
| <u>100-000-35011</u> | Fees - SDC Admin | 16,500.00 | 16,500.00 | 7,781.40 | 8,718.60 | 53% |
| <u>100-000-35015</u> | Fees - Planning | 30,000.00 | 30,000.00 | 18,098.00 | 11,902.00 | 40% |
| <u>100-000-35016</u> | Fees - Police Training | 5,000.00 | 5,000.00 | 2,319.78 | 2,680.22 | 54% |
| <u>100-000-35017</u> | Fees-Events Impact Fee | 127,200.00 | 127,200.00 | 119,265.30 | 7,934.70 | 6% |
| <u>100-000-35018</u> | Fees - Recreation | 180,000.00 | 180,000.00 | 76,092.39 | 103,907.61 | 58% |
| <u>100-000-35019</u> | Fees - Parks | 5,000.00 | 5,000.00 | 11,430.25 | (6,430.25) | -129% |
| <u>100-000-36001</u> | Fines - Library | 5,000.00 | 5,000.00 | 7,420.05 | (2,420.05) | -48% |
| <u>100-000-36002</u> | Fines - Court | 160,000.00 | 160,000.00 | 68,039.36 | 91,960.64 | 57% |
| | Total Charges for Services | 7,958,700.00 | 7,958,700.00 | 3,708,620.00 | 4,250,080.00 | 53% |
| <u>100-000-37001</u> | Interest | 20,000.00 | 20,000.00 | 9,613.75 | 10,386.25 | 52% |
| <u>100-000-37004</u> | Miscellaneous | 125,000.00 | 125,000.00 | 169,879.95 | (44,879.95) | -36% |
| <u>100-000-37009</u> | Court Reimbursements | 16,000.00 | 16,000.00 | 6,775.91 | 9,224.09 | 58% |
| <u>100-000-37012</u> | Sale of Surplus Property | - | - | 1,500,000.00 | (1,500,000.00) | #DIV/0! |
| | Total Other Revenue | 161,000.00 | 161,000.00 | 1,686,269.61 | (1,525,269.61) | -947% |
| <u>100-000-39001</u> | Beginning Fund Balance | 1,223,514.00 | 1,223,514.00 | 124,593.60 | 1,098,920.40 | 90% |
| Revenue Total: | | 12,251,714.00 | 12,251,714.00 | 7,868,720.27 | 4,382,993.73 | 36% |
| Expense | | | | | | |
| Administration | | | | | | |
| <u>100-701-50001</u> | Wages | 310,000.00 | 310,000.00 | 147,495.81 | 162,504.19 | 52% |
| <u>100-701-50004</u> | Overtime | 7,000.00 | 7,000.00 | 3,314.29 | 3,685.71 | 53% |
| <u>100-701-51005</u> | Insurance | 67,000.00 | 67,000.00 | 31,082.26 | 35,917.74 | 54% |
| <u>100-701-51006</u> | VEBA | 5,400.00 | 5,400.00 | 2,533.91 | 2,866.09 | 53% |
| <u>100-701-51007</u> | PERS | 99,100.00 | 99,100.00 | 47,198.24 | 51,901.76 | 52% |
| <u>100-701-51008</u> | Taxes | 25,000.00 | 25,000.00 | 10,714.93 | 14,285.07 | 57% |
| <u>100-701-51015</u> | Other Benefits | 500.00 | 500.00 | 51.78 | 448.22 | 90% |
| | Personnel Services | 514,000.00 | 514,000.00 | 242,391.22 | 271,608.78 | 53% |
| <u>100-701-52001</u> | Operating Supplies | 1,500.00 | 1,500.00 | 1,400.97 | 99.03 | 7% |
| <u>100-701-52002</u> | Personnel Uniforms Equipment | - | - | 200.00 | (200.00) | #DIV/0! |
| <u>100-701-52010</u> | Telephone | 1,600.00 | 1,600.00 | 757.09 | 842.91 | 53% |
| <u>100-701-52011</u> | Public Information | 700.00 | 700.00 | - | 700.00 | 100% |
| <u>100-701-52018</u> | Professional Development | 8,000.00 | 8,000.00 | 4,150.71 | 3,849.29 | 48% |
| <u>100-701-52019</u> | Professional Services | 10,000.00 | 10,000.00 | 3,044.40 | 6,955.60 | 70% |
| <u>100-701-52024</u> | Miscellaneous | - | - | 50.50 | (50.50) | #DIV/0! |
| <u>100-701-52027</u> | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 | 100% |
| <u>100-701-52040</u> | Communications | 8,000.00 | 8,000.00 | 3,290.37 | 4,709.63 | 59% |
| | Materials & Services | 30,800.00 | 30,800.00 | 12,894.04 | 17,905.96 | 58% |
| City Recorder / HR | | | | | | |
| <u>100-702-50001</u> | Wages | 193,500.00 | 193,500.00 | 120,450.39 | 73,049.61 | 38% |
| <u>100-702-51005</u> | Insurance | 47,000.00 | 47,000.00 | 21,663.92 | 25,336.08 | 54% |
| <u>100-702-51006</u> | VEBA | 3,800.00 | 3,800.00 | 2,578.90 | 1,221.10 | 32% |
| <u>100-702-51007</u> | PERS | 71,000.00 | 71,000.00 | 44,389.05 | 26,610.95 | 37% |
| <u>100-702-51008</u> | Taxes | 15,000.00 | 15,000.00 | 9,125.19 | 5,874.81 | 39% |
| <u>100-702-51015</u> | Other Benefits | 600.00 | 600.00 | 30.06 | 569.94 | 95% |
| | Personnel Services | 330,900.00 | 330,900.00 | 198,237.51 | 132,662.49 | 40% |
| <u>100-702-52001</u> | Operating Supplies | 1,500.00 | 1,500.00 | 67.98 | 1,432.02 | 95% |
| <u>100-702-52011</u> | Public Information | 1,500.00 | 1,500.00 | 1,096.81 | 403.19 | 27% |

| Item #3. | | | | | | |
|---------------------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|------------|
| <u>100-702-52014</u> | Recruiting | 26,000.00 | 26,000.00 | 8,440.81 | 17,559.19 | 53% |
| <u>100-702-52018</u> | Professional Development | 3,000.00 | 3,000.00 | 1,950.04 | 1,049.96 | 35% |
| <u>100-702-52019</u> | Professional Services | 27,000.00 | 27,000.00 | 4,732.18 | 22,267.82 | 82% |
| <u>100-702-52027</u> | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 | 100% |
| <u>100-702-52028</u> | Projects & Programs | 4,000.00 | 4,000.00 | 221.75 | 3,778.25 | 94% |
| Materials & Services | | 64,000.00 | 64,000.00 | 16,509.57 | 47,490.43 | 74% |
| City Council | | | | | | |
| <u>100-703-50001</u> | Wages | 68,000.00 | 68,000.00 | 32,714.35 | 35,285.65 | 52% |
| <u>100-703-51008</u> | Taxes | 5,200.00 | 5,200.00 | 2,492.60 | 2,707.40 | 52% |
| <u>100-703-51015</u> | Other Benefits | 140.00 | 140.00 | - | 140.00 | 100% |
| Personnel Services | | 73,340.00 | 73,340.00 | 35,206.95 | 38,133.05 | 52% |
| <u>100-703-52001</u> | Operating Supplies | 2,000.00 | 2,000.00 | 1,306.24 | 693.76 | 35% |
| <u>100-703-52013</u> | Membership | 1,500.00 | 1,500.00 | 1,350.00 | 150.00 | 10% |
| <u>100-703-52018</u> | Professional Development | 2,000.00 | 2,000.00 | 150.00 | 1,850.00 | 93% |
| <u>100-703-52019</u> | Professional Services | 40,000.00 | 40,000.00 | 13,236.18 | 26,763.82 | 67% |
| <u>100-703-52027</u> | IT Fund Charges | 500.00 | 500.00 | - | 500.00 | 100% |
| <u>100-703-52041</u> | Community Support | - | - | 576.10 | (576.10) | #DIV/0! |
| Materials & Services | | 46,000.00 | 46,000.00 | 16,618.52 | 29,381.48 | 64% |
| Municipal Court | | | | | | |
| <u>100-704-50001</u> | Wages | 129,500.00 | 129,500.00 | 61,749.19 | 67,750.81 | 52% |
| <u>100-704-50004</u> | Overtime | 500.00 | 500.00 | 277.44 | 222.56 | 45% |
| <u>100-704-51005</u> | Insurance | 46,500.00 | 46,500.00 | 21,181.86 | 25,318.14 | 54% |
| <u>100-704-51006</u> | VEBA | 2,600.00 | 2,600.00 | 1,199.86 | 1,400.14 | 54% |
| <u>100-704-51007</u> | PERS | 41,000.00 | 41,000.00 | 19,415.13 | 21,584.87 | 53% |
| <u>100-704-51008</u> | Taxes | 11,000.00 | 11,000.00 | 4,693.36 | 6,306.64 | 57% |
| <u>100-704-51015</u> | Other Benefits | 400.00 | 400.00 | 33.04 | 366.96 | 92% |
| Personnel Services | | 231,500.00 | 231,500.00 | 108,549.88 | 122,950.12 | 53% |
| <u>100-704-52001</u> | Operating Supplies | 3,000.00 | 3,000.00 | 513.50 | 2,486.50 | 83% |
| <u>100-704-52018</u> | Professional Development | 200.00 | 200.00 | - | 200.00 | 100% |
| <u>100-704-52019</u> | Professional Services | 250,000.00 | 250,000.00 | 117,352.30 | 132,647.70 | 53% |
| <u>100-704-52027</u> | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 | 100% |
| Materials & Services | | 254,200.00 | 254,200.00 | 117,865.80 | 136,334.20 | 54% |
| Police | | | | | | |
| <u>100-705-50001</u> | Wages | 2,590,000.00 | 2,590,000.00 | 1,032,745.73 | 1,557,254.27 | 60% |
| <u>100-705-50004</u> | Overtime | 300,000.00 | 300,000.00 | 271,325.58 | 28,674.42 | 10% |
| <u>100-705-51005</u> | Insurance | 670,000.00 | 670,000.00 | 331,778.46 | 338,221.54 | 50% |
| <u>100-705-51006</u> | VEBA | 46,500.00 | 46,500.00 | 18,083.66 | 28,416.34 | 61% |
| <u>100-705-51007</u> | PERS | 1,019,000.00 | 1,019,000.00 | 437,618.81 | 581,381.19 | 57% |
| <u>100-705-51008</u> | Taxes | 230,000.00 | 230,000.00 | 95,091.83 | 134,908.17 | 59% |
| <u>100-705-51015</u> | Other Benefits | 42,000.00 | 42,000.00 | 7,343.75 | 34,656.25 | 83% |
| <u>100-705-51017</u> | Fitness Reimbursement – Taxable | - | - | 2,265.00 | (2,265.00) | #DIV/0! |
| Personnel Services | | 4,897,500.00 | 4,897,500.00 | 2,196,252.82 | 2,701,247.18 | 55% |
| <u>100-705-52001</u> | Operating Supplies | 65,000.00 | 65,000.00 | 11,696.64 | 53,303.36 | 82% |
| <u>100-705-52002</u> | Personnel Uniforms Equipment | 20,000.00 | 20,000.00 | 25,981.56 | (5,981.56) | -30% |
| <u>100-705-52003</u> | Utilities | 15,000.00 | 15,000.00 | 5,132.00 | 9,868.00 | 66% |
| <u>100-705-52006</u> | Computer Maintenance | 30,000.00 | 30,000.00 | 8,869.40 | 21,130.60 | 70% |
| <u>100-705-52010</u> | Telephone | 24,500.00 | 24,500.00 | 9,280.32 | 15,219.68 | 62% |
| <u>100-705-52014</u> | Recruiting Expenses | 6,000.00 | 6,000.00 | 2,419.48 | 3,580.52 | 60% |
| <u>100-705-52018</u> | Professional Development | 30,000.00 | 30,000.00 | 25,095.36 | 4,904.64 | 16% |
| <u>100-705-52019</u> | Professional Services | 40,000.00 | 40,000.00 | 133,783.88 | (93,783.88) | -234% |
| <u>100-705-52021</u> | Equipment Maintenance | 2,000.00 | 2,000.00 | 2,746.47 | (746.47) | -37% |
| <u>100-705-52022</u> | Fuel | 75,000.00 | 75,000.00 | 27,232.70 | 47,767.30 | 64% |
| <u>100-705-52023</u> | Facility Maintenance | 35,000.00 | 35,000.00 | 18,720.46 | 16,279.54 | 47% |
| <u>100-705-52027</u> | IT Fund Charges | 3,000.00 | 3,000.00 | - | 3,000.00 | 100% |
| <u>100-705-52086</u> | Tactical | 13,000.00 | 13,000.00 | 8,676.61 | 4,323.39 | 33% |
| <u>100-705-52097</u> | Enterprise Fleet | 95,000.00 | 95,000.00 | 130,582.54 | (35,582.54) | -37% |
| <u>100-705-52098</u> | Enterprise Fleet Maintenance | 25,000.00 | 25,000.00 | 7,975.34 | 17,024.66 | 68% |
| <u>100-705-52102</u> | New Hire Equipment | 12,000.00 | 12,000.00 | 3,454.14 | 8,545.86 | 71% |
| <u>100-705-52115</u> | REPORT WRITING | 86,000.00 | 86,000.00 | 178,366.10 | (92,366.10) | -107% |
| <u>100-705-52117</u> | BODY CAMERAS | 37,000.00 | 37,000.00 | - | 37,000.00 | 100% |
| Materials & Services | | 613,500.00 | 613,500.00 | 600,013.00 | 13,487.00 | 2% |
| Library | | | | | | |
| <u>100-706-50001</u> | Wages | 423,000.00 | 423,000.00 | 197,819.52 | 225,180.48 | 53% |
| <u>100-706-5004</u> | Overtime | - | - | 83.22 | (83.22) | #DIV/0! |
| <u>100-706-51005</u> | Insurance | 55,000.00 | 55,000.00 | 26,761.88 | 28,238.12 | 51% |
| <u>100-706-51006</u> | VEBA | 5,100.00 | 5,100.00 | 2,408.79 | 2,691.21 | 53% |
| <u>100-706-51007</u> | PERS | 138,000.00 | 138,000.00 | 63,625.78 | 74,374.22 | 54% |
| <u>100-706-51008</u> | Taxes | 35,700.00 | 35,700.00 | 14,938.01 | 20,761.99 | 58% |
| <u>100-706-51015</u> | Other Benefits | 900.00 | 900.00 | 10,848.33 | (9,948.33) | -1105% |
| Personnel Services | | 657,700.00 | 657,700.00 | 316,485.53 | 341,214.47 | 52% |
| <u>100-706-52001</u> | Operating Supplies | 8,500.00 | 8,500.00 | 2,295.17 | 6,204.83 | 73% |
| <u>100-706-52003</u> | Utilities | 25,000.00 | 25,000.00 | 7,926.69 | 17,073.31 | 68% |
| <u>100-706-52006</u> | Computer Maintenance | 17,000.00 | 17,000.00 | 4,528.52 | 12,471.48 | 73% |
| <u>100-706-52014</u> | Recruiting Expenses | 1,000.00 | 1,000.00 | - | 1,000.00 | 100% |
| <u>100-706-52018</u> | Professional Development | 2,000.00 | 2,000.00 | 337.28 | 1,662.72 | 83% |
| <u>100-706-52019</u> | Professional Services | 3,500.00 | 3,500.00 | 18,766.27 | (15,266.27) | -436% |
| <u>100-706-52023</u> | Facility Maintenance | 56,000.00 | 56,000.00 | 45,553.74 | 10,446.26 | 19% |

| Item #3. | | | | | | |
|---------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|------------|
| <u>100-706-52027</u> | IT Fund Charges | 4,900.00 | 4,900.00 | - | 4,900.00 | 100% |
| <u>100-706-52028</u> | Projects & Programs | 3,500.00 | 3,500.00 | 3,889.77 | (389.77) | -11% |
| <u>100-706-52031</u> | Periodicals | 250.00 | 250.00 | 78.00 | 172.00 | 69% |
| <u>100-706-52032</u> | Digital Resources | 20,000.00 | 20,000.00 | 13,028.56 | 6,971.44 | 35% |
| <u>100-706-52033</u> | Printed Materials | 32,000.00 | 32,000.00 | 10,399.37 | 21,600.63 | 68% |
| <u>100-706-52034</u> | Visual Materials | 3,500.00 | 3,500.00 | 1,073.88 | 2,426.12 | 69% |
| <u>100-706-52035</u> | Audio Materials | 2,500.00 | 2,500.00 | 432.86 | 2,067.14 | 83% |
| <u>100-706-52036</u> | Makerspace | 7,000.00 | 7,000.00 | 765.91 | 6,234.09 | 89% |
| <u>100-706-52037</u> | Library of Things | 2,500.00 | 2,500.00 | 2,095.72 | 404.28 | 16% |
| <u>100-706-52130</u> | Building Lease | 8,200.00 | 8,200.00 | - | 8,200.00 | 100% |
| Materials & Services | | 197,350.00 | 197,350.00 | 111,171.74 | 86,178.26 | 44% |
| Finance | | | | | | |
| <u>100-707-50001</u> | Wages | 436,500.00 | 436,500.00 | 225,882.53 | 210,617.47 | 48% |
| <u>100-707-50004</u> | Overtime | 400.00 | 400.00 | 15.94 | 384.06 | 96% |
| <u>100-707-51005</u> | Insurance | 132,900.00 | 132,900.00 | 60,648.87 | 72,251.13 | 54% |
| <u>100-707-51006</u> | VEBA | 8,600.00 | 8,600.00 | 11,319.25 | (2,719.25) | -32% |
| <u>100-707-51007</u> | PERS | 138,000.00 | 138,000.00 | 65,845.42 | 72,154.58 | 52% |
| <u>100-707-51008</u> | Taxes | 37,000.00 | 37,000.00 | 17,142.24 | 19,857.76 | 54% |
| <u>100-707-51015</u> | Other Benefits | 5,900.00 | 5,900.00 | 391.31 | 5,508.69 | 93% |
| Personnel Services | | 759,300.00 | 759,300.00 | 381,245.56 | 378,054.44 | 50% |
| <u>100-707-52001</u> | Operating Supplies | 7,000.00 | 7,000.00 | 2,379.69 | 4,620.31 | 66% |
| <u>100-707-52008</u> | Printing | 25,000.00 | 25,000.00 | - | 25,000.00 | 100% |
| <u>100-707-52009</u> | Postage | 20,000.00 | 20,000.00 | 13,781.76 | 6,218.24 | 31% |
| <u>100-707-52018</u> | Professional Development | 7,000.00 | 7,000.00 | 6,080.29 | 919.71 | 13% |
| <u>100-707-52019</u> | Professional Services | 140,000.00 | 140,000.00 | 96,365.88 | 43,634.12 | 31% |
| <u>100-707-52020</u> | Bank Service Fees | 80,000.00 | 80,000.00 | 40,875.50 | 39,124.50 | 49% |
| <u>100-707-52027</u> | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 | 100% |
| Materials & Services | | 280,000.00 | 280,000.00 | 159,483.12 | 120,516.88 | 43% |
| Parks | | | | | | |
| <u>100-708-50001</u> | Wages | 223,000.00 | 223,000.00 | 105,213.96 | 117,786.04 | 53% |
| <u>100-708-50004</u> | Overtime | 800.00 | 800.00 | - | | |
| <u>100-708-51005</u> | Insurance | 79,300.00 | 79,300.00 | 41,950.30 | 37,349.70 | 47% |
| <u>100-708-51006</u> | VEBA | 4,300.00 | 4,300.00 | 2,073.21 | 2,226.79 | 52% |
| <u>100-708-51007</u> | PERS | 79,000.00 | 79,000.00 | 33,136.12 | 45,863.88 | 58% |
| <u>100-708-51008</u> | Taxes | 18,000.00 | 18,000.00 | 7,981.19 | 10,018.81 | 56% |
| <u>100-708-51015</u> | Other Benefits | 3,100.00 | 3,100.00 | 49.92 | 3,050.08 | 98% |
| <u>100-708-51016</u> | PW Support Charges | - | - | (71,321.00) | 71,321.00 | #DIV/0! |
| Personnel Services | | 407,500.00 | 407,500.00 | 119,083.70 | 287,616.30 | 71% |
| <u>100-708-52001</u> | Operating Supplies | 50,000.00 | 50,000.00 | 9,105.84 | 40,894.16 | 82% |
| <u>100-708-52002</u> | Personnel Uniforms Equipment | 2,000.00 | 2,000.00 | 400.00 | 1,600.00 | 80% |
| <u>100-708-52003</u> | Utilities | 25,000.00 | 25,000.00 | 10,583.28 | 14,416.72 | 58% |
| <u>100-708-52010</u> | Telephone | 2,000.00 | 2,000.00 | 494.09 | 1,505.91 | 75% |
| <u>100-708-52018</u> | Professional Development | 2,000.00 | 2,000.00 | 1,970.97 | 29.03 | 1% |
| <u>100-708-52019</u> | Professional Services | 40,000.00 | 40,000.00 | 15,320.01 | 24,679.99 | 62% |
| <u>100-708-52022</u> | Fuel | 15,000.00 | 15,000.00 | 4,397.36 | 10,602.64 | 71% |
| <u>100-708-52023</u> | Facility Maintenance | 15,000.00 | 15,000.00 | 10,113.80 | 4,886.20 | 33% |
| <u>100-708-52046</u> | Dock Services | 15,000.00 | 15,000.00 | 13,735.51 | 1,264.49 | 8% |
| <u>100-708-52047</u> | Marine Board | 3,000.00 | 3,000.00 | 900.00 | 2,100.00 | 70% |
| Materials & Services | | 169,000.00 | 169,000.00 | 67,020.86 | 101,979.14 | 60% |
| Recreation | | | | | | |
| <u>100-709-50001</u> | Wages | 186,000.00 | 186,000.00 | 62,120.08 | 123,879.92 | 67% |
| <u>100-709-51005</u> | Insurance | 46,500.00 | 46,500.00 | 26,286.57 | 20,213.43 | 43% |
| <u>100-709-51006</u> | VEBA | 3,300.00 | 3,300.00 | 1,540.35 | 1,759.65 | 53% |
| <u>100-709-51007</u> | PERS | 58,700.00 | 58,700.00 | 27,349.08 | 31,350.92 | 53% |
| <u>100-709-51008</u> | Taxes | 15,800.00 | 15,800.00 | 6,775.91 | 9,024.09 | 57% |
| <u>100-709-51015</u> | Other Benefits | 2,400.00 | 2,400.00 | 207.84 | 2,192.16 | 91% |
| Personnel Services | | 312,700.00 | 312,700.00 | 124,279.83 | 188,420.17 | 60% |
| <u>100-709-52001</u> | Operating Supplies | 13,000.00 | 13,000.00 | 185.15 | 12,814.85 | 99% |
| <u>100-709-52003</u> | Utilities | 9,000.00 | 9,000.00 | 3,176.52 | 5,823.48 | 65% |
| <u>100-709-52008</u> | Printing | 500.00 | 500.00 | 88.84 | 411.16 | 82% |
| <u>100-709-52010</u> | Telephone | 1,800.00 | 1,800.00 | 923.45 | 876.55 | 49% |
| <u>100-709-52019</u> | Professional Services | 20,000.00 | 20,000.00 | 6,442.95 | 13,557.05 | 68% |
| <u>100-709-52020</u> | Bank Service Fees | 5,000.00 | 5,000.00 | 2,574.76 | 2,425.24 | 49% |
| <u>100-709-52022</u> | Fuel | 500.00 | 500.00 | 70.00 | 430.00 | 86% |
| <u>100-709-52023</u> | Facility Maintenance | 13,000.00 | 13,000.00 | 5,242.16 | 7,757.84 | 60% |
| <u>100-709-52028</u> | Projects & Programs | - | - | 7,042.30 | (7,042.30) | #DIV/0! |
| <u>100-709-52097</u> | Enterprise Fleet | - | - | 1,784.21 | (1,784.21) | #DIV/0! |
| Materials & Services | | 62,800.00 | 62,800.00 | 27,530.34 | 35,269.66 | 56% |
| Planning | | | | | | |
| <u>100-710-50001</u> | Wages | 200,500.00 | 200,500.00 | 79,064.95 | 121,435.05 | 61% |
| <u>100-710-51005</u> | Insurance | 31,000.00 | 31,000.00 | 12,482.90 | 18,517.10 | 60% |
| <u>100-710-51006</u> | VEBA | 4,000.00 | 4,000.00 | 1,467.25 | 2,532.75 | 63% |
| <u>100-710-51007</u> | PERS | 71,000.00 | 71,000.00 | 25,870.86 | 45,129.14 | 64% |
| <u>100-710-51008</u> | Taxes | 17,000.00 | 17,000.00 | 6,011.93 | 10,988.07 | 65% |
| <u>100-710-51015</u> | Other Benefits | 2,000.00 | 2,000.00 | 203.03 | 1,796.97 | 90% |
| Personnel Services | | 325,500.00 | 325,500.00 | 125,100.92 | 200,399.08 | 62% |
| <u>100-710-52001</u> | Operating Supplies | 7,000.00 | 7,000.00 | 1,864.98 | 5,135.02 | 73% |

| Item #3. | | | | | | |
|---|---|----------------------|----------------------|---------------------|---------------------|-------------|
| <u>100-710-52011</u> | Public Information | 10,000.00 | 10,000.00 | 839.03 | 9,160.97 | 52% |
| <u>100-710-52013</u> | Memberships | 2,000.00 | 2,000.00 | 714.50 | 1,285.50 | 64% |
| <u>100-710-52018</u> | Professional Development | 4,000.00 | 4,000.00 | 1,072.13 | 2,927.87 | 73% |
| <u>100-710-52019</u> | Professional Services | 3,000.00 | 3,000.00 | - | 3,000.00 | 100% |
| <u>100-710-52022</u> | Fuel | 500.00 | 500.00 | 83.40 | 416.60 | 83% |
| <u>100-710-52027</u> | IT Fund Charges | 500.00 | 500.00 | - | 500.00 | 100% |
| <u>100-710-52097</u> | Enterprise Fleet | 3,000.00 | 3,000.00 | 2,707.26 | 292.74 | 10% |
| Materials & Services | | 30,000.00 | 30,000.00 | 7,281.30 | 22,718.70 | 76% |
| Building | | | | | | |
| <u>100-711-50001</u> | Wages | 212,500.00 | 212,500.00 | 103,599.34 | 108,900.66 | 51% |
| <u>100-711-51005</u> | Insurance | 71,000.00 | 71,000.00 | 33,566.05 | 37,433.95 | 53% |
| <u>100-711-51006</u> | VEBA | 4,200.00 | 4,200.00 | 1,954.34 | 2,245.66 | 53% |
| <u>100-711-51007</u> | PERS | 67,000.00 | 67,000.00 | 30,194.87 | 36,805.13 | 55% |
| <u>100-711-51008</u> | Taxes | 18,000.00 | 18,000.00 | 7,831.26 | 10,168.74 | 56% |
| <u>100-711-51015</u> | Other Benefits | 2,800.00 | 2,800.00 | 217.15 | 2,582.85 | 92% |
| Personnel Services | | 375,500.00 | 375,500.00 | 177,363.01 | 198,136.99 | 53% |
| <u>100-711-52001</u> | Operating Supplies | 2,500.00 | 2,500.00 | 60.06 | 2,439.94 | 98% |
| <u>100-711-52010</u> | Telephone | 1,200.00 | 1,200.00 | 624.40 | 575.60 | 48% |
| <u>100-711-52015</u> | Intergovernmental Services | 9,000.00 | 9,000.00 | 2,660.00 | 6,340.00 | 70% |
| <u>100-711-52018</u> | Professional Development | 1,500.00 | 1,500.00 | 3,410.00 | (1,910.00) | -127% |
| <u>100-711-52019</u> | Professional Services | 8,000.00 | 8,000.00 | 102.50 | 7,897.50 | 99% |
| <u>100-711-52020</u> | Bank Service Fees | 7,000.00 | 7,000.00 | 3,057.06 | 3,942.94 | 56% |
| <u>100-711-52022</u> | Fuel | 1,400.00 | 1,400.00 | 327.37 | 1,072.63 | 77% |
| <u>100-711-52097</u> | Enterprise Fleet | 3,800.00 | 3,800.00 | 2,685.18 | 1,114.82 | 29% |
| Materials & Services | | 34,400.00 | 34,400.00 | 12,926.57 | 21,473.43 | 62% |
| Technology | | | | | | |
| <u>100-712-50001</u> | Wages | 97,500.00 | 97,500.00 | 45,088.33 | 52,411.67 | 54% |
| <u>100-712-51005</u> | Insurance | 35,200.00 | 35,200.00 | 16,670.18 | 18,529.82 | 53% |
| <u>100-712-51006</u> | VEBA | 2,000.00 | 2,000.00 | 914.88 | 1,085.12 | 54% |
| <u>100-712-51007</u> | PERS | 30,800.00 | 30,800.00 | 14,200.15 | 16,599.85 | 54% |
| <u>100-712-51008</u> | Taxes | 8,000.00 | 8,000.00 | 3,422.81 | 4,577.19 | 57% |
| <u>100-712-51015</u> | Other Benefits | 1,200.00 | 1,200.00 | 254.39 | 945.61 | 79% |
| Personnel Services | | 174,700.00 | 174,700.00 | 80,550.74 | 94,149.26 | 54% |
| <u>100-712-52001</u> | Operating Supplies | 10,000.00 | 10,000.00 | 2,241.73 | 7,758.27 | 78% |
| <u>100-712-52003</u> | Utilities | 70,000.00 | 70,000.00 | 40,225.20 | 29,774.80 | 43% |
| <u>100-712-52006</u> | Computer Maintenance | 50,000.00 | 50,000.00 | 27,688.75 | 22,311.25 | 45% |
| <u>100-712-52010</u> | Telephone | 30,000.00 | 30,000.00 | 11,902.81 | 18,097.19 | 60% |
| <u>100-712-52016</u> | Insurance | 50,000.00 | 50,000.00 | 27,799.80 | 22,200.20 | 44% |
| <u>100-712-52018</u> | Professional Development | 1,500.00 | 1,500.00 | - | 1,500.00 | 100% |
| <u>100-712-52019</u> | Professional Services | 165,000.00 | 165,000.00 | 74,093.14 | 90,906.86 | 55% |
| <u>100-712-57500</u> | Computer Equipment | 15,000.00 | 15,000.00 | - | 15,000.00 | 100% |
| Materials & Services | | 391,500.00 | 391,500.00 | 183,951.43 | 207,548.57 | 53% |
| General Services | | | | | | |
| <u>100-715-52001</u> | Operating Supplies | 20,000.00 | 20,000.00 | 8,690.68 | 11,309.32 | 57% |
| <u>100-715-52003</u> | Utilities | 18,000.00 | 18,000.00 | 6,117.25 | 11,882.75 | 66% |
| <u>100-715-52009</u> | Postage | 6,000.00 | 6,000.00 | 3,012.68 | 2,987.32 | 50% |
| <u>100-715-52016</u> | Insurance | 177,000.00 | 177,000.00 | 151,580.91 | 25,419.09 | 14% |
| <u>100-715-52019</u> | Professional Services | 50,000.00 | 50,000.00 | 164,243.55 | (114,243.55) | -228% |
| <u>100-715-52022</u> | Fuel | 1,500.00 | 1,500.00 | 475.16 | 1,024.84 | 68% |
| <u>100-715-52023</u> | Facility Maintenance | 30,000.00 | 30,000.00 | 23,068.78 | 6,931.22 | 23% |
| <u>100-715-52097</u> | Enterprise Fleet | 500.00 | 500.00 | 21.00 | 479.00 | 96% |
| Materials & Services | | 303,000.00 | 303,000.00 | 357,210.01 | (54,210.01) | -18% |
| <u>100-715-58001</u> | Contingency | 715,024.00 | 715,024.00 | - | 715,024.00 | 100% |
| Expense Total: | | 12,251,714.00 | 12,251,714.00 | 5,795,223.97 | 6,455,690.03 | |
| Fund: 100 - GENERAL FUND Surplus (Deficit): | | | | | | |
| Fund: 201 - VISITOR TOURISM | | | | | | |
| Revenue | | | | | | |
| <u>201-000-32002</u> | Motel Hotel Tax | 170,000.00 | 170,000.00 | 95,982.15 | 74,017.85 | 44% |
| <u>201-000-37001</u> | Interest | 3,000.00 | 3,000.00 | 213.27 | 2,786.73 | 93% |
| <u>201-000-37016</u> | Contracted Events Revenue | 1,400,000.00 | 1,400,000.00 | 1,402,051.72 | (2,051.72) | 0% |
| <u>201-000-39001</u> | Beginning Fund Balance | 8,879.00 | 8,879.00 | 143,942.72 | (135,063.72) | -1521% |
| Revenue Total: | | 1,581,879.00 | 1,581,879.00 | 1,642,189.86 | (60,310.86) | |
| Expense | | | | | | |
| <u>201-000-52019</u> | Professional Services | 80,000.00 | 80,000.00 | 18,313.00 | 61,687.00 | 77% |
| <u>201-000-52025</u> | GFSS | 300,000.00 | 300,000.00 | 100,000.00 | 200,000.00 | 67% |
| <u>201-000-52028</u> | Projects & Programs | 700,000.00 | 700,000.00 | 1,120,138.05 | (420,138.05) | -60% |
| <u>201-000-52039</u> | Contracted Events-Professional Services | 300,000.00 | 300,000.00 | 167,451.89 | 132,548.11 | 44% |
| <u>201-000-52131</u> | Contracted Building Lease & Utilities | 95,000.00 | 95,000.00 | 23,754.35 | 71,245.65 | 75% |
| Materials & Services | | 1,475,000.00 | 1,475,000.00 | 1,429,657.29 | 45,342.71 | 3% |
| <u>201-000-58001</u> | Contingency | 106,879.00 | 106,879.00 | - | 106,879.00 | 100% |
| Expense Total: | | 1,581,879.00 | 1,581,879.00 | 1,429,657.29 | 152,221.71 | |
| Fund: 201 - VISITOR TOURISM Surplus (Deficit): | | | | | | |
| Fund: 202 - COMMUNITY DEVELOPMENT | | | | | | |
| Revenue | | | | | | |
| <u>202-000-33005</u> | Grants | - | - | 202,338.92 | (202,338.92) | #DIV/0! |
| <u>202-000-37001</u> | Interest | 60,000.00 | 60,000.00 | 74,786.28 | (14,786.28) | 25% |

| Item #3. | | | | | | |
|---|---|----------------------|----------------------|---------------------|----------------------|-------------|
| <u>202-000-39001</u> | Beginning Fund Balance | 3,803,124.00 | 3,803,124.00 | 3,509,125.59 | 293,998.41 | |
| <u>202-000-37012</u> | Sale of Surplus Property | - | - | 1,319,130.72 | (1,319,130.72) | #DIV/0! |
| <u>202-722-37003</u> | Bond/Loan Proceeds | 14,924,000.00 | 14,924,000.00 | - | 14,924,000.00 | 100% |
| <u>202-722-37027</u> | Industrial Business Park | 157,000.00 | 157,000.00 | 78,480.00 | 78,520.00 | 50% |
| <u>202-723-33005</u> | OPRD Riverwalk Grants | - | - | 477,660.39 | (477,660.39) | #DIV/0! |
| <u>202-724-37030</u> | Timber Harvesting | 1,000,000.00 | 1,000,000.00 | 629,158.26 | 370,841.74 | 37% |
| <u>202-726-33005</u> | Grants | 930,000.00 | 930,000.00 | - | 930,000.00 | 100% |
| Revenue Total: | | 20,874,124.00 | 20,874,124.00 | 6,290,680.16 | 14,583,443.84 | |
| Expense | | | | | | |
| <u>202-000-58001</u> | Contingency | 2,659,364.00 | 2,659,364.00 | - | 2,659,364.00 | 100% |
| Economic Development | | | | | | |
| <u>202-721-52011</u> | Public Engagement | 8,000.00 | 8,000.00 | - | 8,000.00 | 100% |
| <u>202-721-52019</u> | Professional Services | 70,000.00 | 70,000.00 | 74,631.10 | (4,631.10) | -7% |
| <u>202-721-52025</u> | GFSS | 70,000.00 | 70,000.00 | 35,000.00 | 35,000.00 | 50% |
| <u>202-721-52040</u> | Communications | 5,000.00 | 5,000.00 | - | 5,000.00 | 100% |
| <u>202-721-52053</u> | Property Taxes | 1,500.00 | 1,500.00 | 155.49 | 1,344.51 | 90% |
| <u>202-721-52054</u> | Offshore Lease | 14,000.00 | 14,000.00 | 10,600.25 | 3,399.75 | 24% |
| | Materials & Services | 168,500.00 | 168,500.00 | 120,386.84 | 48,113.16 | |
| Business Park | | | | | | |
| <u>202-722-52003</u> | Utilities | 2,000.00 | 2,000.00 | 206,230.24 | (204,230.24) | -10212% |
| <u>202-722-52019</u> | Professional Services | 200,000.00 | 200,000.00 | 130,451.45 | 69,548.55 | 35% |
| <u>202-722-52025</u> | GFSS | 20,000.00 | 20,000.00 | 13,333.34 | 6,666.66 | 33% |
| <u>202-722-52150</u> | PGE Substation Project | 14,924,000.00 | 14,924,000.00 | - | 14,924,000.00 | 100% |
| | Materials & Services | 15,146,000.00 | 15,146,000.00 | 350,015.03 | 14,795,984.97 | |
| | Principal | 1,735,000.00 | 1,735,000.00 | - | 1,735,000.00 | 100% |
| | Debt Service | 1,735,000.00 | 1,735,000.00 | - | 1,735,000.00 | |
| Riverfront | | | | | | |
| <u>202-723-52019</u> | Professional Services | - | - | 26,921.16 | (26,921.16) | #DIV/0! |
| <u>202-723-52025</u> | GFSS | 20,000.00 | 20,000.00 | 10,000.02 | 9,999.98 | 50% |
| | Materials & Services | 20,000.00 | 20,000.00 | 36,921.18 | (16,921.18) | |
| <u>202-723-53102</u> | Downtown Infrastructure | - | - | 36,212.06 | (36,212.06) | #DIV/0! |
| | Capital Outlay | - | - | 36,212.06 | (36,212.06) | |
| <u>202-723-55001</u> | Principal | 51,580.00 | 51,580.00 | - | 51,580.00 | 100% |
| <u>202-723-55002</u> | Interest | 3,180.00 | 3,180.00 | 3,180.00 | - | 0% |
| | Debt Service | 54,760.00 | 54,760.00 | 3,180.00 | 51,580.00 | |
| Timber | | | | | | |
| <u>202-724-52001</u> | Operating Supplies | 500.00 | 500.00 | 129.90 | 370.10 | 74% |
| <u>202-724-52019</u> | Professional Services | 190,000.00 | 190,000.00 | 45,928.33 | 144,071.67 | 76% |
| | Materials & Services | 190,500.00 | 190,500.00 | 46,058.23 | 144,441.77 | |
| Central Waterfront | | | | | | |
| <u>202-726-52019</u> | Professional Services | 900,000.00 | 900,000.00 | 59,961.74 | 840,038.26 | 93% |
| | Materials & Service | 900,000.00 | 900,000.00 | 59,961.74 | 840,038.26 | |
| Expense Total: | | 20,874,124.00 | 20,874,124.00 | 652,735.08 | 20,221,388.92 | |
| Fund: 202 - COMMUNITY DEVELOPMENT Surplus (Deficit): | | | | | | |
| Fund: 203 - COMMUNITY ENHANCEMENT | | | | | | |
| Revenue | | | | | | |
| <u>203-000-37001</u> | Interest | 4,000.00 | 4,000.00 | 5,423.15 | (1,423.15) | -36% |
| <u>203-000-39001</u> | Beginning Fund Balance | 124,613.00 | 124,613.00 | 502,918.77 | (378,305.77) | -304% |
| <u>203-705-37004</u> | Miscellaneous | 20,000.00 | 20,000.00 | 32,647.38 | (12,647.38) | -63% |
| <u>203-706-33005</u> | Grants | - | - | - | - | #DIV/0! |
| <u>203-706-33012</u> | Grants - LSTA | - | - | - | - | #DIV/0! |
| <u>203-706-33014</u> | Grants - STEM | - | - | - | - | #DIV/0! |
| <u>203-706-37014</u> | Donations | - | - | 3.00 | (3.00) | #DIV/0! |
| <u>203-709-33005</u> | Grants | 125,000.00 | 125,000.00 | - | 125,000.00 | 100% |
| <u>203-709-35014</u> | Recreation Contract (St. Helens School Dist | 25,000.00 | 25,000.00 | 239,232.99 | (214,232.99) | -857% |
| <u>203-709-37004</u> | Miscellaneous | - | - | 5,028.00 | (5,028.00) | #DIV/0! |
| <u>203-711-35020</u> | Building Technology Fee | 7,000.00 | 7,000.00 | 3,640.61 | 3,359.39 | 48% |
| <u>203-717-33005</u> | Grants | - | - | 6,680.00 | (6,680.00) | #DIV/0! |
| Revenue Total: | | 305,613.00 | 305,613.00 | 795,573.90 | (489,960.90) | |
| Expense | | | | | | |
| <u>203-000-59001</u> | Unappropriated | 140,613.00 | 140,613.00 | - | 140,613.00 | 100% |
| Police | | | | | | |
| <u>203-705-52028</u> | Projects & Programs | 10,000.00 | 10,000.00 | - | 10,000.00 | 100% |
| | Materials & Services | 10,000.00 | 10,000.00 | - | 10,000.00 | |
| Library | | | | | | |
| <u>203-706-53013</u> | Library Facility Improvements | - | - | 3,390.20 | (3,390.20) | #DIV/0! |
| | Capital Outlay | - | - | 3,390.20 | (3,390.20) | |
| Recreation | | | | | | |
| <u>203-709-52028</u> | Projects & Programs | 125,000.00 | 125,000.00 | 35,005.31 | 89,994.69 | 72% |
| <u>203-709-52140</u> | Contract Programs | 25,000.00 | 25,000.00 | 105,082.10 | (80,082.10) | -320% |
| | Materials & Services | 150,000.00 | 150,000.00 | 140,087.41 | 9,912.59 | |
| <u>203-711-52028</u> | Projects & Programs | 5,000.00 | 5,000.00 | 5,179.50 | (179.50) | -4% |
| | Materials & Services | 5,000.00 | 5,000.00 | 5,179.50 | (179.50) | |
| Expense Total: | | 305,613.00 | 305,613.00 | 148,657.11 | 156,955.89 | |
| Fund: 203 - COMMUNITY ENHANCEMENT Surplus (Deficit): | | | | | | |
| | | | | | 646,916.79 | |

Fund: 205 - STREETS

| Revenue | | | | | | |
|-----------------------|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------|
| 205-000-33008 | Motor Vehicle Tax | 1,218,600.00 | 1,218,600.00 | 607,304.05 | 611,295.95 | 50% |
| 205-000-37001 | Interest | 10,000.00 | 10,000.00 | 13,492.95 | (3,492.95) | -35% |
| 205-000-37004 | Miscellaneous | - | - | 8,077.00 | (8,077.00) | #DIV/0! |
| 205-000-39001 | Beginning Fund Balance | 771,279.00 | 771,279.00 | 831,332.44 | (60,053.44) | -8% |
| Revenue Total: | | 1,999,879.00 | 1,999,879.00 | 1,460,206.44 | 539,672.56 | |
| Expense | | | | | | |
| 205-000-51016 | PW Support Charges | 650,000.00 | 650,000.00 | 196,227.12 | 453,772.88 | 70% |
| | <i>Personnel Services</i> | 650,000.00 | 650,000.00 | 196,227.12 | 453,772.88 | |
| 205-000-52001 | Operating Supplies | 20,000.00 | 20,000.00 | 5,081.76 | 14,918.24 | 75% |
| 205-000-52003 | Utilities | 56,000.00 | 56,000.00 | 26,448.80 | 29,551.20 | 53% |
| 205-000-52019 | Professional Services | 80,000.00 | 80,000.00 | 1,971.49 | 78,028.51 | 98% |
| 205-000-52025 | GFSS | 447,300.00 | 447,300.00 | 223,650.00 | 223,650.00 | 50% |
| 205-000-52026 | Equipment Fund Charges | 50,000.00 | 50,000.00 | 25,000.02 | 24,999.98 | 50% |
| 205-000-52060 | Waterway Lease | 350.00 | 350.00 | 354.00 | (4.00) | -1% |
| 205-000-52063 | PW Operation Fund Charges | 275,000.00 | 275,000.00 | 137,500.02 | 137,499.98 | 50% |
| | <i>Materials & Services</i> | 928,650.00 | 928,650.00 | 420,006.09 | 508,643.91 | |
| 205-000-53001 | Capital Outlay (AKA Street Paving) | 150,000.00 | 150,000.00 | 125,305.04 | 24,694.96 | 16% |
| | <i>Capital Outlay</i> | 150,000.00 | 150,000.00 | 125,305.04 | 24,694.96 | |
| 205-000-55001 | Principal | 54,090.00 | 54,090.00 | - | 54,090.00 | 100% |
| 205-000-55002 | Interest | 6,660.00 | 6,660.00 | 3,330.00 | 3,330.00 | 50% |
| | <i>Debt Service</i> | 60,750.00 | 60,750.00 | 3,330.00 | 57,420.00 | |
| 205-000-58001 | Contingency | 210,479.00 | 210,479.00 | - | 210,479.00 | 100% |
| Expense Total: | | 1,999,879.00 | 1,999,879.00 | 744,868.25 | 1,255,010.75 | |

Fund: 205 - STREETS Surplus (Deficit):**Fund: 301 - STREETS SDC**

| Revenue | | | | | | |
|-----------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------|
| 301-000-34008 | SDC Charges | 50,000.00 | 50,000.00 | 32,241.60 | 17,758.40 | 36% |
| 301-000-37001 | Interest | 30,000.00 | 30,000.00 | 40,720.09 | (10,720.09) | -36% |
| 301-000-39001 | Beginning Fund Balance | 1,903,614.00 | 1,903,614.00 | 1,951,873.89 | (48,259.89) | -3% |
| Revenue Total: | | 1,983,614.00 | 1,983,614.00 | 2,024,835.58 | (41,221.58) | |
| Expense | | | | | | |
| 301-000-52017 | SDC Admin Fees | 5,000.00 | 5,000.00 | 3,224.16 | 1,775.84 | 36% |
| 301-000-52019 | Professional Services | 70,000.00 | 70,000.00 | - | 70,000.00 | 100% |
| | <i>Materials & Services</i> | 75,000.00 | 75,000.00 | 3,224.16 | 71,775.84 | |
| 301-000-53004 | Transportation Master Plan | 300,000.00 | 300,000.00 | - | 300,000.00 | 100% |
| 301-000-53102 | Downtown Infrastructure | - | - | - | - | #DIV/0! |
| | <i>Capital Outlay</i> | 300,000.00 | 300,000.00 | - | - | |
| 301-000-58001 | Contingency | 1,608,614.00 | 1,608,614.00 | - | 1,608,614.00 | 100% |
| Expense Total: | | 1,983,614.00 | 1,983,614.00 | 3,224.16 | 1,680,389.84 | |

Fund: 301 - STREETS SDC Surplus (Deficit):**Fund: 302 - WATER SDC**

| Revenue | | | | | | |
|-----------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|------|
| 302-000-34008 | SDC Charges | 30,000.00 | 30,000.00 | 6,198.00 | 23,802.00 | 79% |
| 302-000-37001 | Interest | 20,000.00 | 20,000.00 | 27,281.46 | (7,281.46) | -36% |
| 302-000-39001 | Beginning Fund Balance | 1,106,488.00 | 1,106,488.00 | 1,325,653.04 | (219,165.04) | -20% |
| Revenue Total: | | 1,156,488.00 | 1,156,488.00 | 1,359,132.50 | (202,644.50) | |
| Expense | | | | | | |
| 302-000-52017 | SDC Admin Fees | 3,000.00 | 3,000.00 | 619.80 | 2,380.20 | 79% |
| 302-000-52019 | Professional Services | 50,000.00 | 50,000.00 | - | 50,000.00 | 100% |
| | <i>Materials & Services</i> | 53,000.00 | 53,000.00 | 619.80 | 52,380.20 | |
| 302-000-53310 | Reservoir Siting Study | 150,000.00 | 150,000.00 | 63,445.50 | 86,554.50 | |
| 302-000-53103 | Reservoir Land Acquisition | 300,000.00 | 300,000.00 | - | 300,000.00 | 100% |
| | <i>Capital Outlay</i> | 450,000.00 | 450,000.00 | 63,445.50 | 386,554.50 | |
| 302-000-58001 | Contingency | 653,488.00 | 653,488.00 | - | 653,488.00 | 100% |
| Expense Total: | | 1,156,488.00 | 1,156,488.00 | 64,065.30 | 1,092,422.70 | |

Fund: 302 - WATER SDC Surplus (Deficit):**Fund: 303 - SEWER SDC**

| Revenue | | | | | | |
|-----------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|------|
| 303-000-34008 | SDC Charges | 50,000.00 | 50,000.00 | 10,425.00 | 39,575.00 | 79% |
| 303-000-37001 | Interest | 40,000.00 | 40,000.00 | 44,070.62 | (4,070.62) | -10% |
| 303-000-39001 | Beginning Fund Balance | 2,067,149.00 | 2,067,149.00 | 2,138,207.71 | (71,058.71) | -3% |
| Revenue Total: | | 2,157,149.00 | 2,157,149.00 | 2,192,703.33 | (35,554.33) | |
| Expense | | | | | | |
| 303-000-52017 | SDC Admin Fees | 5,000.00 | 5,000.00 | 1,042.50 | 3,957.50 | 79% |
| | <i>Materials & Services</i> | 5,000.00 | 5,000.00 | 1,042.50 | 3,957.50 | |
| 303-000-53033 | Sewer Capacity Design | 140,000.00 | 140,000.00 | 42,460.99 | 97,539.01 | 70% |
| 303-000-53406 | Basin 6 Pipeline Upsize | 500,000.00 | 500,000.00 | - | 500,000.00 | 100% |
| | <i>Capital Outlay</i> | 640,000.00 | 640,000.00 | 42,460.99 | 597,539.01 | |
| 303-000-58001 | Contingency | 1,512,149.00 | 1,512,149.00 | - | 1,512,149.00 | 100% |
| Expense Total: | | 2,157,149.00 | 2,157,149.00 | 43,503.49 | 2,113,645.51 | |

Fund: 303 - SEWER SDC Surplus (Deficit):

Fund: 304 - STORM SDC

| Revenue | | | | | | |
|-----------------------|---------------------------------|-------------------|-------------------|-------------------|--------------------|------|
| 304-000-34008 | SDC Charges | 20,000.00 | 20,000.00 | 22,311.42 | (2,311.42) | -12% |
| 304-000-37001 | Interest | 9,000.00 | 9,000.00 | 12,938.13 | (3,938.13) | -44% |
| 304-000-39001 | Beginning Fund Balance | 606,196.00 | 606,196.00 | 618,722.06 | (12,526.06) | -2% |
| Revenue Total: | | 635,196.00 | 635,196.00 | 653,971.61 | (18,775.61) | |
| Expense | | | | | | |
| 304-000-52017 | SDC Admin Fees | 2,000.00 | 2,000.00 | 2,231.14 | (231.14) | -12% |
| 304-000-52019 | Professional Services | 50,000.00 | 50,000.00 | - | 50,000.00 | 100% |
| | Materials & Services | 52,000.00 | 52,000.00 | 2,231.14 | 49,768.86 | |
| 304-000-53001 | Capital Outlay | 50,000.00 | 50,000.00 | - | 50,000.00 | 100% |
| | Capital Outlay | 50,000.00 | 50,000.00 | - | 50,000.00 | |
| 304-000-58001 | Contingency | 533,196.00 | 533,196.00 | - | 533,196.00 | 100% |
| Expense Total: | | 635,196.00 | 635,196.00 | 2,231.14 | 632,964.86 | |

Fund: 304 - STORM SDC Surplus (Deficit):

Fund: 305 - PARKS SDC

| Revenue | | | | | | |
|-----------------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------|
| 305-000-34008 | SDC Charges | 15,000.00 | 15,000.00 | 6,638.00 | 8,362.00 | 56% |
| 305-000-37001 | Interest | 2,000.00 | 2,000.00 | 4,318.55 | (2,318.55) | -116% |
| 305-000-39001 | Beginning Fund Balance | 196,163.00 | 196,163.00 | 203,475.29 | (7,312.29) | -4% |
| Revenue Total: | | 213,163.00 | 213,163.00 | 214,431.84 | (1,268.84) | |
| Expense | | | | | | |
| 305-000-52017 | SDC Admin Fees | 1,500.00 | 1,500.00 | 663.80 | 836.20 | 56% |
| 305-000-52019 | Professional Services | 50,000.00 | 50,000.00 | - | 50,000.00 | 100% |
| | Materials & Services | 51,500.00 | 51,500.00 | 663.80 | 50,836.20 | |
| 305-000-58001 | Contingency | 161,663.00 | 161,663.00 | - | 161,663.00 | 100% |
| Expense Total: | | 213,163.00 | 213,163.00 | 663.80 | 212,499.20 | |

Fund: 305 - PARKS SDC Surplus (Deficit):

Fund: 601 - WATER

| Revenue | | | | | | |
|---------------------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|------|
| 601-000-34007 | Water Sales | 4,400,000.00 | 4,400,000.00 | 2,208,085.96 | 2,191,914.04 | 50% |
| 601-000-34009 | Fees - Late Reconnection Tampering | 200,000.00 | 200,000.00 | 90,562.96 | 109,437.04 | 55% |
| 601-000-34014 | Connection Charge | 10,000.00 | 10,000.00 | 3,225.00 | 6,775.00 | 68% |
| 601-000-37001 | Interest | 100,000.00 | 100,000.00 | 64,102.62 | 35,897.38 | 36% |
| 601-000-37004 | Miscellaneous | 5,000.00 | 5,000.00 | 949.47 | 4,050.53 | 81% |
| 601-000-39001 | Beginning Fund Balance | 3,694,678.00 | 3,694,678.00 | 3,557,826.98 | 136,851.02 | 4% |
| Revenue Total: | | 8,409,678.00 | 8,409,678.00 | 5,924,752.99 | 2,484,925.01 | |
| Expense | | | | | | |
| 601-000-53310 | Reservoir Siting Study | 50,000.00 | 50,000.00 | 34,551.21 | 15,448.79 | 31% |
| | Capital Outlay | 50,000.00 | 50,000.00 | 34,551.21 | 15,448.79 | |
| 601-000-55001 | Principal | 411,910.00 | 411,910.00 | - | 411,910.00 | 100% |
| 601-000-55002 | Interest | 50,760.00 | 50,760.00 | 25,380.00 | 25,380.00 | 50% |
| | Debt Service | 462,670.00 | 462,670.00 | 25,380.00 | 437,290.00 | |
| 601-000-58001 | Contingency | 1,796,608.00 | 1,796,608.00 | - | 1,796,608.00 | 100% |
| 601-000-59001 | Unappropriated | 945,000.00 | 945,000.00 | - | 945,000.00 | 100% |
| Water Distribution | | | | | | |
| 601-731-51016 | PW Support Charges | 825,000.00 | 825,000.00 | 383,152.49 | 441,847.51 | 54% |
| | Personnel Services | 825,000.00 | 825,000.00 | 383,152.49 | 441,847.51 | |
| 601-731-52001 | Operating Supplies | 100,000.00 | 100,000.00 | 48,560.58 | 51,439.42 | 51% |
| 601-731-52003 | Utilities | 45,000.00 | 45,000.00 | 18,963.81 | 26,036.19 | 58% |
| 601-731-52016 | General Insurance | 136,000.00 | 136,000.00 | 119,341.87 | 16,658.13 | 12% |
| 601-731-52019 | Professional Services | 20,000.00 | 20,000.00 | 386.98 | 19,613.02 | 98% |
| 601-731-52025 | GFSS | 1,642,400.00 | 1,642,400.00 | 821,200.02 | 821,199.98 | 50% |
| 601-731-52026 | Equipment Fund Charges | 50,000.00 | 50,000.00 | 25,000.02 | 24,999.98 | 50% |
| 601-731-52063 | PW Operation Fund Charges | 375,000.00 | 375,000.00 | 187,500.00 | 187,500.00 | 50% |
| 601-731-52064 | Lab Testing | 20,000.00 | 20,000.00 | 4,058.00 | 15,942.00 | 80% |
| 601-731-52067 | In Lieu of Franchise Fee | 440,000.00 | 440,000.00 | 229,889.02 | 210,110.98 | 48% |
| | Materials & Services | 2,828,400.00 | 2,828,400.00 | 1,454,900.30 | 1,373,499.70 | |
| 601-731-53302 | Annual Maintenance | 100,000.00 | 100,000.00 | 11,112.16 | 88,887.84 | 89% |
| 601-731-53314 | WATER METERS | 70,000.00 | 70,000.00 | 22,725.94 | 47,274.06 | 68% |
| 601-731-53315 | Capital Outlay Railroad Ave Waterline | 450,000.00 | 450,000.00 | 20.00 | 449,980.00 | 100% |
| | Capital Outlay | 620,000.00 | 620,000.00 | 33,858.10 | 586,141.90 | |
| Water Filtration | | | | | | |
| 601-732-51016 | PW Support Charges | 215,000.00 | 215,000.00 | 112,259.49 | 102,740.51 | 48% |
| | Personnel Services | 215,000.00 | 215,000.00 | 112,259.49 | 102,740.51 | |
| 601-732-52001 | Operating Supplies | 35,000.00 | 35,000.00 | 5,511.00 | 29,489.00 | 84% |
| 601-732-52003 | Utilities | 75,000.00 | 75,000.00 | 36,561.51 | 38,438.49 | 51% |
| 601-732-52010 | Telephone | 1,000.00 | 1,000.00 | 229.55 | 770.45 | 77% |
| 601-732-52018 | Professional Development | 2,000.00 | 2,000.00 | 547.06 | 1,452.94 | 73% |
| 601-732-52019 | Professional Services | 35,000.00 | 35,000.00 | 7,348.60 | 27,651.40 | 79% |
| 601-732-52022 | Fuel | 4,000.00 | 4,000.00 | 1,315.00 | 2,685.00 | 67% |
| 601-732-52023 | Facility Maintenance | 15,000.00 | 15,000.00 | 1,017.33 | 13,982.67 | 93% |
| 601-732-52083 | Chemicals | 150,000.00 | 150,000.00 | 46,883.83 | 103,116.17 | 69% |
| | Materials & Services | 317,000.00 | 317,000.00 | 99,413.88 | 217,586.12 | |
| 601-732-53302 | ANNUAL MAINT- OPS | 100,000.00 | 100,000.00 | 2,749.03 | 97,250.97 | 97% |

| | | | | | | |
|---|--|----------------------|----------------------|---------------------|----------------------|---------|
| 601-732-53306 | WFF RACK REPLACEMENT | 250,000.00 | 250,000.00 | - | 250,000.00 | |
| | <i>Capital Outlay</i> | 350,000.00 | 350,000.00 | 2,749.03 | 347,250.97 | |
| Expense Total: | | 8,409,678.00 | 8,409,678.00 | 2,146,264.50 | 6,263,413.50 | |
| Fund: 601 - WATER Surplus (Deficit): | | | | | 3,778,488.49 | |
| Fund: 603 - SEWER | | | | | | |
| | Revenue | | | | | |
| 603-000-33005 | Grants | 1,250,000.00 | 1,250,000.00 | 672,980.00 | 577,020.00 | 46% |
| 603-000-34011 | Sewer Service Charges | 5,095,000.00 | 5,095,000.00 | 2,673,488.79 | 2,421,511.21 | 48% |
| 603-000-34013 | Sludge Disposal Charge | 200,000.00 | 200,000.00 | 122,611.29 | 77,388.71 | 39% |
| 603-000-34014 | Connection Charge | 5,000.00 | 5,000.00 | 7,778.36 | (2,778.36) | -56% |
| 603-000-34015 | Sewer LID Payments | - | - | 240.00 | (240.00) | #DIV/0! |
| 603-000-37001 | Interest | 70,000.00 | 70,000.00 | 97,782.44 | (27,782.44) | -40% |
| 603-000-37003 | Bond/Loan Proceeds | 7,425,000.00 | 7,425,000.00 | - | 7,425,000.00 | 100% |
| 603-000-37004 | Miscellaneous | 2,000.00 | 2,000.00 | - | 2,000.00 | 100% |
| 603-000-39001 | Beginning Fund Balance | 5,236,649.00 | 5,236,649.00 | 5,114,820.84 | 121,828.16 | 2% |
| Revenue Total: | | 19,283,649.00 | 19,283,649.00 | 8,689,701.72 | 10,593,947.28 | |
| | Expense | | | | | |
| 603-000-53033 | Sewer Capacity - Professional Services | 1,250,000.00 | 1,250,000.00 | 127,022.35 | 1,122,977.65 | 90% |
| 603-000-53035 | WWTP SCADA Upgrade | 40,000.00 | 40,000.00 | - | | |
| 603-000-53039 | WWTP Aerator Replacement | 125,000.00 | 125,000.00 | - | 125,000.00 | 100% |
| 603-000-53302 | Annual Maint Ops | 50,000.00 | 50,000.00 | 9,465.01 | 40,534.99 | 81% |
| 603-000-53406 | Basin 6 Pipeline Upsize | 3,500,000.00 | 3,500,000.00 | - | 3,500,000.00 | 100% |
| 603-000-53409 | Basin 4 Pipeline Upsize | 7,250,000.00 | 7,250,000.00 | - | 7,250,000.00 | 100% |
| | <i>Capital Outlay</i> | 12,215,000.00 | 12,215,000.00 | 136,487.36 | 12,038,512.64 | |
| 603-000-55001 | Principal | 602,420.00 | 602,420.00 | 50,000.00 | 552,420.00 | 92% |
| 603-000-55002 | Interest | 61,920.00 | 61,920.00 | 30,959.12 | 30,960.88 | 50% |
| 603-000-55003 | Loan Fee | 3,800.00 | 3,800.00 | 3,250.00 | 550.00 | 14% |
| | <i>Debt Service</i> | 668,140.00 | 668,140.00 | 84,209.12 | 583,930.88 | |
| 603-000-58001 | Contingency | 1,110,119.00 | 1,110,119.00 | - | 1,110,119.00 | 100% |
| 603-000-59001 | Unappropriated | 667,590.00 | 667,590.00 | - | 667,590.00 | 100% |
| Sewer Collection | | | | | | |
| 603-735-51016 | PW Support Charges | 679,000.00 | 679,000.00 | 301,529.28 | 377,470.72 | 56% |
| | <i>Personnel Services</i> | 679,000.00 | 679,000.00 | 301,529.28 | 377,470.72 | |
| 603-735-52001 | Operating Supplies | 25,000.00 | 25,000.00 | 6,456.34 | 18,543.66 | 74% |
| 603-735-52003 | Utilities | 700.00 | 700.00 | 235.35 | 464.65 | 66% |
| 603-735-52019 | Professional Services | 10,000.00 | 10,000.00 | - | 10,000.00 | 100% |
| 603-735-52025 | GFSS | 1,642,000.00 | 1,642,000.00 | 820,999.98 | 821,000.02 | 50% |
| 603-735-52026 | Equipment Fund Charges | 50,000.00 | 50,000.00 | 25,000.02 | 24,999.98 | 50% |
| 603-735-52063 | PW Operation Fund Charges | 375,000.00 | 375,000.00 | 187,500.00 | 187,500.00 | 50% |
| 603-735-52067 | In Lieu of Franchise Fee | 509,500.00 | 509,500.00 | 279,645.44 | 229,854.56 | 45% |
| | <i>Materials & Services</i> | 2,612,200.00 | 2,612,200.00 | 1,319,837.13 | 1,292,362.87 | |
| 603-735-53402 | ANNUAL MAINT OPS | 50,000.00 | 50,000.00 | - | 50,000.00 | 100% |
| | <i>Capital Outlay</i> | 50,000.00 | 50,000.00 | - | 50,000.00 | |
| Primary Treatment | | | | | | |
| 603-736-51016 | PW Support Charges | 185,000.00 | 185,000.00 | 89,618.28 | 95,381.72 | 52% |
| | <i>Personnel Services</i> | 185,000.00 | 185,000.00 | 89,618.28 | 95,381.72 | |
| 603-736-52001 | Operating Supplies | 20,000.00 | 20,000.00 | 4,671.29 | 15,328.71 | 77% |
| 603-736-52003 | Utilities | 30,000.00 | 30,000.00 | 11,529.69 | 18,470.31 | 62% |
| 603-736-52010 | Telephone | 2,800.00 | 2,800.00 | 2,112.19 | 687.81 | 25% |
| 603-736-52016 | General Insurance | 82,500.00 | 82,500.00 | 76,453.38 | 6,046.62 | 7% |
| 603-736-52018 | Professional Development | 2,000.00 | 2,000.00 | 642.05 | 1,357.95 | 68% |
| 603-736-52019 | Professional Services | 10,000.00 | 10,000.00 | 3,623.95 | 6,376.05 | 64% |
| 603-736-52023 | Facility Maintenance | 10,000.00 | 10,000.00 | 3,397.67 | 6,602.33 | 66% |
| 603-736-52064 | Lab Testing | 8,000.00 | 8,000.00 | 2,760.25 | 5,239.75 | 65% |
| 603-736-52083 | Chemicals | 85,000.00 | 85,000.00 | 32,234.47 | 52,765.53 | 62% |
| | <i>Materials & Services</i> | 250,300.00 | 250,300.00 | 137,424.94 | 112,875.06 | |
| Secondary Treatment | | | | | | |
| 603-737-51016 | PW Support Charges | 262,000.00 | 262,000.00 | 127,143.32 | 134,856.68 | 51% |
| | <i>Personnel Services</i> | 262,000.00 | 262,000.00 | 127,143.32 | 134,856.68 | |
| 603-737-52001 | Operating Supplies | 25,000.00 | 25,000.00 | 7,084.55 | 17,915.45 | 72% |
| 603-737-52003 | Utilities | 148,000.00 | 148,000.00 | 108,632.23 | 39,367.77 | 27% |
| 603-737-52010 | Telephone | 2,700.00 | 2,700.00 | 2,112.40 | 587.60 | 22% |
| 603-737-52016 | General Insurance | 88,000.00 | 88,000.00 | 76,453.38 | 11,546.62 | 13% |
| 603-737-52018 | Professional Development | 2,000.00 | 2,000.00 | 642.06 | 1,357.94 | 68% |
| 603-737-52019 | Professional Services | 50,000.00 | 50,000.00 | 16,754.33 | 33,245.67 | 66% |
| 603-737-52023 | Facility Maintenance | 10,000.00 | 10,000.00 | 3,348.14 | 6,651.86 | 67% |
| 603-737-52064 | Lab Testing | 25,000.00 | 25,000.00 | 4,634.24 | 20,365.76 | 81% |
| 603-737-52066 | Permit Fees | 40,000.00 | 40,000.00 | 544.00 | 39,456.00 | 99% |
| | <i>Materials & Services</i> | 390,700.00 | 390,700.00 | 220,205.33 | 170,494.67 | |
| Pump Services | | | | | | |
| 603-738-51016 | PW Support Charges | 75,000.00 | 75,000.00 | 37,033.28 | 37,966.72 | 51% |
| | <i>Personnel Services</i> | 75,000.00 | 75,000.00 | 37,033.28 | 37,966.72 | |
| 603-738-52001 | Operating Supplies | 8,000.00 | 8,000.00 | 2,042.51 | 5,957.49 | 74% |
| 603-738-52003 | Utilities | 15,000.00 | 15,000.00 | 11,969.26 | 3,030.74 | 20% |
| 603-738-52010 | Telephone | 600.00 | 600.00 | - | 600.00 | 100% |
| 603-738-52019 | Professional Services | 20,000.00 | 20,000.00 | 2,426.32 | 17,573.68 | 88% |

| | | | | | | |
|---|---------------------------------|----------------------|----------------------|---------------------|----------------------|---------|
| <u>603-738-53402</u> | Materials & Services | 43,600.00 | 43,600.00 | 16,438.09 | 27,161.91 | |
| | ANNUAL MAINT OPS | 75,000.00 | 75,000.00 | - | 75,000.00 | 100% |
| | Capital Outlay | 75,000.00 | 75,000.00 | - | 75,000.00 | |
| Expense Total: | | 19,283,649.00 | 19,283,649.00 | 2,469,926.13 | 16,773,722.87 | |
| Fund: 603 - SEWER Surplus (Deficit): | | | | 6,219,775.59 | | |
| Fund: 605 - STORM | | | | | | |
| | Revenue | | | | | |
| <u>605-000-34017</u> | Storm Service Charge | 1,740,000.00 | 1,740,000.00 | 848,094.11 | 891,905.89 | 51% |
| <u>605-000-37001</u> | Interest | 20,000.00 | 20,000.00 | 23,092.99 | (3,092.99) | -15% |
| <u>605-000-39001</u> | Beginning Fund Balance | 1,184,154.00 | 1,184,154.00 | 1,330,784.69 | (146,630.69) | -12% |
| Revenue Total: | | 2,944,154.00 | 2,944,154.00 | 2,201,971.79 | 742,182.21 | |
| | Expense | | | | | |
| <u>605-000-51016</u> | PW Support Charges | 610,000.00 | 610,000.00 | 269,744.00 | 340,256.00 | 56% |
| | Personnel Services | 610,000.00 | 610,000.00 | 269,744.00 | 340,256.00 | |
| <u>605-000-52001</u> | Operating Supplies | 20,000.00 | 20,000.00 | 7,012.58 | 12,987.42 | 65% |
| <u>605-000-52019</u> | Professional Services | 3,000.00 | 3,000.00 | - | 3,000.00 | 100% |
| <u>605-000-52025</u> | GFSS | 700,000.00 | 700,000.00 | 349,999.98 | 350,000.02 | 50% |
| <u>605-000-52026</u> | Equipment Fund Charges | 50,000.00 | 50,000.00 | 24,999.99 | 25,000.01 | 50% |
| <u>605-000-52063</u> | PW Operation Fund Charges | 200,000.00 | 200,000.00 | 100,000.02 | 99,999.98 | 50% |
| <u>605-000-52067</u> | In Lieu of Franchise Fee | 174,000.00 | 174,000.00 | 84,822.62 | 89,177.38 | 51% |
| | Materials & Services | 1,147,000.00 | 1,147,000.00 | 566,835.19 | 580,164.81 | |
| <u>605-000-53501</u> | ANNUAL MAINTENANCE OPS | 50,000.00 | 50,000.00 | - | 50,000.00 | 100% |
| <u>605-000-53504</u> | Storm Cleaning & CCTV | 200,000.00 | 200,000.00 | 78,130.81 | 121,869.19 | 61% |
| | Capital Outlay | 250,000.00 | 250,000.00 | 78,130.81 | 171,869.19 | |
| <u>605-000-58001</u> | Contingency | 937,154.00 | 937,154.00 | - | 937,154.00 | 100% |
| Expense Total: | | 2,944,154.00 | 2,944,154.00 | 914,710.00 | 2,029,444.00 | |
| Fund: 605 - STORM Surplus (Deficit): | | | | 1,287,261.79 | | |
| Fund: 701 - PW Equipment Fund | | | | | | |
| | Revenue | | | | | |
| <u>701-000-34019</u> | Equipment Fund Charges | 200,000.00 | 200,000.00 | 100,000.05 | 99,999.95 | 50% |
| <u>701-000-37001</u> | Interest | - | - | 1,116.64 | (1,116.64) | #DIV/0! |
| <u>701-000-39001</u> | Beginning Fund Balance | - | - | - | - | #DIV/0! |
| Revenue Total: | | 200,000.00 | 200,000.00 | 101,116.69 | 98,883.31 | |
| | Expense | | | | | |
| <u>701-000-58001</u> | Contingency | 200,000.00 | 200,000.00 | - | 200,000.00 | 100% |
| Expense Total: | | 200,000.00 | 200,000.00 | - | 200,000.00 | |
| Fund: 701- PW Equipment Surplus (Deficit): | | | | 101,116.69 | | |
| Fund: 703 - PW OPERATIONS | | | | | | |
| | Revenue | | | | | |
| <u>703-000-34010</u> | PW Operation Fund Charges | 3,661,000.00 | 3,661,000.00 | 2,032,548.04 | 1,628,451.96 | 44% |
| <u>703-000-35017</u> | Engineering Fees | 25,000.00 | 25,000.00 | 13,719.72 | 11,280.28 | 45% |
| <u>703-000-37001</u> | Interest | 7,000.00 | 7,000.00 | 14,413.02 | (7,413.02) | -106% |
| <u>703-000-37004</u> | Miscellaneous | - | - | 17,862.11 | (17,862.11) | #DIV/0! |
| <u>703-000-37006</u> | Sale of Surplus Property | - | - | 200.00 | (200.00) | #DIV/0! |
| <u>703-000-39001</u> | Beginning Fund Balance | 728,492.00 | 728,492.00 | 551,978.45 | 176,513.55 | 24% |
| Revenue Total: | | 4,421,492.00 | 4,421,492.00 | 2,630,721.34 | 1,790,770.66 | |
| | Expense | | | | | |
| <u>703-000-58001</u> | Contingency | 22,292.00 | 22,292.00 | - | 22,292.00 | 100% |
| Engineering | | | | | | |
| <u>703-733-50001</u> | Wages | 334,500.00 | 334,500.00 | 156,130.36 | 178,369.64 | 53% |
| <u>703-733-51005</u> | Insurance | 110,000.00 | 110,000.00 | 30,980.04 | 79,019.96 | 72% |
| <u>703-733-51006</u> | VEBA | 6,600.00 | 6,600.00 | 3,100.92 | 3,499.08 | 53% |
| <u>703-733-51007</u> | PERS | 106,000.00 | 106,000.00 | 49,171.74 | 56,828.26 | 54% |
| <u>703-733-51008</u> | Taxes | 28,500.00 | 28,500.00 | 11,873.78 | 16,626.22 | 58% |
| <u>703-733-51015</u> | Other Benefits | 4,700.00 | 4,700.00 | 183.72 | 4,516.28 | 96% |
| | Personnel Services | 590,300.00 | 590,300.00 | 251,440.56 | 338,859.44 | |
| <u>703-733-52001</u> | Operating Supplies | 10,000.00 | 10,000.00 | 6,447.59 | 3,552.41 | 36% |
| <u>703-733-52002</u> | Personnel Uniforms Equipment | - | - | 200.00 | (200.00) | #DIV/0! |
| <u>703-733-52006</u> | Computer Maintenance | 5,000.00 | 5,000.00 | 4,195.84 | 804.16 | 16% |
| <u>703-733-52010</u> | Telephone | 3,500.00 | 3,500.00 | 985.96 | 2,514.04 | 72% |
| <u>703-733-52018</u> | Professional Development | 10,000.00 | 10,000.00 | 7,013.44 | 2,986.56 | 30% |
| <u>703-733-52019</u> | Professional Services | 40,000.00 | 40,000.00 | 21,265.95 | 18,734.05 | 47% |
| <u>703-733-52022</u> | Fuel | 3,000.00 | 3,000.00 | 309.89 | 2,690.11 | 90% |
| <u>703-733-52028</u> | Projects & Programs | 5,000.00 | 5,000.00 | 2,515.83 | 2,484.17 | 50% |
| <u>703-733-52097</u> | Enterprise Fleet | 12,000.00 | 12,000.00 | 2,224.32 | 9,775.68 | 81% |
| <u>703-733-52100</u> | PW Administration | 20,000.00 | 20,000.00 | 2,712.35 | 17,287.65 | 86% |
| | Materials & Service | 108,500.00 | 108,500.00 | 47,871.17 | 60,628.83 | |
| <u>703-734-50001</u> | Wages | 1,505,000.00 | 1,505,000.00 | 699,913.13 | 805,086.87 | 53% |
| <u>703-734-50004</u> | Overtime | 10,000.00 | 10,000.00 | 14,944.07 | (4,944.07) | -49% |
| <u>703-734-51005</u> | Insurance | 450,500.00 | 450,500.00 | 206,605.40 | 243,894.60 | 54% |
| <u>703-734-51006</u> | VEBA | 49,300.00 | 49,300.00 | 74,103.24 | (24,803.24) | -50% |
| <u>703-734-51007</u> | PERS | 488,000.00 | 488,000.00 | 225,934.52 | 262,065.48 | 54% |
| <u>703-734-51008</u> | Taxes | 128,500.00 | 128,500.00 | 54,330.45 | 74,169.55 | 58% |

| | | | | | | |
|-----------------------|--|---------------------|---------------------|---------------------|---------------------|---------|
| 703-734-51015 | Other Benefits | 10,000.00 | 10,000.00 | 496.54 | 9,503.46 | |
| 703-734-51017 | Fitness Reimbursement – Taxable | - | - | 300.00 | (300.00) | #DIV/0! |
| | Personnel Services | 2,641,300.00 | 2,641,300.00 | 1,276,627.35 | 1,364,672.65 | |
| 703-734-52001 | Operating Supplies | 35,000.00 | 35,000.00 | 9,148.80 | 25,851.20 | 74% |
| 703-734-52002 | Personnel Uniforms Equipment | 3,000.00 | 3,000.00 | 3,875.35 | (875.35) | -29% |
| 703-734-52003 | Utilities | 14,000.00 | 14,000.00 | 5,587.10 | 8,412.90 | 60% |
| 703-734-52010 | Telephone | 14,000.00 | 14,000.00 | 4,958.55 | 9,041.45 | 65% |
| 703-734-52016 | General Insurance | 250,000.00 | 250,000.00 | 238,750.33 | 11,249.67 | 4% |
| 703-734-52018 | Professional Development | 13,000.00 | 13,000.00 | 4,088.90 | 8,911.10 | 69% |
| 703-734-52019 | Professional Services | 25,000.00 | 25,000.00 | 10,786.92 | 14,213.08 | 57% |
| 703-734-52022 | Fuel | 70,000.00 | 70,000.00 | 17,040.51 | 52,959.49 | 76% |
| 703-734-52023 | Facility Maintenance | 10,000.00 | 10,000.00 | 2,376.67 | 7,623.33 | 76% |
| 703-734-52097 | Projects & Programs | 5,000.00 | 5,000.00 | 1,014.99 | 3,985.01 | 80% |
| 703-734-52097 | Enterprise Fleet | 13,000.00 | 13,000.00 | 6,301.60 | 6,698.40 | 52% |
| | Materials & Service | 452,000.00 | 452,000.00 | 303,929.72 | 148,070.28 | |
| 703-739-50001 | Wages | 153,000.00 | 153,000.00 | 50,403.58 | 102,596.42 | 67% |
| 703-739-50004 | Overtime | 3,100.00 | 3,100.00 | - | 3,100.00 | 100% |
| 703-739-51005 | CIS Insurance | 57,000.00 | 57,000.00 | 11,555.81 | 45,444.19 | 80% |
| 703-739-51006 | VEBA | 3,000.00 | 3,000.00 | 987.08 | 2,012.92 | 67% |
| 703-739-51007 | PERS | 53,500.00 | 53,500.00 | 15,874.15 | 37,625.85 | 70% |
| 703-739-51008 | Taxes | 14,000.00 | 14,000.00 | 3,822.52 | 10,177.48 | 73% |
| 703-739-51015 | Other Benefits | 2,500.00 | 2,500.00 | 15.27 | 2,484.73 | 99% |
| | Personnel Services | 286,100.00 | 286,100.00 | 82,658.41 | 203,441.59 | |
| 703-739-52001 | Operating Supplies | 10,000.00 | 10,000.00 | 1,132.62 | 8,867.38 | 89% |
| 703-739-52002 | Personnel Uniforms Equipment | 3,000.00 | 3,000.00 | - | 3,000.00 | 100% |
| 703-739-52010 | Telephone | 3,000.00 | 3,000.00 | - | 3,000.00 | 100% |
| 703-739-52018 | Professional Development | 5,000.00 | 5,000.00 | 3,156.77 | 1,843.23 | 37% |
| 703-739-52019 | Professional Services | 25,000.00 | 25,000.00 | 8,727.20 | 16,272.80 | 65% |
| 703-739-52022 | Fuel | 10,000.00 | 10,000.00 | 385.46 | 9,614.54 | 96% |
| 703-739-52023 | Facility Maintenance | 15,000.00 | 15,000.00 | 3,788.15 | 11,211.85 | 75% |
| 703-739-52099 | Equipment Operations | 100,000.00 | 100,000.00 | 23,738.62 | 76,261.38 | 76% |
| 703-739-52120 | Facility Maintenance Other City Facilities | 10,000.00 | 10,000.00 | 8,158.24 | 1,841.76 | 18% |
| | Materials & Service | 181,000.00 | 181,000.00 | 49,087.06 | 131,912.94 | |
| 703-739-53701 | EQUIPMENT PURCHASES | 140,000.00 | 140,000.00 | - | 140,000.00 | 100% |
| | Capital Outlay | 140,000.00 | 140,000.00 | - | 140,000.00 | |
| Expense Total: | | 4,421,492.00 | 4,421,492.00 | 2,011,614.27 | 2,409,877.73 | |

Fund: 703 - PW OPERATIONS Surplus (Deficit):

619,107.07

Fund: 706 - PUBLIC SAFETY

| | | | | | | |
|-----------------------|--------------------------------|----------------------|----------------------|----------------------|----------------------|------|
| | Revenue | | | | | |
| 706-000-34050 | Public Safety Utility Fee | 730,000.00 | 730,000.00 | 377,229.14 | 352,770.86 | 48% |
| 706-000-37001 | Interest | 150,000.00 | 150,000.00 | 273,447.12 | (123,447.12) | -82% |
| 706-000-39001 | Beginning Fund Balance | 12,775,957.00 | 12,775,957.00 | 13,098,748.34 | (322,791.34) | -3% |
| Revenue Total: | | 13,655,957.00 | 13,655,957.00 | 13,749,424.60 | (93,467.60) | |
| | Expense | | | | | |
| 706-000-52019 | Professional Services | 300,000.00 | 300,000.00 | 272,925.86 | 27,074.14 | 9% |
| 706-000-52130 | Lease Expense | 78,000.00 | 78,000.00 | 10,282.26 | 67,717.74 | 87% |
| | Materials & Service | 378,000.00 | 378,000.00 | 283,208.12 | 94,791.88 | |
| 706-000-53001 | Capital Outlay | 10,000,000.00 | 10,000,000.00 | - | 10,000,000.00 | 100% |
| | Capital Outlay | 10,000,000.00 | 10,000,000.00 | - | 10,000,000.00 | |
| 706-000-55001 | Principal | 260,000.00 | 260,000.00 | 260,000.00 | - | 0% |
| 706-000-55002 | Interest | 492,200.00 | 492,200.00 | 248,700.00 | 243,500.00 | 49% |
| 706-000-55003 | Trustee Fee | 1,600.00 | 1,600.00 | 1,600.00 | - | 0% |
| 706-000-55004 | Arbitrage Rebate | 100,000.00 | 100,000.00 | - | 100,000.00 | 100% |
| | Debt Service | 853,800.00 | 853,800.00 | 510,300.00 | 343,500.00 | |
| 706-000-58001 | Contingency | 2,424,157.00 | 2,424,157.00 | - | 2,424,157.00 | 100% |
| Expense Total: | | 13,655,957.00 | 13,655,957.00 | 793,508.12 | 12,862,448.88 | |

Fund: 706 - PUBLIC SAFETY Surplus (Deficit):

12,955,916.48

Fund: 801 - URBAN RENEWAL AGENCY

| | | | | | | |
|--|------------------------|-------------------|-------------------|-------------------|-------------------|---------|
| | Revenue | | | | | |
| 801-000-31001 | Property Tax CY | 620,000.00 | 620,000.00 | 387,680.42 | 232,319.58 | 37% |
| 801-000-31002 | Property Tax PY | - | - | 73,502.12 | (73,502.12) | #DIV/0! |
| 801-000-37001 | Interest | 15,000.00 | 15,000.00 | 4,287.13 | 10,712.87 | 71% |
| 801-000-39001 | Beginning Fund Balance | 108,056.00 | 108,056.00 | 103,351.59 | 4,704.41 | 4% |
| Revenue Total: | | 743,056.00 | 743,056.00 | 568,821.26 | 174,234.74 | |
| | Expense | | | | | |
| 801-000-52019 | Professional Services | 15,000.00 | 15,000.00 | 18,600.00 | (3,600.00) | -24% |
| 801-000-53001 | Capital Outlay | 100,000.00 | 100,000.00 | 68,856.26 | 31,143.74 | 31% |
| 801-000-58001 | Contingency | 628,056.00 | 628,056.00 | - | 628,056.00 | 100% |
| Expense Total | | 743,056.00 | 743,056.00 | 87,456.26 | 655,599.74 | |
| Fund: 801 - URBAN RENEWAL AGENCY Total: | | | | 481,365.00 | | |

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General Fund

| ADMINISTRATION DEPT. | 2023-24 | | 2025-26 | | EST | |
|---------------------------------------|--------------------------|------------------|------------------|------------------|------------------|--|
| | Actual | 2024-25 Actual | Adopted | YE | | |
| REVENUE | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 100-701-50001 | Wages | 379,368 | 302,502 | 310,000 | 310,000 | |
| 100-701-50004 | Overtime | 10,216 | 5,627 | 7,000 | 6,000 | |
| 100-701-51005 | CIS Insurance | 80,292 | 60,529 | 67,000 | 63,000 | |
| 100-701-51006 | VEBA | 17,011 | 5,207 | 5,400 | 5,300 | |
| 100-701-51007 | Retirement | 119,410 | 95,334 | 99,100 | 96,000 | |
| 100-701-51008 | Taxes | 28,501 | 22,338 | 25,000 | 25,000 | |
| 100-701-51015 | Other Benefits | 760 | 348 | 500 | 500 | |
| TOTAL PERSONNEL SERVICES | | 635,558 | 491,885 | 514,000 | 505,800 | |
| MATERIALS & SERVICES | | | | | | |
| 100-701-52001 | Operating Supplies | 2,115 | 1,090 | 1,500 | 2,000 | |
| 100-701-52010 | Telephone | 1,554 | 1,771 | 1,600 | 1,600 | |
| 100-701-52011 | Public Information | - | - | 700 | 700 | |
| 100-701-52018 | Professional Development | 9,873 | 6,372 | 8,000 | 8,000 | |
| 100-701-52019 | Professional Services | 17,085 | 5,869 | 10,000 | 1,000 | |
| 100-701-52024 | Miscellaneous | - | - | - | 100 | |
| 100-701-52027 | IT Charges | 576 | - | 1,000 | 1,000 | |
| 100-701-52040 | Communications | 17,653 | 17,782 | 8,000 | 8,000 | |
| TOTAL MATERIALS & SERVICES | | 48,856 | 32,884 | 30,800 | 22,400 | |
| TOTAL EXPENDITURES | | 684,414 | 524,769 | 544,800 | 528,200 | |
| SURPLUS(DEFECIT) | | (684,414) | (524,769) | (544,800) | (528,200) | |
| CITY RECORDER / HUMAN RESOURCES | 2023-24 | | 2025-26 | | EST | |
| | Actual | 2024-25 Actual | Adopted | YE | | |
| REVENUE | | | | | | |
| 100-000-37004 | Misc-PRR | 8,705 | 7,379 | - | 7,217 | |
| TOTAL REVENUE | | 8,705 | 7,379 | | 7,217 | |
| PERSONNEL SERVICES | | | | | | |
| 100-702-50001 | Wages | 192,407 | 188,510 | 193,500 | 215,000 | |
| 100-702-51005 | CIS Insurance | 40,506 | 42,649 | 47,000 | 44,000 | |
| 100-702-51006 | VEBA | 3,690 | 3,662 | 3,800 | 6,000 | |
| 100-702-51007 | Retirement | 69,669 | 68,194 | 71,000 | 80,000 | |
| 100-702-51008 | Taxes | 14,554 | 14,261 | 15,000 | 19,000 | |
| 100-702-51015 | Other Benefits | 438 | 215 | 600 | 200 | |
| TOTAL PERSONNEL SERVICES | | 321,264 | 317,491 | 330,900 | 364,200 | |

MATERIALS & SERVICES

| | | | | | |
|---------------------------------------|--------------------------|---------------|---------------|---------------|---------------|
| 100-702-52001 | Operating Supplies | 416 | 1,662 | 1,500 | 1,500 |
| 100-702-52011 | Public Information | 174 | 113 | 1,500 | 1,500 |
| 100-702-52014 | Recruiting Expenses | 17,851 | 21,336 | 26,000 | 26,000 |
| 100-702-52018 | Professional Development | 3,651 | 3,406 | 3,000 | 3,000 |
| 100-702-52019 | Professional Services | 32,128 | 23,207 | 27,000 | 50,000 |
| 100-702-52027 | IT Charges | 576 | - | 1,000 | 1,000 |
| 100-702-52028 | Projects & Programs | 1,708 | 2,554 | 4,000 | 4,000 |
| TOTAL MATERIALS & SERVICES | | 56,504 | 52,278 | 64,000 | 87,000 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| TOTAL EXPENDITURES | 377,768 | 369,769 | 394,900 | 451,200 |
|---------------------------|----------------|----------------|----------------|----------------|

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (369,063) | (362,390) | (394,900) | (443,983) |
|-------------------------|------------------|------------------|------------------|------------------|

| CITY COUNCIL | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
|--------------|---------|----------------|---------|---------|-----|
| | Actual | | Adopted | YE | |

REVENUE**PERSONNEL SERVICES**

| | | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|
| 100-703-50001 | Wages | 66,613 | 67,671 | 68,000 | 68,000 |
| 100-703-51008 | Taxes | 5,076 | 5,156 | 5,200 | 5,200 |
| 100-703-51015 | Other Benefits | 124 | 131 | 140 | 140 |
| TOTAL PERSONNEL SERVICES | | 71,813 | 72,958 | 73,340 | 73,340 |

MATERIALS & SERVICES

| | | | | | |
|---------------------------------------|--------------------------|---------------|---------------|---------------|---------------|
| 100-703-52001 | Operating Supplies | 1,267 | 5,144 | 2,000 | 2,000 |
| 100-703-52013 | Memberships | 1,200 | - | 1,500 | 1,500 |
| 100-703-52018 | Professional Development | 8,174 | 11,289 | 2,000 | 2,000 |
| 100-703-52019 | Professional Services | 55,137 | 22,518 | 40,000 | 40,000 |
| 100-703-52027 | IT Charges | - | - | 500 | 500 |
| 100-703-52041 | Community Support Funds | 3,864 | 875 | - | 600 |
| TOTAL MATERIALS & SERVICES | | 69,642 | 39,826 | 46,000 | 46,600 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| TOTAL EXPENDITURES | 141,455 | 112,784 | 119,340 | 119,940 |
|---------------------------|----------------|----------------|----------------|----------------|

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (141,455) | (112,784) | (119,340) | (119,940) |
|-------------------------|------------------|------------------|------------------|------------------|

| MUNICIPAL COURT | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
|-----------------|---------|----------------|---------|---------|-----|
| | Actual | | Adopted | YE | |

REVENUE

| | | | | | |
|----------------------|----------------------|----------------|----------------|----------------|----------------|
| 100-000-36002 | Fines-Court | 188,621 | 156,420 | 160,000 | 160,000 |
| 100-000-37004 | Misc-Court | 8,389 | 2,448 | - | 2,339 |
| 100-000-37009 | Court Reimbursements | (21,889) | 12,469 | 16,000 | 12,000 |
| TOTAL REVENUE | | 175,121 | 171,337 | 176,000 | 174,339 |

PERSONNEL SERVICES

| | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| 100-704-50001 | Wages | 128,710 | 126,350 | 129,500 | 130,000 |
| 100-704-50004 | Overtime | 434 | 807 | 500 | 500 |
| 100-704-51005 | CIS Insurance | 40,307 | 41,428 | 46,500 | 46,500 |
| 100-704-51006 | VEBA | 2,482 | 2,470 | 2,600 | 2,600 |
| 100-704-51007 | Retirement | 40,027 | 39,382 | 41,000 | 41,000 |
| 100-704-51008 | Taxes | 9,778 | 9,624 | 11,000 | 11,000 |
| 100-704-51015 | Other Benefits | 186 | 185 | 400 | 400 |
| TOTAL PERSONNEL SERVICES | | 221,924 | 220,246 | 231,500 | 232,000 |

MATERIALS & SERVICES

| | | | | | |
|---------------------------------------|--------------------------|----------------|----------------|----------------|----------------|
| 100-704-52001 | Operating Supplies | 4,807 | 3,884 | 3,000 | 3,000 |
| 100-704-52018 | Professional Development | 177 | 82 | 200 | 200 |
| 100-704-52019 | Professional Services | 257,387 | 250,848 | 250,000 | 250,000 |
| 100-704-52027 | IT Charges | 576 | - | 1,000 | 1,000 |
| TOTAL MATERIALS & SERVICES | | 262,947 | 254,814 | 254,200 | 254,200 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| TOTAL EXPENDITURES | 484,871 | 475,060 | 485,700 | 486,200 |
|---------------------------|----------------|----------------|----------------|----------------|

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (309,750) | (303,723) | (309,700) | (311,861) |
|-------------------------|------------------|------------------|------------------|------------------|

| POLICE DEPARTMENT | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
|--------------------------|-----------------------|-----------------------|----------------|----------------|----------------|
| | Actual | | Adopted | YE | |
| REVENUE | | | | | |
| 100-000-32007 | Intergovernmental-SRO | - | - | 170,000 | - |
| 100-000-33008 | Grants-Police | 500 | - | - | - |
| 100-000-35016 | Fees-Police Training | 5,657 | 6,222 | 5,000 | 5,000 |
| 100-000-37004 | Misc-PD | 135,063 | 64,950 | | 115,819 |
| TOTAL REVENUE | | 141,220 | 71,172 | 175,000 | 120,819 |

PERSONNEL SERVICES

| | | | | | |
|---------------------------------|----------------|------------------|------------------|------------------|------------------|
| 100-705-50001 | Wages | 2,715,957 | 2,524,884 | 2,590,000 | 2,590,000 |
| 100-705-50004 | Overtime | 367,226 | 525,432 | 300,000 | 543,000 |
| 100-705-51005 | CIS Insurance | 636,863 | 567,444 | 670,000 | 670,000 |
| 100-705-51006 | VEBA | 46,598 | 210,111 | 46,500 | 46,500 |
| 100-705-51007 | Retirement | 1,063,178 | 981,751 | 1,019,000 | 1,019,000 |
| 100-705-51008 | Taxes | 230,655 | 224,573 | 230,000 | 230,000 |
| 100-705-51015 | Other Benefits | 73,326 | 79,193 | 42,000 | 42,000 |
| TOTAL PERSONNEL SERVICES | | 5,133,803 | 5,113,388 | 4,897,500 | 5,140,500 |

MATERIALS & SERVICES

| | | | | | |
|---------------|----------------------------|--------|--------|--------|--------|
| 100-705-52001 | Operating Supplies | 61,739 | 46,702 | 65,000 | 65,000 |
| 100-705-52002 | Personnel Uniforms Equipme | 25,657 | 25,083 | 20,000 | 30,000 |
| 100-705-52003 | Utilities | 8,960 | 11,298 | 15,000 | 15,000 |

| | | | | | |
|---------------------------------------|--------------------------|----------------|----------------|----------------|----------------|
| 100-705-52006 | Computer Maintenance | 53,898 | 29,985 | 30,000 | 30,000 |
| 100-705-52010 | Telephone | 22,067 | 26,457 | 24,500 | 24,500 |
| 100-705-52014 | Recruiting Expenses | 4,110 | 4,807 | 6,000 | 6,000 |
| 100-705-52018 | Professional Development | 23,697 | 34,424 | 30,000 | 30,000 |
| 100-705-52019 | Professional Services | 57,697 | 131,591 | 40,000 | 150,000 |
| 100-705-52021 | Equipment Maintenance | - | 1,467 | 2,000 | 3,000 |
| 100-705-52022 | Fuel/Oil | 66,679 | 62,674 | 75,000 | 75,000 |
| 100-705-52023 | Facility Maintenance | 35,286 | 74,350 | 35,000 | 35,000 |
| 100-705-52027 | IT Charges | 864 | - | 3,000 | 3,000 |
| 100-705-52040 | Special Investigations | - | 817 | - | - |
| 100-705-52044 | K9 Expense | 50 | 543 | - | - |
| 100-705-52086 | Tactical | 12,749 | 8,162 | 13,000 | 13,000 |
| 100-705-52097 | Enterprise Fleet | 163,939 | 287,019 | 95,000 | 168,000 |
| 100-705-52098 | Fleet Maintenance | 33,794 | 18,982 | 25,000 | 25,000 |
| 100-705-52102 | New Hire Equipment | 3,213 | 12,195 | 12,000 | 12,000 |
| 100-705-52115 | Report Writer | 309,153 | 21,407 | 86,000 | 178,500 |
| 100-705-52117 | Body Cameras | 28,675 | 31,478 | 37,000 | 46,500 |
| TOTAL MATERIALS & SERVICES | | 912,227 | 829,441 | 613,500 | 909,500 |

| | | | | |
|---------------------------|------------------|------------------|------------------|------------------|
| TOTAL EXPENDITURES | 6,046,030 | 5,942,829 | 5,511,000 | 6,050,000 |
|---------------------------|------------------|------------------|------------------|------------------|

| | | | | |
|-------------------------|--------------------|--------------------|--------------------|--------------------|
| SURPLUS(DEFECIT) | (5,904,810) | (5,871,657) | (5,336,000) | (5,929,181) |
|-------------------------|--------------------|--------------------|--------------------|--------------------|

| LIBRARY DEPARTMENT | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 |
|---------------------------------|----------------------|----------------|----------------|----------------|
| | Actual | | Adopted | EST YE |
| REVENUE | | | | |
| 100-000-35010 | Fees-Library | 47,310 | 3,794 | 1,500 |
| 100-000-36001 | Fines-Library | 11,991 | 18,808 | 5,000 |
| TOTAL REVENUE | | 59,301 | 22,602 | 6,500 |
| PERSONNEL SERVICES | | | | |
| 100-706-50001 | Wages | 404,871 | 391,545 | 423,000 |
| 100-706-50004 | Overtime | 125 | - | 150 |
| 100-706-51005 | CIS Insurance | 65,785 | 52,393 | 55,000 |
| 100-706-51006 | VEBA | 5,549 | 4,926 | 5,100 |
| 100-706-51007 | Retirement | 129,841 | 108,819 | 138,000 |
| 100-706-51008 | Taxes | 30,476 | 29,530 | 35,700 |
| 100-706-51015 | Other Benefits | 1,879 | 580 | 900 |
| TOTAL PERSONNEL SERVICES | | 638,526 | 587,793 | 657,700 |
| MATERIALS & SERVICES | | | | |
| 100-706-52001 | Operating Supplies | 4,463 | 8,365 | 8,500 |
| 100-706-52003 | Utilities | 19,692 | 20,577 | 25,000 |
| 100-706-52006 | Computer Maintenance | 12,866 | 11,748 | 17,000 |

| | | | | | |
|---------------------------------------|--------------------------|----------------|----------------|----------------|----------------|
| 100-706-52014 | Recruiting | - | - | 1,000 | 1,000 |
| 100-706-52018 | Professional Development | 482 | 2,685 | 2,000 | 2,000 |
| 100-706-52019 | Professional Services | 3,484 | 1,916 | 3,500 | 20,000 |
| 100-706-52020 | Bank Service Fees | 724 | 70 | - | - |
| 100-706-52023 | Facility Maintenance | 52,320 | 61,885 | 56,000 | 56,000 |
| 100-706-52027 | IT Charges | - | - | 4,900 | 4,900 |
| 100-706-52028 | Projects & Programs | 5,263 | 6,172 | 3,500 | 3,900 |
| 100-706-52031 | Periodicals | 1,117 | 740 | 250 | 250 |
| 100-706-52032 | Digital Resources | 22,873 | 23,363 | 20,000 | 20,000 |
| 100-706-52033 | Printed Materials | 36,991 | 26,467 | 32,000 | 32,000 |
| 100-706-52034 | Visual Materials | 3,650 | 3,051 | 3,500 | 3,500 |
| 100-706-52035 | Audio Materials | 3,188 | 568 | 2,500 | 2,500 |
| 100-706-52036 | Makerspace | 48 | 10,001 | 7,000 | 7,000 |
| 100-706-52037 | Library of Things | 1,714 | 3,330 | 2,500 | 2,500 |
| 100-706-52130 | Building Lease | - | - | 8,200 | 8,200 |
| TOTAL MATERIALS & SERVICES | | 168,875 | 180,938 | 197,350 | 214,250 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| TOTAL EXPENDITURES | 807,401 | 768,731 | 855,050 | 886,200 |
|---------------------------|----------------|----------------|----------------|----------------|

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (748,100) | (768,731) | (855,050) | (886,200) |
|-------------------------|------------------|------------------|------------------|------------------|

| FINANCE | | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
|---------------------------------|--------------------------|----------------|----------------|----------------|----------------|-----|
| | | Actual | | Adopted | YE | |
| REVENUE | | | | | | |
| 100-000-34025 | Lien Searches | 7,350 | 9,843 | 7,000 | 8,000 | |
| 100-000-35002 | Fees-Business Licenses | 108,075 | 109,805 | 253,800 | 150,000 | |
| 100-000-37004 | Misc.-Finance | 1,178 | 36,956 | - | 5,284 | |
| TOTAL REVENUE | | 116,603 | 156,604 | 260,800 | 163,284 | |
| PERSONNEL SERVICES | | | | | | |
| 100-707-50001 | Wages | 409,953 | 412,432 | 436,500 | 425,000 | |
| 100-707-50004 | Overtime | - | 268 | 400 | 200 | |
| 100-707-51005 | CIS Insurance | 115,151 | 118,880 | 132,900 | 125,000 | |
| 100-707-51006 | VEBA | 8,254 | 8,188 | 8,600 | 15,500 | |
| 100-707-51007 | Retirement | 120,039 | 127,821 | 138,000 | 133,000 | |
| 100-707-51008 | Taxes | 31,506 | 31,317 | 37,000 | 37,000 | |
| 100-707-51015 | Other Benefits | 6,757 | 1,248 | 5,900 | 5,900 | |
| TOTAL PERSONNEL SERVICES | | 691,660 | 700,154 | 759,300 | 741,600 | |
| MATERIALS & SERVICES | | | | | | |
| 100-707-52001 | Operating Supplies | 5,999 | 4,774 | 7,000 | 7,000 | |
| 100-707-52008 | Printing | 41,636 | 13,733 | 25,000 | 25,000 | |
| 100-707-52009 | Postage | 18,790 | 37,262 | 20,000 | 28,000 | |
| 100-707-52018 | Professional Development | 8,059 | 10,645 | 7,000 | 7,000 | |
| 100-707-52019 | Professional Services | 215,852 | 100,001 | 140,000 | 140,000 | |

| | | | | | |
|---------------------------------------|-------------------|----------------|----------------|----------------|----------------|
| 100-707-52020 | Bank Service Fees | 288,007 | 79,645 | 80,000 | 81,000 |
| 100-707-52027 | IT Charges | 864 | 29 | 1,000 | 1,000 |
| TOTAL MATERIALS & SERVICES | | 579,207 | 246,089 | 280,000 | 289,000 |

| | | | | |
|---------------------------|------------------|----------------|------------------|------------------|
| TOTAL EXPENDITURES | 1,270,867 | 946,243 | 1,039,300 | 1,030,600 |
|---------------------------|------------------|----------------|------------------|------------------|

| | | | | |
|-------------------------|--------------------|------------------|--------------------|--------------------|
| SURPLUS(DEFECIT) | (1,269,689) | (909,287) | (1,039,300) | (1,025,316) |
|-------------------------|--------------------|------------------|--------------------|--------------------|

| PARKS | | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
|-------|--|---------|----------------|---------|---------|-----|
| | | Actual | | Adopted | YE | |

REVENUE

| | | | | | |
|----------------------|-------------------|---------------|---------------|---------------|---------------|
| 100-000-33005 | Grants-Parks | 32,875 | 1,475 | - | 26,221 |
| 100-000-34001 | Dockside Services | 18,350 | 12,323 | 18,000 | 18,000 |
| 100-000-35019 | Fees-Parks | 12,195 | 16,171 | 5,000 | 15,000 |
| 100-000-37004 | Misc-Parks | 15,117 | 399 | 0 | 1,061 |
| 100-000-37007 | Donations-Parks | 0 | 2,500 | 0 | |
| TOTAL REVENUE | | 78,537 | 32,868 | 23,000 | 60,282 |

PERSONNEL SERVICES

| | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| 100-708-50001 | Wages | 257,138 | 214,521 | 223,000 | 223,000 |
| 100-708-50004 | Overtime | 895 | 1,782 | 800 | 800 |
| 100-708-51005 | CIS Insurance | 90,055 | 59,035 | 79,300 | 83,000 |
| 100-708-51006 | VEBA | 4,949 | 6,201 | 4,300 | 4,300 |
| 100-708-51007 | PERS | 79,283 | 66,854 | 79,000 | 70,000 |
| 100-708-51008 | Taxes | 19,608 | 17,267 | 18,000 | 18,000 |
| 100-708-51015 | Other Benefits | 6,450 | 338 | 3,100 | 3,100 |
| TOTAL PERSONNEL SERVICES | | 458,378 | 365,998 | 407,500 | 402,200 |

MATERIALS & SERVICES

| | | | | | |
|---------------------------------------|----------------------------|----------------|----------------|----------------|----------------|
| 100-708-52001 | Operating Supplies | 39,125 | 41,878 | 50,000 | 40,000 |
| 100-708-52002 | Personnel Uniforms Equipme | 1,057 | 843 | 2,000 | 2,000 |
| 100-708-52003 | Utilities | 16,503 | 20,276 | 25,000 | 25,000 |
| 100-708-52010 | Telephone | 990 | 1,027 | 2,000 | 1,000 |
| 100-708-52018 | Professional Development | 1,737 | 56 | 2,000 | 2,000 |
| 100-708-52019 | Professional Services | 34,249 | 62,953 | 40,000 | 40,000 |
| 100-708-52022 | Fuel/Oil | 10,600 | 12,829 | 15,000 | 15,000 |
| 100-708-52023 | Facility Maintenance | 19,583 | 22,112 | 15,000 | 15,000 |
| 100-708-52046 | Dock Services | 9,940 | 10,401 | 15,000 | 15,000 |
| 100-708-52047 | Marine Board | 115 | 1,441 | 3,000 | 3,000 |
| TOTAL MATERIALS & SERVICES | | 133,899 | 173,816 | 169,000 | 158,000 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| TOTAL EXPENDITURES | 592,277 | 539,814 | 576,500 | 560,200 |
|---------------------------|----------------|----------------|----------------|----------------|

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (513,740) | (506,946) | (553,500) | (499,918) |
|-------------------------|------------------|------------------|------------------|------------------|

| RECREATION | | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
|---------------------------------|---------------------------------------|------------------|------------------|------------------|------------------|-----|
| | | Actual | | Adopted | YE | |
| REVENUE | | | | | | |
| 100-000-35018 | Fees-Recreation | 169,808 | 190,357 | 180,000 | 180,000 | |
| | TOTAL REVENUE | 169,808 | 190,357 | 180,000 | 180,000 | |
| PERSONNEL SERVICES | | | | | | |
| 100-709-50001 | Wages | 191,810 | 172,767 | 186,000 | 180,000 | |
| 100-709-50004 | Overtime | - | - | - | - | |
| 100-709-51005 | CIS Insurance | 39,482 | 41,428 | 46,500 | 53,000 | |
| 100-709-51006 | VEBA | 3,006 | 3,097 | 3,300 | 3,300 | |
| 100-709-51007 | Retirement | 57,318 | 21,231 | 58,700 | 55,000 | |
| 100-709-51008 | Taxes | 14,573 | 13,775 | 15,800 | 15,800 | |
| 100-709-51015 | Other Benefits | 5,292 | 4,844 | 2,400 | 2,400 | |
| | TOTAL PERSONNEL SERVICES | 311,481 | 257,142 | 312,700 | 309,500 | |
| MATERIALS & SERVICES | | | | | | |
| 100-709-52001 | Operating Supplies | 3,492 | 4,363 | 13,000 | 5,000 | |
| 100-709-52003 | Utilities | 11,401 | 7,940 | 9,000 | 8,000 | |
| 100-709-52008 | Printing | 257 | 190 | 500 | 500 | |
| 100-709-52010 | Telephone | 1,490 | 2,067 | 1,800 | 1,800 | |
| 100-709-52018 | Professional Development | 545 | 1,220 | - | - | |
| 100-709-52019 | Professional Services | 9,444 | 24,844 | 20,000 | 20,000 | |
| 100-709-52020 | Bank Service Fees | 3,679 | 4,370 | 5,000 | 5,000 | |
| 100-709-52022 | Fuel | 179 | 106 | 500 | 500 | |
| 100-709-52023 | Facility Maintenance | 21,074 | 12,321 | 13,000 | 13,000 | |
| 100-709-52028 | Projects & Programs | - | - | - | 7,500 | |
| 100-709-52097 | Enterprise Fleet Management | 5,863 | 6,289 | - | 2,000 | |
| | TOTAL MATERIALS & SERVICES | 57,424 | 63,710 | 62,800 | 63,300 | |
| | TOTAL EXPENDITURES | 368,905 | 320,852 | 375,500 | 372,800 | |
| SURPLUS(DEFECIT) | | (199,097) | (130,495) | (195,500) | (192,800) | |
| PLANNING | | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
| | | Actual | | Adopted | YE | |
| REVENUE | | | | | | |
| 100-000-33005 | Grants-Planning | - | 77,000 | - | - | |
| 100-000-35015 | Fees-Planning | 29,023 | 35,024 | 30,000 | 30,000 | |
| 100-000-37004 | Misc-Planning | 6 | 25 | - | 910 | |
| | TOTAL REVENUE | 29,029 | 112,049 | 30,000 | 30,910 | |

PERSONNEL SERVICES

| | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| 100-710-50001 | Wages | 256,805 | 233,206 | 200,500 | 170,000 |
| 100-711-50004 | Overtime | - | 105 | - | - |
| 100-710-51005 | CIS Insurance | 31,703 | 28,079 | 31,000 | 25,000 |
| 100-710-51006 | VEBA | 5,009 | 4,763 | 4,000 | 3,000 |
| 100-710-51007 | Retirement | 86,733 | 77,350 | 71,000 | 55,000 |
| 100-710-51008 | Taxes | 19,607 | 17,802 | 17,000 | 13,000 |
| 100-710-51015 | Other Benefits | 1,356 | 1,149 | 2,000 | 500 |
| TOTAL PERSONNEL SERVICES | | 401,213 | 362,454 | 325,500 | 266,500 |

MATERIALS & SERVICES

| | | | | | |
|---------------------------------------|-----------------------------|---------------|---------------|---------------|---------------|
| 100-710-52001 | Operating Supplies | 3,413 | 2,414 | 7,000 | 7,000 |
| 100-710-52011 | Public Information | 3,844 | 2,942 | 10,000 | 10,000 |
| 100-710-52013 | Memberships | 1,854 | 1,281 | 2,000 | 2,000 |
| 100-710-52018 | Professional Development | 3,085 | 2,172 | 4,000 | 4,000 |
| 100-710-52019 | Professional Services | - | 1,820 | 3,000 | 3,000 |
| 100-710-52020 | Bank Service Fees | - | 66 | - | - |
| 100-710-52022 | Fuel | 135 | 151 | 500 | 200 |
| 100-710-52027 | IT Charges | 720 | - | 500 | 500 |
| 100-710-52028 | Projects & Programs | 30,174 | 29,825 | - | - |
| 100-710-52030 | CLG Expenses | - | 17,000 | - | - |
| 100-710-52087 | Commission Stipend | 1,320 | 1,950 | - | - |
| 100-710-52097 | Enterprise Fleet Management | 4,963 | 5,414 | 3,000 | 5,500 |
| TOTAL MATERIALS & SERVICES | | 49,508 | 65,035 | 30,000 | 32,200 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| TOTAL EXPENDITURES | 450,721 | 427,489 | 355,500 | 298,700 |
|---------------------------|----------------|----------------|----------------|----------------|

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (421,692) | (315,440) | (325,500) | (267,790) |
|-------------------------|------------------|------------------|------------------|------------------|

| BUILDING | 2023-24 | 2024-25 | 2025-26 | 2025-26 | EST |
|----------------------|----------------------------|----------------|----------------|----------------|----------------|
| | Actual | Actual | Adopted | YE | |
| REVENUE | | | | | |
| 100-000-35001 | Permits-Columbia City Bldg | 14,531 | 17,224 | 17,000 | 17,000 |
| 100-000-35003 | Permits-St Helens Bldg | 111,711 | 72,970 | 85,000 | 85,000 |
| 100-000-35004 | Fees-Bldg Admin | 34,020 | 18,866 | 18,000 | 18,000 |
| 100-000-35005 | Permits-Plumbing | 17,488 | 18,980 | 21,000 | 21,000 |
| 100-000-35006 | Permits-Mechanical | 20,878 | 13,808 | 16,000 | 16,000 |
| 100-000-35007 | Permits-Special Use | - | 50 | | |
| 100-000-35009 | Fees-Plan Review | 78,947 | 74,825 | 68,000 | 68,000 |
| 100-000-37004 | Misc-Bldg | 900 | 618 | | 115 |
| TOTAL REVENUE | | 278,475 | 217,341 | 225,000 | 225,115 |

PERSONNEL SERVICES

| | | | | | |
|---------------|-------|---------|---------|---------|---------|
| 100-711-50001 | Wages | 217,253 | 200,706 | 212,500 | 212,500 |
|---------------|-------|---------|---------|---------|---------|

| | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| 100-711-50004 | Overtime | - | 105 | - | - |
| 100-711-51005 | CIS Insurance | 61,162 | 64,996 | 71,000 | 71,000 |
| 100-711-51006 | VEBA | 4,226 | 3,932 | 4,200 | 4,200 |
| 100-711-51007 | Retirement | 67,353 | 60,340 | 67,000 | 64,000 |
| 100-711-51008 | Taxes | 16,416 | 15,163 | 18,000 | 16,000 |
| 100-711-51015 | Other Benefits | 1,903 | 1,701 | 2,800 | 2,000 |
| TOTAL PERSONNEL SERVICES | | 368,313 | 346,943 | 375,500 | 369,700 |

MATERIALS & SERVICES

| | | | | | |
|---------------------------------------|-----------------------------|---------------|---------------|---------------|---------------|
| 100-711-52001 | Operating Supplies | 1,191 | 919 | 2,500 | 2,500 |
| 100-711-52010 | Telephone | 1,077 | 1,047 | 1,200 | 1,200 |
| 100-711-52015 | Intergovernmental Services | 10,660 | 3,800 | 9,000 | 9,000 |
| 100-711-52018 | Professional Development | 1,065 | - | 1,500 | 3,500 |
| 100-711-52019 | Professional Services | 6,454 | 5,893 | 8,000 | 8,000 |
| 100-711-52020 | Bank Service Fees | 5,792 | 3,481 | 7,000 | 7,000 |
| 100-711-52022 | Fuel | 1,083 | 869 | 1,400 | 1,400 |
| 100-711-52027 | IT Charges | 720 | - | - | - |
| 100-711-52097 | Enterprise Fleet Management | 6,271 | 6,382 | 3,800 | 4,900 |
| TOTAL MATERIALS & SERVICES | | 34,313 | 22,391 | 34,400 | 37,500 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| TOTAL EXPENDITURES | 402,626 | 369,334 | 409,900 | 407,200 |
|---------------------------|----------------|----------------|----------------|----------------|

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (124,151) | (151,993) | (184,900) | (182,085) |
|-------------------------|------------------|------------------|------------------|------------------|

| INFORMATION TECHNOLOGY | 2023-24 | 2024-25 Actual | 2025-26 | 2025-26 | EST |
|------------------------|---------|----------------|---------|---------|-----|
| | Actual | | Adopted | YE | |

REVENUE**PERSONNEL SERVICES**

| | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| 100-712-50001 | Regular Wages | 181,714 | 95,139 | 97,500 | 97,500 |
| 100-712-51005 | CIS Insurance | 55,585 | 32,868 | 35,200 | 35,200 |
| 100-712-51006 | VEBA | 3,527 | 1,884 | 2,000 | 2,000 |
| 100-712-51007 | Retirement | 56,214 | 29,466 | 30,800 | 30,800 |
| 100-712-51008 | Taxes | 13,657 | 7,231 | 8,000 | 8,000 |
| 100-712-51015 | Other Benefits | 1,262 | 21,401 | 1,200 | 1,200 |
| TOTAL PERSONNEL SERVICES | | 311,959 | 187,989 | 174,700 | 174,700 |

MATERIALS & SERVICES

| | | | | | |
|---------------|--------------------------|---------|---------|---------|---------|
| 100-712-52001 | Operating Supplies | 1,884 | 6,158 | 10,000 | 10,000 |
| 100-712-52003 | Utilities (Internet) | 79,759 | 83,626 | 70,000 | 82,000 |
| 100-712-52006 | Computer Maintenance | 58,102 | 63,763 | 50,000 | 50,000 |
| 100-712-52010 | Telephone | 31,653 | 27,103 | 30,000 | 30,000 |
| 100-712-52016 | Insurance - General | 27,390 | 28,376 | 50,000 | 28,000 |
| 100-712-52018 | Professional Development | 1,445 | 200 | 1,500 | 1,500 |
| 100-712-52019 | Professional Services | 123,091 | 125,647 | 165,000 | 165,000 |

| | | | | | |
|---------------------------------------|--------------------|----------------|----------------|----------------|----------------|
| 100-712-57500 | Computer Equipment | 16,438 | 6,816 | 15,000 | 15,000 |
| TOTAL MATERIALS & SERVICES | | 339,762 | 341,689 | 391,500 | 381,500 |
| TOTAL EXPENDITURES | | 651,721 | 529,678 | 566,200 | 556,200 |

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| SURPLUS(DEFECIT) | (651,721) | (529,678) | (566,200) | (556,200) |
|-------------------------|------------------|------------------|------------------|------------------|

| General Services Department | 2023-24 | 2024-25 | 2025-26 | 2025-26 | EST |
|---|-------------------|-------------------|-------------------|-------------------|------------|
| | Actual | Actual | Adopted | YE | |
| REVENUE | | | | | |
| 100-000-31001 Property Taxes-CY | 2,096,004 | 2,052,242 | 2,190,000 | 2,190,000 | |
| 100-000-31002 Property Taxes-PY | 68,432 | 96,878 | 30,000 | 40,000 | |
| 100-000-32003 State Rev-Cigarette Tax | 9,536 | 8,468 | 8,500 | 8,000 | |
| 100-000-32004 State Rev-Liquor Tax | 258,877 | 251,388 | 240,000 | 240,000 | |
| 100-000-32005 State Shared Revenue | 173,282 | 145,393 | 150,000 | 150,000 | |
| 100-000-32006 State Rev-MJ Tax | 213,458 | 102,010 | 120,000 | 80,000 | |
| 100-000-33005 Grants-ARPA | 893,228 | 0 | 0 | 0 | |
| 100-000-33005 Grant-Wellness | 301 | 0 | 0 | 0 | |
| 100-000-34003 In Lieu of Franchise Fees | 1,472,155 | 1,078,522 | 1,133,000 | 1,020,000 | |
| 100-000-34004 General Support Services | 4,316,300 | 4,332,500 | 4,841,700 | 4,741,700 | |
| 100-000-34006 Franchise Taxes | 1,050,810 | 1,040,162 | 950,000 | 950,000 | |
| 100-000-34007 Franchise PEG Fees | 7,798 | 4,673 | 0 | 0 | |
| 100-000-35011 Fees-SDC Amin | 17,258 | 28,845 | 16,500 | 16,500 | |
| 100-000-35017 Fees - Events Impact Fee | 0 | 0 | 127,200 | 119,265 | |
| 100-000-37001 Interest | 181,534 | 30,760 | 20,000 | 3,000 | |
| 100-000-37004 Misc-General | 62,996 | 51,582 | 125,000 | 10,954 | |
| 100-000-37012 Sale of Surplus Property | 0 | 0 | 0 | 1,500,000 | |
| 100-000-38001 Transfer In | 0 | 1,000,000 | 0 | 0 | |
| Beginning Fund Balance | 1,246,308 | 760,684 | 1,223,514 | 124,594 | |
| TOTAL REVENUE | 12,068,277 | 10,984,107 | 11,175,414 | 11,194,013 | |

MATERIALS & SERVICES

| | | | | | |
|---------------------------------------|-----------------------|----------------|----------------|----------------|----------------|
| 100-715-52001 | Operating Supplies | 23,658 | 20,703 | 20,000 | 20,000 |
| 100-715-52003 | Utilities | 14,061 | 13,833 | 18,000 | 18,000 |
| 100-715-52009 | Postage | - | 5,114 | 6,000 | 6,000 |
| 100-715-52016 | Insurance - General | 141,577 | 158,467 | 177,000 | 152,000 |
| 100-715-52019 | Professional Services | 45,880 | 220,660 | 50,000 | 300,000 |
| 100-715-52022 | Fuel/Oil | 817 | 1,294 | 1,500 | 1,500 |
| 100-715-52023 | Facility Maintenance | 43,717 | 47,900 | 30,000 | 30,000 |
| 100-715-52097 | Enterprise Fleet Mgmt | 167 | 642 | 500 | 500 |
| TOTAL MATERIALS & SERVICES | | 269,877 | 468,613 | 303,000 | 528,000 |

CONTINGENCY

| | | | | | |
|---------------|-------------|---|---|---------|--------------------|
| 100-715-58001 | Contingency | - | - | 715,024 | 715,024 Budget EFB |
|---------------|-------------|---|---|---------|--------------------|

UNAPPROPRIATED FUND BALANCE

| | | | | | |
|---------------|---------------------------|---------|---------|---|----------------------|
| 100-715-59001 | Unapp Ending Fund Balance | 760,684 | 124,594 | - | (822,985) GF Deficit |
|---------------|---------------------------|---------|---------|---|----------------------|

| | | | |
|---------------------------|------------------|----------------|------------------|
| TOTAL EXPENDITURES | 1,030,561 | 593,207 | 1,018,024 |
|---------------------------|------------------|----------------|------------------|

| | | | | |
|-------------------------|-------------------|-------------------|-------------------|-------------------|
| SURPLUS(DEFECIT) | 11,037,716 | 10,390,900 | 10,157,390 | 11,194,013 |
|-------------------------|-------------------|-------------------|-------------------|-------------------|

FY2027

Assumptions: Economic growth (new housing units) at 1% annually. Estimated cost of goods and services increase 3% annually; for illustrative purposes only. Alternative could be to adjust annually according to the CPI-West in December of

previous year.

20% Contingency reserve

| General Fund Deficit | FY | 35.30 | | Coverage | What if ? | | | |
|----------------------|------|----------------------|-----------------|----------|------------|--------------|---------|--|
| | | Monthly Per Unit Fee | Annual Revenues | | # of Units | Est | | |
| | | | | | | Over/(Short) | Units % | |
| 2,500,000 | 2026 | | | | 6,104 | | 1% | |
| 2,575,000 | 2027 | 35.30 | 2,585,654 | 10,654 | 6,104 | 6 | 1% | |
| 2,652,250 | 2028 | 36.26 | 2,658,510 | 6,260 | 6,110 | 6 | 1% | |
| 2,731,818 | 2029 | 37.25 | 2,733,615 | 1,797 | 6,116 | 6 | 1% | |
| 2,813,772 | 2030 | 38.26 | 2,811,039 | (2,733) | 6,122 | 6 | 1% | |
| 2,898,185 | 2031 | 39.41 | 2,898,208 | 23 | 6,128 | 6 | 1% | |
| 2,985,131 | 2032 | 40.49 | 2,980,716 | (4,414) | 6,134 | 6 | 1% | |
| 3,074,685 | 2033 | 41.71 | 3,073,141 | (1,544) | 6,140 | 6 | 1% | |
| 3,166,925 | 2034 | 42.86 | 3,161,053 | (5,872) | 6,146 | 6 | 1% | |
| 3,261,933 | 2035 | 44.15 | 3,259,063 | (2,870) | 6,152 | 6 | 1% | |
| 3,359,791 | 2036 | 45.47 | 3,360,109 | 318 | 6,158 | 6 | 1% | |
| 3,460,585 | 2037 | 46.73 | 3,456,888 | (3,697) | 6,164 | 6 | 1% | |

FY2027

Assumptions: Economic growth (new housing units) at 1% annually. Estimated cost of goods and services increase 3% annually; for illustrative purposes only. Alternative could be to adjust annually according to the CPI-West in December of

previous year.

| General Fund Deficit | FY | 24.00 What if ? | | | 10% Contingency reserve | | |
|----------------------|------|----------------------|-----------------|----------|-------------------------|-------|----|
| | | General Service Fee | | Coverage | Est | | |
| | | Monthly Per Unit Fee | Annual Revenues | | # of Units | Units | % |
| 1,700,000 | 2026 | | | | 6,104 | | 1% |
| 1,751,000 | 2027 | 24.00 | 1,757,952 | 6,952 | 6,104 | 6 | 1% |
| 1,803,530 | 2028 | 24.62 | 1,805,138 | 1,608 | 6,110 | 6 | 1% |
| 1,857,636 | 2029 | 25.26 | 1,853,779 | (3,857) | 6,116 | 6 | 1% |
| 1,913,365 | 2030 | 25.92 | 1,903,919 | (9,446) | 6,122 | 6 | 1% |
| 1,970,766 | 2031 | 26.69 | 1,962,959 | (7,807) | 6,128 | 6 | 1% |
| 2,029,889 | 2032 | 27.39 | 2,016,466 | (13,422) | 6,134 | 6 | 1% |
| 2,090,786 | 2033 | 28.22 | 2,078,992 | (11,794) | 6,140 | 6 | 1% |
| 2,153,509 | 2034 | 28.96 | 2,136,079 | (17,430) | 6,146 | 6 | 1% |
| 2,218,114 | 2035 | 29.83 | 2,202,309 | (15,805) | 6,152 | 6 | 1% |
| 2,284,658 | 2036 | 30.73 | 2,270,591 | (14,067) | 6,158 | 6 | 1% |
| 2,353,198 | 2037 | 31.55 | 2,333,591 | (19,607) | 6,164 | 6 | 1% |



265 Strand Street, St. Helens, OR 97051
 Phone: (503) 397-6272 Fax: (503) 397-4016
www.sthelensoregon.gov

To: Gloria Busch
 From: Building Division
 RE: Proposed Budget Reduction Impacts

The proposed budget reduction will have impact to the building division and City Hall in general, if the proposed layoffs include the Community Development Administrative Assistant position.

Our permit center currently operates with 2 FTE's. This ensures there is always someone to greet and assist citizens, as they enter City Hall. Each position provides relief to the other not only with daily breaks and tasks, that require you to be away from your workstation (copy room, meeting rooms) but also ensures coverage where someone is sick or needs personal time off.

Without this position the permit center and City Hall lobby will only operate with one administrative staff. And while John's and my office can observe the lobby, we have schedules that cannot account for counter coverage on a consistent basis. For safety reasons the doors to City Hall may need to be closed due to staffing shortages.

Impacts to the Planning, Engineering and Building Divisions and City Hall may include:

- Delays or Suspension in issuing Special Event Permits and Parks Reservations
- For safety reasons and staff workloads, reduced hours to be open to the public or by appointment only at City Hall Lobby.
- Delays in Issuing Building Permits
- Delays in Issuing Land Use Permits, Decision and Public Notifications. Some that are required by law.
- Administrative Support to the Planning and Historical Landmarks Commissions (agendas, notifications, minutes)
- Delays in Processing Engineering Project Bids
- Issuing and Maintaining Transient Room Registrations (Short Term Rentals)
- Delay in issuing Engineering Division Permits (ROW, Public Improvements)

In closing without the Community Development Administrative Assistant Position would likely lead to a reduction in services and additional burden to staff that area already working in multiple roles.

Michael De Roia
 Building Official
 City of St. Helens, OR
 Office: 503-366-8228
 Fax: 503-397-4016
mderoia@sthelensoregon.gov



To: City Council
RE: Staffing Reduction Impacts

Gloria Butsch Finance Director



BACKGROUND

Due to revenue shortfalls in the General Fund and the need to no longer depend on one-time revenues to maintain services, the city will need to implement furloughs, leave vacant staffing positions unfilled and/or lay off staff in all departments of the General Fund.

IMPACTS TO FINANCIAL SERVICES

The impacts to services if we are all furloughed or layoff an administrative billing specialist will be reduced customer service response for utility customers, as well as liquor licenses and business licenses. That would include billing for business licenses and any other processing we do other than utility billing.

If a layoff occurs, this will cause closing the office in the case of illness or any other leave time for the remaining position.

We would no longer be able to support the Parks & Trails Commission.

Grants' management, budget management, quarterly and annual reporting will be delayed.

Impact Statement from HR:

I have informed LCOG/LGPS about the unfortunate circumstances we are in and that we will not be moving forward at this time with the HR Professional Services contract. This is a statement they gave me that might help with showing the impact of not having policies up-to-date or new policies in place and the risks/liabilities...

Our position would be that we believe LGPS can save significant funds for the City by directing effort where the City has the most need and working to be efficient with project management, freeing City employees up to complete needed work as well while reducing overall financial risk by getting through those needed projects (without the added long-term FTE costs due to the discrete project nature of the work LGPS would be performing). We also believe the expertise our team brings to the table will allow us to solve problems and reduce risk before those risks become financial liabilities. Hopefully, the reduction in risk and the ability to work on a project-basis instead of permanent FTE provides the City with significant long-term cost-savings and risk reduction.

MEMORANDUM

January 26, 2026

TO: John Walsh, City Administrator
Gloria Butsch, Finance Director
FR: Suzanne Bishop, Library Director
RE: Impact of Decrease in Library Services in FY 2026

We have seen a substantial increase in patrons using the library, up approximately 17% over calendar year 2024. The current downward trend in the economy means more patrons needing our services. Because we are the only place where people can use the services we offer for free or a very minimal fee, we are already seeing increases in “non-traditional” library services, e.g., high schoolers working on homework and visiting with friends, tutors meeting with their students, caregivers bringing their little ones to storytimes and staying to use the Children’s Library and check out materials, and people using our wi-fi. The library is designated by FEMA as an “essential community organization.”

Specifically:

- An increase in new library cards. Frequently we hear that people are economizing by borrowing books, DVDs and audiobooks.
- More patrons are using our public computers to search for and apply for jobs, find and file government documents and print forms requiring signatures
- More patrons are coming to us for help setting up and using digital devices, email addresses, including senior citizens needing to stay in touch with family and using the Internet; these interactions require 5-to-30-minute meetings
- More patrons are borrowing hotspots and our wi-fi from the parking lot after hours.
- An increase in social service workers bringing kiddos in for observation, and for supervised family visits

Here is a list of potential impacts if staff reductions were required.

- Reduce open hours (Columbia Center and library) by 16 or more hours/week; we would no longer be able to adequately serve the existing patron base, or meet increased community need

- Additional front desk shifts taken by all full-time staff (up to three five-hour shifts/week), reducing the time they have for their essential tasks and responsibilities by up to 30%
 - Fewer storytimes
 - Near elimination of youth outreach
 - Up to 30% fewer items purchased, processed and made available to be checked out
 - Eliminate office hours in the local history room
 - Some reduction in community outreach
- Reduced Makerspace hours
- Reduced meeting room availability in the Columbia Center, reflecting the reduction in building hours
- Reduced/eliminated adult programming
 - No longer offer a Book Club (Library Assistant)
 - No longer offer the Genial Genealogists bi-monthly meetings (Patron Services Librarian)
 - Reduce Adults and Crafts programs to bi-monthly (Library Technician)
- A 50% reduction in tasks performed by library assistants, i.e., coordinating volunteers, scheduling meetings, producing library promotional materials and off-desk help. These tasks must be done by full-time staff.
- Reduce items circulated
- Cut the Summer Library Challenge in length, programs offered, or both

I can elaborate on this list as needed.

Assistant / Associate Planner – Don't fill vacant position.

Planning Dept FTE: 1.0

Results:

- Less proactive efforts. Will be forced to be more reactive, possibly reactive only.
- Less long-range planning for the community; lays foundation for future problems (future booby traps).
- Increased burden on Communications Officer to support Planning Commission/Historic Landmarks Commission meetings.
- Slower permitting review and increased chance of error resulting from overload.
- No backup for life happenings such as illness, deaths, etc.
- Overall customer service decline. This includes the public, other agencies and other city departments.
- Less capacity for economic development support efforts.
- Less grant activity. Or none.
- Increased chance of failure of existing grant management efforts, which could reflect poorly for future grant application efforts.
- Decreased ability to comply with State of Oregon mandates. This may test the State's enforcement powers if we don't honor mandates.
- Less Geographic Information System support for other departments.
- Less enforcement/compliance. Greater chance of people taking advantage of the situation, resulting in development or uses that result in a lesser quality of life for St. Helens residents.
- Less capacity to ensure compliance with the National Flood Insurance Program. Citizens are able to get flood insurance based on the city's participation in this program.
- No Urban Renewal management assistance to City Administrator.

Community Development Administrative Assistant – Layoff.

Planning Dept FTE: 0.4

Results:

- Shortcomings identified for not filling the Assistant / Associate Planner will be exacerbated.

- Font office (counter) coverage will be impacted. City Hall may need to be closed with staff available by appointment only.
- Someone will need to help with administrative tasks related to Planning such as mailings, hearing notices, file creation, etc. **Who?** Planning Secretary Tasks are not the only thing needed to be done by others. Here is a list that includes some of the tasks of this position that will need to be absorbed by other staff:
 - Planning Department secretary duties, including Planning Commission support
 - Building Department secretary duties
 - Engineering Department secretary duties*
 - Special Use Permits

*Engineering noted they could probably do this themselves, while the position is vacant.

- This will create a void in this position's succession. Training a new person without this position occupied will result in future inefficiencies and increase the probability of errors and procedural due process fails. This may result in increased probability of land use decision appeals and legal expenses.
- The Community Development Administrative Assistant helps with annual inventories (such as housing units) required by the State. Without this position, either someone else will need to do it, or we'll have to ignore State requirements.



STAFF REPORT

Item #3.

Date: January 7, 2026
Author: Chief Matthew Smith
Department: Police
To: St. Helens City Council
Subject: Budget Reduction Impact
Type of Item: Action
CC: City Administrator John Walsh and Finance Director Gloria Butsch

Introduction: There are currently four open positions at the police department. One for the Detective Sergeant and three police officer positions. Two conditional job offers have been tendered for applicants for police officer positions.

I was serving as the Detective Sergeant with the St. Helens Police Department when I was selected as Police Chief. That position was not filled and is still open.

Background: There is a projected General Fund deficit of \$822,985. Reductions in personnel are necessary to address this deficit.

Staff Analysis: I recommend that we do not hire a police officer position and not fill the Detective Sergeant position. Instead, we leave them unfilled until the General Fund deficit is addressed. Additionally, I recommend we do not fill the second Records Specialist position, which is likely to become open shortly. Lastly, I recommend that we reclassify Code Enforcement position from a Code Enforcement position to a Community Service Officer position. This will require an immediate modification of his job duties and assigned responsibilities to allow the use of opioid funds for his salary. This process has already begun and there are no objections to this proposal from the St. Helens Police Association, nor the employee.

The additional operational needs created by the staff reductions will be assigned to the new Community Service Officer until the budget situation stabilizes.

Budget Impact: This proposal would result in \$223,134 in savings.

Staff Impact: Hiring the two current candidates, who have accepted conditional job offers, will allow the St. Helens Police Department to return to a three-shift schedule. However, each shift will have only the minimal number of assigned Officers to accomplish this. Each shift will essentially be at minimum staffing levels nearly every night of the week. This will inevitably mean that each officer will be handling more calls for service each shift, as the workload will be distributed to fewer assigned personnel.

One factor that cannot be overlooked is that shift Sergeants, assigned to each shift, will undoubtedly be required to respond to lower priority calls for service and complete investigations. Thus, their ability to supervise staff will be inhibited.

Since my selection as the Chief of Police, I have continued serving as the Investigations supervisor out of necessity. This will continue for the foreseeable future, as the Detective Sergeant position will remain unfilled. The impact on operations will be that it will simply take longer to complete a variety of investigations, which will include investigations related to child abuse, child sexual abuse

material, sexual assaults, and complex financial fraud investigations. Lieutenant Treat has also assumed operational responsibilities and assisted with calls for service on an as needed basis. While this has been of significant assistance with daily operational needs, it will the speed at which critical administrative tasks are completed.

Alternatives: Another option would be to not hire the second officer until July 2, 2026. This would result in additional savings but would delay the ability for the St. Helens Police Department to return to 24/7 staffing until November of 2026. While this would result in additional savings, it could lead to additional overtime costs.

Impacts to the community: Fewer officers on duty will undoubtedly result in longer response times to calls for service. Currently, the St. Helens Police Department must have two police officers on duty for each shift. If each shift is only minimally staffed, a single priority call for services will occupy the entire shift. Thus, if another priority call for service occurs, it is possible that no one will be available to immediately respond.

Many incidents require not only a coordinated response, but ongoing investigation after the response and subsequent arrest. There are several active and ongoing investigations that are still being investigated by detectives and require continuous work. If priority calls for service are being dispatched, and there are not sufficient staff available to respond, detectives and command staff must respond in emergency situations. Thus, there will be inevitable delays in administrative responsibilities and the multitude of follow-up that is required for the detectives.

Recommended Action: I recommend we hire the two applicants that have conditional job offers, and that we begin their employment on February 10, 2026. The final two open positions are to remain open and unfilled until the budget situation stabilizes. I also recommend that the records specialist position remain open and unfilled until the financial situation stabilizes.

The St. Helens Police Department should then be able to return to a three-shift schedule in June of 2026. The Chief of Police and the Lieutenant will continue assisting patrol and detectives in operational capacities as needed.

Both Officers who have conditional job offers have already attended the basic police academy. Thus, they will immediately be able to begin their field training and evaluation program. If they both complete their training programs at roughly the same time, the St. Helens Police Department will be back on a three-shift schedule before the next fiscal year. This will undoubtedly mean much lower projected overtime costs moving forward.

To: City Manager / Finance Director / Council
From: Shanna Duggan Recreation Program
Date: 1/8/2026
Subject: Budget Impact of Part-Time Recreation Specialist Position

Purpose

The purpose of this memo is to outline the financial and operational impact of eliminating the part-time Recreation Specialist position.

Financial Impact

Eliminating the part-time Recreation Specialist position would result in the immediate closure of the paid S.H.A.R.P. program, leading to an estimated \$96,200 loss in annual revenue.

The annual cost of the position is \$29,424, meaning the position generates a net positive revenue of approximately \$66,776 per year. Eliminating the position would therefore result in a significant net financial loss rather than cost savings.

Operational Impact

The part-time Recreation Specialist provides essential staffing coverage that allows the Community Center to remain open while also supporting programming at the Lewis and Clark site, which operates under a grant-funded model. Without this position, staffing coverage would be insufficient to operate both facilities, resulting in reduced Community Center hours or full closure.

Grant Sustainability Risk

This position also supports compliance and implementation of the Lewis and Clark grant-funded program. Eliminating the role introduces risk to meeting grant requirements and may jeopardize current and future grant funding, creating additional potential financial losses beyond program revenue.

Conclusion

From a budgetary perspective, maintaining the part-time Recreation Specialist position is fiscally responsible. The position not only sustains critical community services and grant-funded programming but also produces a substantial net financial benefit to the department and the City.

Thank you for your consideration,

Shanna Duggan

Recreation Manager

QUARTERLY REPORT TO COUNCIL

Meeting Date: February 4, 2026
Prepared by: Amy Lindgren
Department: Municipal Court
Division: Administration
Reporting Period: 4th Quarter
CC: City Administrator John Walsh



Item #3.

1. General Operations

The operations continue to run smoothly for the municipal court. The court has a low failure to appear rate compared to other courts I work in. I believe it attributable to the jail capacity and ability to hold defendants and follow the bail orders.

Please see the attached reports analyzing the last three years. Last year, the court handled the most criminal cases from the last three years (but very comparable to 2023). However, the number of traffic violations submitted to the court went down significantly.

2. Staffing & Personnel

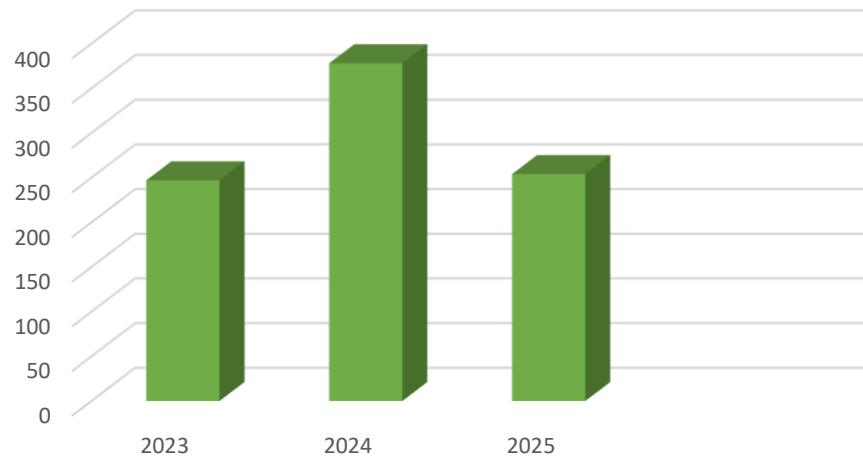
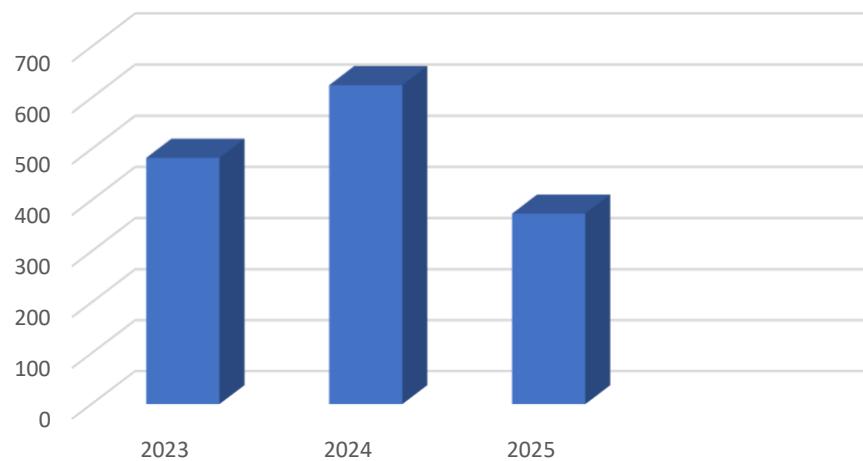
There are no staffing updates. The municipal court is fully staffed and two contracted defense attorneys and able to continue to provide defense services for individuals charged with criminal offenses. I do not anticipate any staffing changes in the near future.

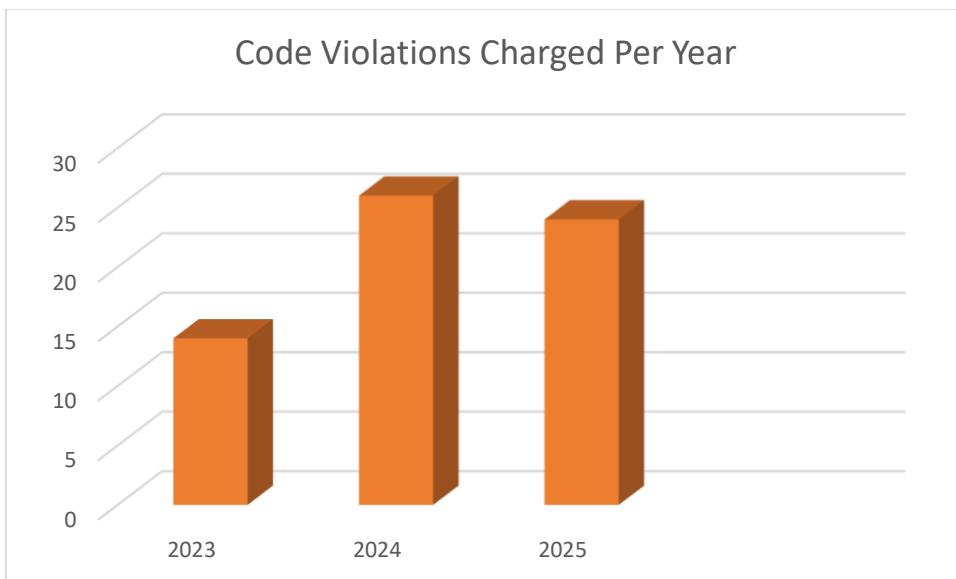
3. Projects & Initiatives

In April, I will be attending the Tyler Connect conference in Nevada, funded by Lake Oswego. I am excited to learn more about the program and how it can be more effectively utilized by the municipal court. I will also be attending the All Rise conference in Tennessee where I will be learning about treatment courts and best practices.

Attachments (If Applicable)

- Analysis for YTD reports for criminal, traffic and code enforcement cases.

No. of Criminal Cases Per Year**Traffic Violations Charged Per Year**



City Prosecutor's Quarterly Report

Prepared by: Samuel Erskine, City Prosecutor | To: Mayor Massey and City Council Members
 Date: January 23, 2026 | Reporting Period: October 30, 2025 – January 23, 2026

Introductory Statistics: As in prior reports, this memorandum provides a brief overview of prosecution activity and caseload trends since I assumed the role of City Prosecutor.

| Category | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|-----------------------------------|------|------|------|------|------|------|------|------|
| Police reports received/processed | 380 | 411 | 341 | 341 | 374 | 473 | 377 | 39 |
| Total cases referred | 242 | 290 | 232 | 250 | 262 | 351 | 272 | 28 |
| Total cases charged | 184 | 190 | 195 | 175 | 167 | 245 | 160* | 17 |
| Jury trials held | 8 | 0 | 0 | 2 | 2 | 4 | 2 | 1 |

**Some referred cases remain pending further review or additional evidence, so this number is not necessarily indicative of the final total for the year*

Observations: Criminal case volume for 2025 was generally consistent with averages from 2019 through 2023, with 2024 remaining as an outlier year. The number of jury trials held in 2025 was consistent with the same period as well.

Non-Prosecution Work: Recent notable non-prosecution work has included assisting a work group of city staff tasked with streamlining the city's public records request protocol and creating public-facing guidance and standards governing the city's processing of those requests. The volume of court and police-related records requests remains high and has been consistently so for the multiple months during which I've assisted with the processing of those requests.

Closing: Please contact me with any questions regarding this report or other municipal court operations. I appreciate the continued opportunity to serve the City in this capacity.

Respectfully submitted,

Samuel Erskine
 City Prosecutor
 City of St. Helens



STAFF REPORT

Item #4.

Meeting Date: February 4, 2025
Author: John Walsh, City Administrator
Reviewed: Matthew Smith, Chief of Police
Ashley Wigod, City Attorney's Office
Department: City Administrator's Office
Subject: Class IV ATVs

Background. Based on interest from the community, at the November 18, 2025, City Council Work Session, the Mayor proposed an ordinance to authorize Class IV ATVs to be driven on City streets. Public comments were taken. At the January 21, 2026, City Council Work Session, a draft ordinance authorizing the option of Class IV ATVs was presented to City Council for further discussion.

Proposed Revisions. Based on the discussion at the January 21, 2026, City Council Work Session, public comment received, and further review by staff, the following revisions to the ordinance are proposed. A redline and clean copy are included in the Work Session Agenda Packet. A clean copy is included in the Regular Session Agenda.

1. **City of St. Helens ATV Permit.** After further consideration, the St. Helens ATV Permit is proposed to be removed. The ATV Permit does not modify or add safety requirements. Requiring an ATV permit involves additional staff time and administrative costs to manage. The majority of other cities that allow Class IV ATVs on the road do not require a separate local ATV permit. Removing the local City of St. Helens ATV Permit also creates an easier, less expensive, regulatory structure for people seeking to operate Class IV ATVs on City streets.

The Operation of Class IV ATVs would continue to be subject to all City code and Oregon traffic laws. Violations would be subject to citations issued by the City of St. Helens police officers, which would be heard in Municipal Court.

2. **Definitions.** This section has been amended to remove the definitions of Class I, Class II, and Class III ATVs because they are duplicative of state law and unnecessary. The definition of Streets was updated for clarification.
3. **Financial Responsibility Requirements:** This section has been amended to add the reference to state law to make it easier for users to identify the minimum limits of liability coverage required.
4. **Safety Equipment Requirements:** This section has been amended to consolidate the required safety equipment into one section. The requirement for a horn, safety roll bar system, and an express prohibition on non-standard lights (e.g. non-standard colors, flashing, non-standard locations) has also been added.

5. **Safety belt requirements:** This section has been amended to expressly state the text of the state law seat belt provisions that were referenced but not expressly stated. Drivers and passengers are required to comply with seat belts laws that are applicable under Oregon law. The exemption that does not require seat belts in older vehicles does not apply.
6. **Location of operation:** This section has been amended to limit crossing of Highway 30 to Gable Road. State law requires crossing at an angle approximately 90 degrees from the direction of traffic and Gable Road provides for 2-way traffic and complies with that requirement. No other streets are permitted to be used to cross Highway 30. Crossing at Gable Road complies with ORS 821.200(1).
7. **Enforcement:** The Schedule of Fines for Citation has been amended per the discussion at the last Council meeting.

City staff will create an FAQ with the details of the Class IV ATV Ordinance to be posted on the City's website.

Next Steps: The proposed Class IV ATV Ordinance is on the February 4, 2026, Regular City Council meeting for adoption.

City of St. Helens
ORDINANCE NO. 3XXX

AN ORDINANCE AUTHORIZING THE OPERATION OF CLASS IV ALL-TERRAIN VEHICLES ON STREETS LOCATED WITHIN THE CITY OF ST. HELENS, OREGON, AND PROVIDING A PENALTY FOR THE VIOLATION THEREOF

WHEREAS, the City of St. Helens desires to authorize Class IV All-Terrain Vehicles (ATVs), including also known as side-by-side (SxS) vehicles, on designated city streets to allow for the use of alternative transportation;

WHEREAS, the City of St. Helens ~~Charter~~Charter authorizes the City to have all powers which the constitutions, statutes, and common laws of the United States and of Oregon expressly or impliedly grant or allow the City, as fully as though this charter specifically enumerated each of those powers, which include the powers to manage the right-of-way;

WHEREAS, ORS 810.010(3) provides that the governing body of an incorporated city is the road authority for all highways, roads, streets and alleys, other than state highways, within the boundaries of the incorporated city;

WHEREAS, ORS 810.200(2)(c) establishes an exemption from the general prohibition on operating all-terrain vehicles on highways and provides that an all-terrain vehicle may be lawfully operated on a highway where posted to permit all-terrain vehicles;

WHEREAS, the City desires to establish a city ordinance to allow Class IV All-Terrain vehicles to operate on City streets in accordance with Oregon law, including to establish ~~a bi-~~ ~~annual permit fee structure and~~ clear regulations and safety standards for the safe and responsible Class IV ATV usage; and

WHEREAS, the St. Helens City Council has determined that it is necessary and proper public purpose to impose certain restrictions on the operation of all-terrain vehicles on such City streets for the purpose of protecting the interest and safety of the general public.

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

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

Section 2. Chapter 10.24 of the City of St. Helens Municipal Code is hereby added to be read as follows:

Chapter 10.24: Class IV All-Terrain Vehicles

10.24.010 Title

This chapter shall be known as the "Class IV All-Terrain Vehicles" for the City of St. Helens.

10.24.020 Purpose

The purpose of Chapter is to authorize the operation of Class IV All-Terrain Vehicles on City Streets, as defined, within the City of St. Helens subject to the terms, provisions, rights and responsibilities as set forth in this Chapter.

10.24.030 Definitions

For the purpose of this Chapter, the following definitions are hereby established:

(1) *Class I All Terrain Vehicles (Class I ATVs)*. As defined by ORS 801.190, a motorized, off highway recreational vehicle that (a) is 50 inches or less in width, (b) has a dry weight of 1,200 pounds or less, (c) travels on three or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less, (d) uses handlebars for steering, (e) has a seat designed to be straddled for the operator, and (f) is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or other natural terrain. Class I All Terrain Vehicles may also be known as quads, three wheelers, or four wheelers.

(2) *Class II All Terrain Vehicles (Class II ATVs)*. As defined by ORS 801.193, any motor vehicle that (a) weighs more than or is wider than a Class I All Terrain Vehicle, (b) is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or other natural terrain, (c) is not a Class IV All Terrain Vehicle, and (d) is street legal, is registered under ORS 803.420, and has a roof or roll bar. Class II All Terrain Vehicles may also be known as four-by fours, pickups, jeeps, sand rails, dune buggies, and SUV's.

(3) *Class III All Terrain Vehicle (Class III ATVs)*. As defined by ORS 801.194. Class III All Terrain Vehicle, means a motorcycle that travels on two tires and that is actually being operated off highway. Class III All Terrain Vehicles may also be known as off road motorcycles.

(4)(1) *Class IV All-Terrain Vehicle (Class IV ATVs)*. As defined in ORS 801.194, any motorized vehicle that (a) travels on four or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less, (b) is designed for or capable of cross-country travel on or immediately over, land, water, snow, ice, marsh, swampland or other natural terrain, (c) has non-straddle seating (d) has a steering wheel for steering control, (e) has a dry weight of 1,800 pounds or less; and (f) is 65 inches wide or less at its widest point, or current manufacturing standards of width and weight from the factory. Class IV ATVs may also be known as side-by-sides (SXS).

(5)(2) Motorcycle Helmet. As defined in ORS 801.366, a Motorcycle Helmet is a protective covering for the head consisting of a hard, outer shell, padding adjacent to and inside the outer shell and a chin-strap type retention system with a sticker indicating that the motorcycle helmet meets standards established by the United States Department of Transportation.

(6)(3) Traffic Law(s). Any and all Oregon statutes and regulations relating in any way to the operation or use of motorized vehicles, including, without limitation, the Oregon Vehicle Code (ORS Chapters 801 to 826) and any regulations or administrative rules promulgated thereunder.

(7)(4) Street(s). ~~For the purposes of this Chapter, Streets shall mean public right-of-way, All roads, streets, and alleys within the City of St. Helens, that are open, used or intended for the use of the general public for vehicles or vehicular traffic, and other than not including Highway 30. Highway 30 as located within the boundaries of the City of St. Helens that are open, used or intended for use of the general public for vehicles or vehicular traffic as a matter of right.~~

10.24.040 Class IV All-Terrain Vehicles Authorized on City Streets Not Including Highway 30 Authorized With City Permit

- (1) Subject to the provisions of this Chapter, Class IV ATVs may be operated on Streets ~~in the City of St. Helens, except on Highway 30, unless specifically designated for crossing. subject to the conditions and restriction set forth under ORS 821.200, with a valid City of St. Helens Class IV ATV Operator Permit and as set forth in this Chapter.~~
- (2) Class I, II, and III ATVs ~~(as defined in state law)~~ are prohibited from operating on the Streets in the City of St. Helens.

10.24.050 Regulations for Operation of Class IV All-Terrain Vehicles.

- (1) **Compliance with all laws.** Class IV ATVs operating under this Chapter must be operated in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, all applicable Traffic Law requirements (including, without limitation, ORS 811.255) and all posted speed limits.
- (2) **State of Oregon Permit issued under ORS 390.577 Required.** A person operating a Class IV All-Terrain Vehicle under this Chapter must hold a valid Class IV ATV Operator Permit issued under ORS 390.577 and an ATV Safety Education Card issued upon completion of an Oregon Parks and Recreation Departments approved ATV Safety Education course and passage of the minimum standards test of ATV Safety Education competency as established by the Oregon Parks and Recreation Department as set forth in OAR 736-004-0015(10).

- (3) **Financial Responsibility Requirements.** All-terrain vehicles operated under this chapter must meet the financial responsibility requirements under ORS Chapter 806. For purposes of this section, Financial Responsibility Requirements means maintaining liability insurance that meets or exceeds the minimum financial responsibility requirements set forth in ORS 806.010 and ORS 806.070 and the ability to respond to damages for liability, on account

of accidents arising out of the ownership, operation, maintenance, and/or use of an ATV, in a manner provided under ORS 806. The minimum limits of coverage for the purposes of demonstrating Financial Responsibility under this section are set forth in ORS 806.070 (Minimum payment schedule). The exemption in 806.020 does not apply to this chapter.

(4) **Licensed Driver 18 Years or Older.** A person operating a Class IV ATV must be 18 years of age or older and hold a valid Driver License.

(5) **Safety Equipment Requirements.**

~~All~~ Class IV ATVs must be equipped with the following:

- i. Safety equipment required under all applicable Traffic Laws, including, without limitation, ORS 821.030 and OAR 735-116-000; and
- i.ii. Rear facing mirror.
- ~~All Class IV ATVs operated shall be equipped with the safety equipment required under all applicable Traffic Laws, including, without limitation, ORS 821.030 and OAR 735-116-000.~~
- ii. A muffler, brakes, and windshield in compliance with ORS 821.040. Class IV ATVs must be equipped with
- ii.iii. Brake lights as required in ORS 816.100.
- iv. Turn signals as required in ORS 816.120
- v. Back up lights as required in ORS 816.110;
- vi. Headlights (ORS 816.050) and Taillights (ORS 816.080) as required in this Chapter;
- vii. A functioning horn;
- viii. A rollover protection system; and
- ix. Class VI ATVs shall comply with ORS 816.350 (Prohibitions on number and kind of lights for certain vehicles) and no exemptions shall apply.

(6) **Personal Protection**

- i. **Helmets:** All persons operating or riding in a Class IV ATV must wear a Motorcycle Helmet with a fastened chin strap.
- ii. **Eye Protection:** Eye protection is required for operators or passengers in Class IV ATV without a windshield.

(7) **Safety Belt Requirements.** A person must be properly secured with a safety belt or safety harness while operating or riding as a passenger in an ATV in the same manner as required in ORS 811.210-, which includes the requirements under ORS 811.210(2) as follows: (a) A person who is under two years of age must be properly secured with a child safety system in a rear-facing position; (b) A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055 for child safety systems designed for children weighing 40 pounds or less; and (c) Except as provided in subsection (3) of this section, a person who weighs more than 40 pounds and who is four feet nine inches or shorter must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person. The exemption provided in ORS 811.215(2) DOES OR DOES NOT does not apply.

(8) **Location of Operation.** Class IV ATVs are prohibited from operating on Highway 30 except that a person may, while operating a Class IV ATV, cross ~~the above highways to the extent Highway 30 at Gable Road, as~~ permitted under applicable Oregon law, including, without limitation, ORS 821.200.

~~In addition to all requirements applicable under Oregon law, the crossing must be made at an angle of approximately 90 degrees to the direction of the highway or railroad right of way; the crossing must be made at a place where no obstruction prevents a quick and safe crossing; and the vehicle must be brought to a complete stop before entering the highway or railroad right of way.~~

(9) **Hours of Operation.**

- i. Class IV ATVs may be operated during daylight hours, which are one hour before sunrise to one hour after sunset.
- ii. Class IV ATVs ~~shall not~~ be operated during hours of darkness, which commence one hour after sunset through one hour before sunrise, and when limited visibility conditions exist, ~~unless~~ equipped with lighting equipment required for a motor vehicle under ORS 816.320 (including but not limited to high and low beam headlights, taillights, turn signals, and brake lights). ~~Class IV ATVs shall not be operated during hours of darkness if the vehicle does not comply with ORS 819.320.~~

(10) **Speed Limits.** Class IV ATVs operated under this Chapter must be operated in compliance with all posted speed limits and may not be operated (a) at a rate of speed greater than reasonable and proper under the existing conditions, or (b) in a negligent manner so as to endanger or cause injury, death, and/or damage to the operator or person or property of another.

(11) **Prohibition on Operating All-Terrain While Driving Privileges Suspended.** A person may not operate an ATV under this Chapter while the person's driving privileges (i.e., Driver License) are suspended or revoked.

(12) **Snowmobiles.** Nothing contained in this Chapter applies to the operation of snowmobiles as that term is defined by ORS 801.490.

~~10.24.060 City of St. Helens Class VI ATV Operator Permit Required~~

- (1) ~~No person shall operate a Class IV All Terrain Vehicle in the City unless the person has been issued a City of St. Helens Class IV ATV Operator Permit.~~
- (2) ~~The amount of the Permit fee shall be set by City Council resolution.~~

~~10.24.070 Application and Issuance of City of St. Helens Class VI ATV Operator Permit~~

- (1) ~~A City of St. Helens Class IV ATV Operator Permit shall be for a 6 month term.~~

(2) Application for a Class VI ATV Operator Permit shall be made on a form approved by the City Administrator, signed by the Applicant, and shall include, but not be limited to the following information:

- i. Proof of a valid Oregon driver's license;
- ii. Proof of liability insurance as required by this Chapter;
- iii. Proof of the State of Oregon Class IV Operator Permit;
- iv. Proof of ownership;
- v. Payment of the Class VI Operator Permit Fee; and
- vi. Any other information determined to be required.

(3) The City shall issue the Permit when the application has been reviewed and approved by the City Administrator. Permits will be issued with a St. Helens Class IV ATV (SxS) Sticker which shall be affixed in a designated highly visible location on the vehicle.

(4) A Permit application may be denied under the following circumstances:

- i. The application is incomplete or contains false, fraudulent, or misleading statements;
- ii. The applicant does not have a valid Oregon drivers' license;
- iii. The applicant has not demonstrated that it has liability insurance as required;
- iv. The applicant does not otherwise meet the qualifications set forth in this Chapter;
- v. The applicant has had its Permit previously revoked.

(5) An applicant whose application is denied or a person whose license has been revoked or suspended may, within ten business days after the notice of the revocation is received by them, appeal said action to an Independent Hearings Officer designated by the City.

(6) The appeal shall be in writing and received by the City Recorder's office not later than the tenth business day after the notice is shown to have been received by the person and shall set out the following:

- i. The name and address of the appellant;
- ii. The determination being appealed;
- iii. The reason the determination is being appealed; and
- iv. What the correct determination should be and why.

(7) Failure to timely submit the appeal will lead to a waiver of the appeal rights and a summary dismissal of the appeal.

(8) The independent hearings officer shall review the appeal information provided, may request additional information from the City, and shall provide a response to the appeal in writing. Copies of the response shall be submitted to both the City and the person appealing. The independent hearing officer's decision is final.

10.24.080 Posting.

The City of St. Helens will post signs giving notice that the operation of ATVs is permitted upon Streets under the provisions of this Chapter. The City of St. Helens will post such signs at

locations necessary to inform the public that ATVs are permitted upon Streets, which sign locations will be determined by the City of St. Helens in its sole discretion.

10.24.090 Liability.

The operation of a Class IV ATV will be undertaken at the sole risk and responsibility of the owner and/or operator. The City of St. Helens assumes no responsibility for the operation of Class IV ATVs and to the extent permitted under Oregon law, the owner/operator agrees to hold the City harmless in any action arising from the operation of such ATVs on or off any public way within the City limits, including, without limitation, Streets and Highway 30.

10.24.100 Enforcement

(1) Any violation of this Chapter that constitutes a violation of a Traffic Law, the enforcement shall be the same as provided for by Oregon statute. Any other violation of this Chapter shall be enforced by the issuance of a citation and shall be prosecuted in the St. Helens Municipal Court as a City Violation as now in effect or as may be amended from time to time. The Chief of Police or designee is authorized to enforce the provisions of this chapter.

(2) City Violations shall be subject to a fine of not less than \$150 as follows:

- a. \$100.00 nor more than for the first violation;
- b. \$250.00 for the second violation;
- c. \$500.00, unless superseded by state law. For a for the third or any subsequent separate judgmentviolation of violation of the same offense this chapter by the same person shall be no less than \$1,000, unless superseded by state law.

(2) ~~A Permit may be suspended at any time a Permit holder does not meet the requirements set forth in this Chapter or if a Permit holder has received three citations for violations of this Chapter. The suspension is effectively immediately and may be appealed as set forth in this Chapter. The suspension shall remain in effect for a minimum of thirty (30) days and until the requirements of the Chapter are satisfied and all amounts owing under the citations have been paid.~~

(3) ~~A Permit may be revoked in the event of an imminent threat to public health and safety and in circumstances in which it is necessary to take immediate action to prevent serious harm. Revocation under this section is effective immediately upon the date the suspension notice is issued, which may be appealed pursuant to the procedures set forth in this Chapter.~~

10.24.110 Reference Statutes and Rules.

All reference to particular laws, statutes, or rules include that law, statute, or rule as now in effect or as may be amended from time to time.

10.24.120 Modifications.

The Chief of Police of the City of St. Helens has the authority to modify the provisions of this Chapter as a result of the occurrence of special events. Such modifications shall be temporary in nature and shall not violate Traffic Laws.

Section 3. Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article," "section," or other word, and the sections of this Ordinance may be renumbered, or relettered provided however that Section 3 and 4 need not be codified.

Read the first time:

Read the second time:

APPROVED AND ADOPTED by the City Council this ____ day of ____, 20____, by the following vote:

Ayes:

Nays:

Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3320

**AN ORDINANCE AUTHORIZING THE OPERATION OF CLASS IV
ALL-TERRAIN VEHICLES ON STREETS LOCATED WITHIN THE
CITY OF ST. HELENS, OREGON, AND PROVIDING A
PENALTY FOR THE VIOLATION THEREOF**

WHEREAS, the City of St. Helens desires to authorize Class IV All-Terrain Vehicles (ATVs), also known as side-by-side (SxS) vehicles, on designated City streets to allow for the use of alternative transportation; and

WHEREAS, the City of St. Helens Charter authorizes the City to have all powers which the constitutions, statutes, and common laws of the United States and of Oregon expressly or impliedly grant or allow the City, as fully as though this Charter specifically enumerated each of those powers, which include the powers to manage the right-of-way; and

WHEREAS, ORS 810.010(3) provides that the governing body of an incorporated city is the road authority for all highways, roads, streets and alleys, other than state highways, within the boundaries of the incorporated city; and

WHEREAS, ORS 810.200(2)(c) establishes an exemption from the general prohibition on operating all-terrain vehicles on highways and provides that an all-terrain vehicle may be lawfully operated on a highway where posted to permit all-terrain vehicles; and

WHEREAS, the City desires to establish a city ordinance to allow Class IV All-Terrain vehicles to operate on City streets in accordance with Oregon law, including to establish clear regulations and safety standards for the safe and responsible Class IV ATV usage; and

WHEREAS, the St. Helens City Council has determined that it is a necessary and proper public purpose to impose certain restrictions on the operation of all-terrain vehicles on such City streets for the purpose of protecting the interest and safety of the general public.

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

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

Section 2. Chapter 10.24 of the City of St. Helens Municipal Code is hereby added to be read as follows:

Chapter 10.24: Class IV All-Terrain Vehicles

10.24.010 Title.

This chapter shall be known as the "Class IV All-Terrain Vehicles" for the City of St. Helens.

10.24.020 Purpose.

The purpose of this Chapter is to authorize the operation of Class IV All-Terrain Vehicles on City Streets, as defined, within the City of St. Helens subject to the terms, provisions, rights and responsibilities as set forth in this Chapter.

10.24.030 Definitions.

For the purpose of this Chapter, the following definitions are hereby established:

- (1) *Class IV All-Terrain Vehicle (Class IV ATVs).* As defined in ORS 801.194, any motorized vehicle that (a) travels on four or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less, (b) is designed for or capable of cross-country travel on or immediately over, land, water, snow, ice, marsh, swampland, or other natural terrain, (c) has non-straddle seating, (d) has a steering wheel for steering control, (e) has a dry weight of 1,800 pounds or less; and (f) is 65 inches wide or less at its widest point, or current manufacturing standards of width and weight from the factory. Class IV ATVs may also be known as side-by-sides (SXS).
- (2) *Motorcycle Helmet.* As defined in ORS 801.366, a Motorcycle Helmet is a protective covering for the head consisting of a hard, outer shell, padding adjacent to and inside the outer shell, and a chin-strap type retention system with a sticker indicating that the motorcycle helmet meets standards established by the United States Department of Transportation.
- (3) *Traffic Law(s).* Any and all Oregon statutes and regulations relating in any way to the operation or use of motorized vehicles, including, without limitation, the Oregon Vehicle Code (ORS Chapters 801 to 826) and any regulations or administrative rules promulgated thereunder.
- (4) *Street(s).* For the purposes of this Chapter, Streets shall mean public right-of-way, roads, and alleys within the City of St. Helens, that are open, used or intended for the use of the general public for vehicles or vehicular traffic, and not including Highway 30.

10.24.040 Class IV All-Terrain Vehicles Authorized on City Streets, Not Including Highway 30.

- (1) Subject to the provisions of this Chapter, Class IV ATVs may be operated on Streets in the City of St. Helens, except on Highway 30, unless specifically designated for crossing.
- (2) Class I, II, and III ATVs (as defined in state law) are prohibited from operating on the Streets in the City of St. Helens.

10.24.050 Regulations for Operation of Class IV All-Terrain Vehicles.

- (1) **Compliance with all laws.** Class IV ATVs operating under this Chapter must be operated in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, all applicable Traffic Law requirements (including, without limitation, ORS 811.255) and all posted speed limits.
- (2) **State of Oregon Permit issued under ORS 390.577 Required.** A person operating a Class IV All-Terrain Vehicle under this Chapter must hold a valid Class IV ATV Operator Permit issued under ORS 390.577 and an ATV Safety Education Card issued upon completion of an Oregon Parks and Recreation Departments approved ATV Safety Education course and passage of the minimum standards test of ATV Safety Education competency as established by the Oregon Parks and Recreation Department as set forth in OAR 736-004-0015(10).
- (3) **Financial Responsibility Requirements.** All-terrain vehicles operated under this Chapter must meet the financial responsibility requirements under ORS Chapter 806. For the purposes of this section, Financial Responsibility Requirements means maintaining liability insurance that meets or exceeds the minimum financial responsibility requirements set forth in ORS 806.010 and ORS 806.070 and the ability to respond to damages for liability, on account of accidents arising out of the ownership, operation, maintenance, and/or use of an ATV, in a manner provided under ORS 806. The minimum limits of coverage for the purposes of demonstrating Financial Responsibility under this section are set forth in [ORS 806.070 \(Minimum payment schedule\)](#). The exemption in 806.020 does not apply to this Chapter.
- (4) **Licensed Driver 18 Years or Older.** A person operating a Class IV ATV must be 18 years of age or older and hold a valid Driver License.

(5) Safety Equipment Requirements.

Class IV ATVs must be equipped with the following:

- i. Safety equipment required under all applicable Traffic Laws, including, without limitation, ORS 821.030 and OAR 735-116-000;
- ii. Rear facing mirror.
- iii. A muffler, brakes, and windshield in compliance with ORS 821.040.
- iv. Brake lights as required in ORS 816.100.
- v. Turn signals as required in ORS 816.120
- vi. Back up lights as required in ORS 816.110;
- vii. Headlights (ORS 816.050) and Taillights (ORS 816.080) as required in this Chapter;
- viii. A functioning horn;
- ix. A rollover protection system; and
- x. Class IV ATVs shall comply with ORS 816.350 (Prohibitions on number and kind of lights for certain vehicles) and no exemptions shall apply.

(6) Personal Protection

- i. **Helmets:** All persons operating or riding in a Class IV ATV must wear a Motorcycle Helmet with a fastened chin strap.

ii. **Eye Protection:** Eye protection is required for operators or passengers in Class IV ATV without a windshield.

(7) **Safety Belt Requirements.** A person must be properly secured with a safety belt or safety harness while operating or riding as a passenger in an ATV in the same manner as required in ORS 811.210, which includes the requirements under ORS 811.210(2) as follows: (a) A person who is under two years of age must be properly secured with a child safety system in a rear-facing position; (b) A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055 for child safety systems designed for children weighing 40 pounds or less; and (c) Except as provided in subsection (3) of this section, a person who weighs more than 40 pounds and who is four feet nine inches or shorter must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person. The exemption provided in ORS 811.215(2) does not apply.

(8) **Location of Operation.** Class IV ATVs are prohibited from operating on Highway 30 except that a person may, while operating a Class IV ATV, cross Highway 30 at Gable Road, as permitted under applicable Oregon law, including, without limitation, ORS 821.200.

(9) **Hours of Operation.**

- i. Class IV ATVs may be operated during daylight hours, which are one hour before sunrise to one hour after sunset.
- ii. Class IV ATVs shall not be operated during hours of darkness, which commence one hour after sunset through one hour before sunrise, and when limited visibility conditions exist, unless equipped with lighting equipment required for a motor vehicle under ORS 816.320 (including but not limited to high and low beam headlights, taillights, turn signals, and brake lights).

(10) **Speed Limits.** Class IV ATVs operated under this Chapter must be operated in compliance with all posted speed limits and may not be operated (a) at a rate of speed greater than reasonable and proper under the existing conditions, or (b) in a negligent manner so as to endanger or cause injury, death, and/or damage to the operator or person or property of another.

(11) **Prohibition on Operating All-Terrain Vehicles While Driving Privileges Suspended.** A person may not operate an ATV under this Chapter while the person's driving privileges (i.e., Driver License) are suspended or revoked.

(12) **Snowmobiles.** Nothing contained in this Chapter applies to the operation of snowmobiles as that term is defined by ORS 801.490.

10.24.080 Posting.

The City of St. Helens will post signs giving notice that the operation of ATVs is permitted upon Streets under the provisions of this Chapter. The City of St. Helens will post such signs at

locations necessary to inform the public that ATVs are permitted upon Streets, which sign locations will be determined by the City of St. Helens in its sole discretion.

10.24.090 Liability.

The operation of a Class IV ATV will be undertaken at the sole risk and responsibility of the owner and/or operator. The City of St. Helens assumes no responsibility for the operation of Class IV ATVs and to the extent permitted under Oregon law, the owner/operator agrees to hold the City harmless in any action arising from the operation of such ATVs on or off any public way within the City limits, including, without limitation, Streets and Highway 30.

10.24.100 Enforcement.

(1) Any violation of this Chapter that constitutes a violation of a Traffic Law, the enforcement shall be the same as provided for by Oregon statute. Any other violation of this Chapter shall be enforced by the issuance of a citation and shall be prosecuted in the St. Helens Municipal Court as a City Violation as now in effect or as may be amended from time to time. The Chief of Police or designee is authorized to enforce the provisions of this chapter.

(2) City Violations shall be subject to a fine of as follows:

- a. \$100.00 for the first violation;
- b. \$250.00 for the second violation;
- c. \$500.00 for the third or subsequent violation of this Chapter by the same person, unless superseded by state law.

10.24.110 Reference Statutes and Rules.

All reference to particular laws, statutes, or rules include that law, statute, or rule as now in effect or as may be amended from time to time.

10.24.120 Modifications.

The Chief of Police of the City of St. Helens has the authority to modify the provisions of this Chapter as a result of the occurrence of special events. Such modifications shall be temporary in nature and shall not violate Traffic Laws.

Section 3. Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article," "section," or other word, and the sections of this Ordinance may be renumbered, or relettered provided however that Section 3 and 4 need not be codified.

Read the first time: February 4, 2026

Read the second time: February 18, 2026

APPROVED AND ADOPTED by the City Council this 18th day of February 2026, by the following vote:

Ayes:
Nays:
Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder



STAFF REPORT

Item #5.

Meeting Date: February 4, 2025
Author: John Walsh, City Administrator
Reviewed: Gloria Butsch, Finance Director
Ashley Wigod, City Attorney's Office
Department: City Administrator's Office
Subject: Options for Revenue to Refer for Voter Approval
Type of Item: Proposed Ordinance

Purpose

To review options for additional revenue to fill gap in budget for FY 26-27; timeline to refer for voter approval at the May 19, 2025 election.

Background

After a review of the year-to-date budget and projected expenditures, the City projects a budget shortfall of \$150,000 by the end of FY 25-26, and if so, it will require a supplemental budget to reduce expenditures through the end of the year.

In addition, early forecasts for FY 26-27 General Fund available revenue are estimated to have a shortfall if services are to remain the same.

The estimated General Fund shortfall to maintain the existing level of services reflects lower revenue projections, cost pressures, and a relatively low permanent tax rate compared to other Oregon cities. Additionally, over the past several years, the City has used one-time revenue sources to fill budget gaps and maintain current service levels, but those one-time revenue sources are not available in future years.

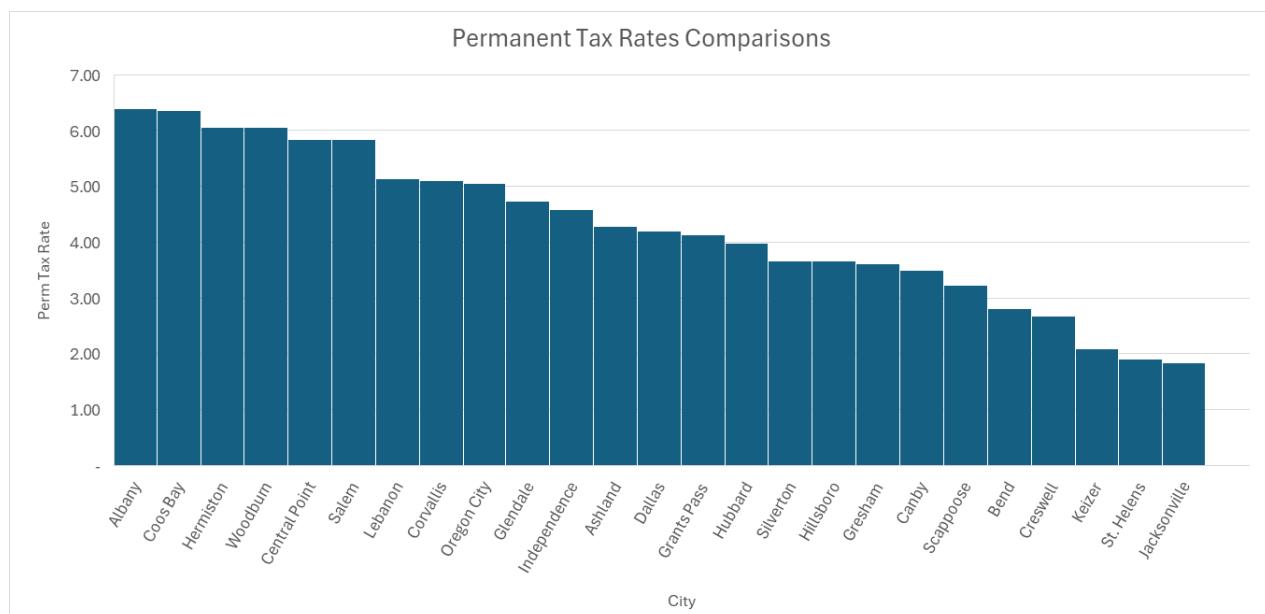
Both revenue and expenditure assumptions will continue to be refined as the budget process progresses. The full impact will be clearer as budget scenarios are developed and more analysis is released.

Revenue Increase Required to Maintain Existing Service Level

To maintain the same or similar level of services in FY 26-27, the City will need to increase revenue. Two options to increase revenue include 1) Municipal Services fee charged on utility bills or 2) a Local Option Property Tax Levy charged to property owners, both of which require voter approval.

Comparison of St. Helens' Permanent Tax Rate and other Oregon Cities

Below is a sample of Oregon cities and their permanent tax rates. The chart does not include local option tax levies that many of the below cities have in addition to their permanent tax rates.



| City | Permanent Tax Rate |
|---------------|---------------------------|
| Albany | 6.40 |
| Ashland | 4.29 |
| Bend | 2.80 |
| Canby | 3.49 |
| Central Point | 5.83 |
| Coos Bay | 6.36 |
| Creswell | 2.67 |
| Corvallis | 5.11 |
| Dallas | 4.20 |
| Glendale | 4.74 |
| Grants Pass | 4.13 |
| Gresham | 3.61 |
| Hermiston | 6.06 |
| Hillsboro | 3.67 |
| Hubbard | 3.98 |
| Independence | 4.59 |
| Jacksonville | 1.84 |
| Keizer | 2.08 |
| Lebanon | 5.14 |
| Oregon City | 5.06 |
| Salem | 5.83 |
| Scappoose | 3.23 |
| Silverton | 3.67 |
| St. Helens | 1.91 |
| Woodburn | 6.05 |

Options and Timelines

1. Municipal Services Fee Referred for Voter Approval.

In September, City Council adopted SHMC Chapter 13.32, which requires all new Municipal Services Fees unrelated to the cost of utility services to obtain voter approval and that the fee:

- Specify the maximum amount of the rate or fee
- Include an expiration date unless reauthorized by voters, and
- State the specific purpose for the fee to be used.

The City could adopt and refer for voter approval a municipal services fee, which would be used to maintain existing general fund staffing, programs and services in police, library, parks, recreation, community development, administration and municipal court.

A municipal services fee applies to Equivalent Dwelling Units (EDU) that receive utility service. “Equivalent dwelling unit (EDU)” are defined as the number of living units, office spaces or connections to a single meter. Examples include, but are not limited to, a single-family residence is one EDU, a duplex with one meter is two EDUs, an apartment complex EDU is per total the number of apartment units, RV park EDU is per hook-up. (SHMC 13.02.010(6)).

To generate the annual revenue needed to continue similar or existing services and fill the budget gap, the following municipal services fee is required:

\$ 24 per EDU / month

- Generates an estimated \$146,496.00/month, \$1,757,952.00 annually in FY 26-27
- Creates a 10% reserve

OR

\$ 35.30 per EDU / month

- Generates an estimated \$215,441/month, \$2,585,292 annually in FY 26-27
- Creates a 20% reserve

Revenue from a municipal services fee is collected on an ongoing monthly basis and is not subject to Measure 5 property tax compression, which reduces the amount of revenue the City may ultimately receive.

Timeline to make it onto Ballot for May 19, 2026, Election, for voter decision

Timeline Option 1

- By February 12, 2026, adopt first reading of Ordinance
- By February 26, 2026 (14 days later), adopt second reading of ordinance.
- Ordinance filed with the County Election Official by February 27, 2026

Timeline Option 2 – requires unanimous vote

- Notice of Ordinance 7 days in advance of meeting
- February 21, 2026 – Adopt Ordinance at regular Council meeting on February 21, 2026
- Ordinance filed with the County Election Official by February 27, 2026

2. Local Option Property Tax Levy referred for Voter Approval. A local option levy is a temporary, voter-approved property tax (for up to 5 years) that is allowed to be expended for specific operational services. A local option levy could be proposed to maintain existing general fund staffing, programs and services in police, library, parks, recreation, community development, administration and municipal court.

\$1.49 per \$1,000 assessed market value

- Generates \$1,760,423 annually in FY 26-27
- Creates a 10% reserve
- Proposed as a 5-year local option levy and to expire in 2031

Revenue from a local option property tax is assessed on July 1, 2026, and collected in November. The local option levy is subject to Measure 5 and 50 property tax compression, which reduces the amount of revenue the City may ultimately receive.

Timeline to make it onto Ballot for May 19, 2026, Election, for voter decision

- February 21, 2026 - Adopt by Resolution for Local Option Levy
- By February 27, 2025 – File resolution with the County Election Official

3. Variations on Option 1 and 2

There are other variations of options 1 and 2 which may be helpful to consider. However, these options are slightly more complicated and may cause confusion or a suboptimal outcome.

- Referring both a Municipal Services Fee and a Local Option levy on the ballot for voters to select which revenue source is preferred. If both options received a majority of the vote, the option with the most votes would be adopted. We are confirming with the County Elections Official whether this option is feasible. We are concerned that this approach may cause voter confusion and voter concern that the City is attempting to double the charges on the residents, when in fact the City intends to only implement the result that gains the most votes.
- Referring half of the amount of proposed Municipal Services Fee and half of the amount of the proposed Local Option levy. Passing both options would generate 100% of the required revenue. Passing only one option would generate only 50%. We are concerned that this approach may cause voter confusion and in the event of a successful vote on only one option, the City will continue to have a budget shortfall.

Questions for Council Discussion / Feedback

1. Does the City Council desire to adopt a local option levy or municipal services fee to be referred to the voters?
2. If so, which of the above options is preferred?
3. If a municipal services fee, what is the expiration date on the municipal services fee?
4. What are City Councils' perspectives on the variations on Options 1 and 2?

From: Jamie Ford
To: [Kathy Payne](#); [Lisa Scholl](#)
Cc: [John Walsh](#); [Gloria Butsch](#); [Dawn Richardson](#)
Subject: Broadleaf Arbor (Leak Adjustment Request)
Date: Tuesday, January 20, 2026 2:07:30 PM
Attachments: [image001.png](#)
[image002.png](#)
[Broadleaf Arbor Adjustment Request.pdf](#)

Good morning,

Broadleaf Arbor submitted a Leak Adjustment request that will require City Council review. All documents are attached with Full and Partial Adjustment amounts included.

Broadleaf Arbor's account has been active since 09/15/2023. Since beginning their account on 09/15/2023 we have issued 11 Late Fees, 0 Late Fee Reversals and 0 Leak Adjustments. First contact regarding this adjustment process was with Adrienne Thomas on 11/25/2025. After multiple follow up attempts to acquire information, it was brought to my attention that Adrienne no longer works for this company. Doug Willis followed up with a receipt from United Fire on January 8th, 2026. After reviewing, the receipt showed a service date of 09/26/2025. Because this receipt showed a service date outside of the 45-day submission window, my initial email was to inform Broadleaf Arbor that the request was denied due to the Leak Adjustment Guideline Requirements not being met.

A request for additional review was submitted by Teresa Sanches to Finance Director, Gloria Butsch to review, and upon request from Gloria, is to be submitted to City Council for Approval/Denial.

A **Partial** Adjustment on this account would be as follows:

| | |
|---------------------------------|--------------------|
| 08/15 Water | \$7,495.64 |
| 08/15 Sewer | \$8,217.60 |
| 09/15 Water | \$5,895.48 |
| 09/15 Sewer | \$6,460.80 |
| Total Partial Adjustment | \$28,069.52 |

A **Full** Adjustment on this account would be as follows:

| | |
|------------------------------|--------------------|
| 08/15 Water | \$14,991.28 |
| 08/15 Sewer | \$16,435.20 |
| 09/15 Water | \$11,790.96 |
| 09/15 Sewer | \$12,921.60 |
| Total Full Adjustment | \$56,139.04 |

Please let me know if any additional information is required.

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: Gloria Butsch <gbutsch@sthelensoregon.gov>
Sent: Monday, January 12, 2026 12:15 PM
To: Teresa Sanchez <Teresa.Sanchez@gres.com>; Jamie Ford <jford@sthelensoregon.gov>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Cc: John Walsh <jwalsh@sthelensoregon.gov>; Dawn Richardson <drichardson@sthelensoregon.gov>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Jamie,

Please include her mail with the leak documentation when submitting for the Council meeting.

Thank you,
Gloria
 Gloria Butsch, CPFO
 Finance Director
City of St Helens
 503-366-8227

“Alone we can do so little; together we can do so much” – Helen Keller

From: Teresa Sanchez <Teresa.Sanchez@gres.com>
Sent: Monday, January 12, 2026 11:41 AM
To: Gloria Butsch <gbutsch@sthelensoregon.gov>; Jamie Ford <jford@sthelensoregon.gov>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Cc: John Walsh <jwalsh@sthelensoregon.gov>; Dawn Richardson <drichardson@sthelensoregon.gov>
Subject: Re: [External] Leak Adjustment Form and Guidelines

Dear City of St. Helens City Council,

I am writing to formally request an appeal regarding the denial of a leak adjustment for the billing periods of August 22, 2025, and September 23, 2025.

The repair receipt is dated September 26, 2025. While the request falls outside the standard 45-day

submission window, the delay was the result of circumstances beyond our control during a transition in property management and related communication challenges.

A leak adjustment request was initially submitted on November 25, 2025, by the previous Community Manager. On that same date, a request was made for the repair invoice from United Fire. A follow-up was sent on December 3, 2025, due to no response. It later became apparent that the necessary follow-through was not completed prior to the manager's departure, which contributed to the delay in obtaining the required documentation.

On January 7, 2026, we were notified by the City that additional information was required to process the request and that the deadline to submit the documentation was January 9, 2026. Upon receiving this notice, we acted immediately and submitted the requested receipt on January 8, 2026, within the timeframe provided.

We respectfully ask that the Council consider these circumstances and approve the appeal for a leak adjustment. The delay was not due to disregard of City requirements, but rather to staffing changes and difficulties accessing documentation during the transition. Once the issue was identified, it was addressed promptly.

Thank you for your time and consideration. Please let me know if any additional information is needed.

Sincerely,
Teresa Sanchez

Teresa Sanchez (She/Her)
Community Manager

Broadleaf Arbor
2250 Gable Road | St. Helens, OR 97051
PH 503.781.2290 | Fax: 503-961-8022
TTY 711 lbroadleafarbor@gres.com

From: Gloria Butsch <gbutsch@sthelensoregon.gov>
Sent: Monday, January 12, 2026 8:11 AM
To: Teresa Sanchez <Teresa.Sanchez@gres.com>; Jamie Ford <jford@sthelensoregon.gov>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Cc: John Walsh <jwalsh@sthelensoregon.gov>; Dawn Richardson <richardson@sthelensoregon.gov>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Good morning,

If you want to appeal, please let Jamie know and she will submit the paperwork to be put on the Council agenda. You should provide her with a letter to go with the leak paperwork explaining why you're appealing and why the submission was late. All paperwork needs to be received by the City Recorder by Wednesday, January 14 to make it on the next meeting. It will be discussed at the Council work session. Their next

meeting is on January 21st. The work session begins at 3 pm.

Gloria

Gloria Butsch, CPFO

Finance Director

City of St Helens

503-366-8227

“Alone we can do so little; together we can do so much” – Helen Keller

From: Teresa Sanchez <Teresa.Sanchez@gres.com>

Sent: Saturday, January 10, 2026 12:11 PM

To: Gloria Butsch <gbutsch@sthelensoregon.gov>; Jamie Ford <jford@sthelensoregon.gov>; Broadleaf Arbor <BroadLeafArbor@gres.com>

Cc: John Walsh <jwalsh@sthelensoregon.gov>; Dawn Richardson <drichardson@sthelensoregon.gov>

Subject: Re: [External] Leak Adjustment Form and Guidelines

Gloria, thank you for your help. Can I ask you what the process is for that. I am new here to the area and am not up to speed on how the city works.

Thank you,

Teresa

Teresa Sanchez (She/Her)

Community Manager

Broadleaf Arbor

2250 Gable Road | St. Helens, OR 97051

PH 503.781.2290 | Fax: 503-961-8022

TTY 711 lbroadleafarbor@gres.com

From: Gloria Butsch <gbutsch@sthelensoregon.gov>
Sent: Thursday, January 8, 2026 2:07 PM
To: Jamie Ford <jford@sthelensoregon.gov>; Broadleaf Arbor <BroadLeafArbor@gres.com>; Teresa Sanchez <Teresa.Sanchez@gres.com>
Cc: John Walsh <jwalsh@sthelensoregon.gov>; Dawn Richardson <drichardson@sthelensoregon.gov>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Hi Teresa,

Because this is well beyond the 45-day submission requirements, you would need to appeal to the City Council.

Thank you,

Gloria

Gloria Butsch, CPFO

Finance Director

City of St Helens

503-366-8227

“Alone we can do so little; together we can do so much” – Helen Keller

From: Jamie Ford <jford@sthelensoregon.gov>
Sent: Thursday, January 8, 2026 2:01 PM
To: Broadleaf Arbor <BroadLeafArbor@gres.com>; Teresa Sanchez <Teresa.Sanchez@gres.com>
Cc: Gloria Butsch <gbutsch@sthelensoregon.gov>
Subject: RE: [External] Leak Adjustment Form and Guidelines

I am unable to adjust anything beyond what the Leak Adjustment Guidelines allow, but you can submit this to the Finance Director, Gloria Butsch to request an additional review.
gbutsch@sthelensoregon.gov

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: Broadleaf Arbor <BroadLeafArbor@gres.com>
Sent: Thursday, January 8, 2026 1:50 PM
To: Jamie Ford <jford@sthelensoregon.gov>; Teresa Sanchez <Teresa.Sanchez@gres.com>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Subject: Re: [External] Leak Adjustment Form and Guidelines

Are we able to submit this for City Council review or is this officially denied?

Sincerely,

Doug Willis
Area Manager
503-802-3559

Doug.Willis@gres.com

GUARDIAN

Office: 320 NW 23rd Avenue, Portland, OR 97210
Mailing: PO Box 5668, Portland, OR 97228
gres.com

From: Jamie Ford <jford@sthelensoregon.gov>
Sent: Thursday, January 8, 2026 1:33 PM
To: Doug Willis <doug.willis@gres.com>; Teresa Sanchez <Teresa.Sanchez@gres.com>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Hi Doug,

It looks like this receipt is from 09/26/2025. And it appears that the leak effected the billing dates: 08/22/2025 & 09/23/2025.

Unfortunately, this will not qualify for an adjustment as it is beyond the 45-day requirement for submission.



Leak Adjustment Guidelines

A leak adjustment may be granted when ALL of the following conditions are present:

- >Customer notifies the City of St. Helens Utility Billing Department of an excessive utility bill that may be related to a leak.
- >Water consumption exceeds the customer's average monthly usage or twice the average monthly usage over the previous 12-month period
- >Leak occurred on the customer's side of the meter
- >Plumber's receipt or other proof confirms the leak was repaired
- >A Leak Adjustment Form must be completed within 45 days of the billing date in question by the customer and turned in with required documentation noted above.

However, no adjustments will be granted where any of the following situations exist:

- >Usage above the customer's average monthly consumption is due to seasonal usage such as watering of sod, gardening, filling swimming pools, or whirlpools, washing vehicles, etc.
- >Leak was caused by a third party from whom the customer is able to recover their costs. Examples include, but are not limited to, theft, vandalism, negligence, and construction damage, unoccupied or vacant properties.
- >When leak continues for two (2) or more months, there will be no adjustment for the third or subsequent months.
- >The meter at said property has been accessed, tampered with, or turned on/off by anyone other than a City of St. Helens employee and that action results in a loss of water.
- >A leak adjustment was issued within the past two (2) years for the same premise.
- >A leak adjustment is not submitted within 45 days of the billing date in question.

Calculating Leak Adjustments?

- >Utility Billing staff will use your previous 3 year's usage during the time period to estimate an "average" which will be used to justify any possible leak adjustment.
- >The minimum leak adjustment is \$15.00
- >The maximum leak adjustment is \$1,000 unless there are extenuating circumstances. An adjustment request for over \$1,000 is required to receive approval from the City Council according to Administrative Rules.

Please feel free to reach out if you have any questions.

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: Thursday, January 8, 2026 1:21 PM

To: 'Doug Willis' <doug.willis@gres.com>; Teresa Sanchez <Teresa.Sanchez@gres.com>; Broadleaf Arbor <BroadLeafArbor@gres.com>

Subject: RE: [External] Leak Adjustment Form and Guidelines

Thank you, Doug.

Once your adjustment is complete, I will reach out to you via email regarding your adjustment amount.

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: Doug Willis <doug.willis@gres.com>
Sent: Thursday, January 8, 2026 8:49 AM
To: Jamie Ford <jford@sthelensoregon.gov>; Teresa Sanchez <Teresa.Sanchez@gres.com>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Subject: Re: [External] Leak Adjustment Form and Guidelines

Attached is the invoice from United Fire for the Backflow Repairs.

Sincerely,

Doug Willis

Area Manager
503-802-3559

Doug.Willis@gres.com

GUARDIAN

Office: 320 NW 23rd Avenue, Portland, OR 97210
Mailing: PO Box 5668, Portland, OR 97228
gres.com

From: Jamie Ford <jford@sthelensoregon.gov>
Sent: Thursday, January 8, 2026 7:39 AM
To: Doug Willis <doug.willis@gres.com>; Teresa Sanchez <Teresa.Sanchez@gres.com>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Good morning, Doug.

We already have a Leak Adjustment that's been submitted. All we need to process this adjustment is a copy of the receipt for repairs. I believe it's from United Fire?

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: Doug Willis <doug.willis@gres.com>

Sent: Wednesday, January 7, 2026 8:24 PM

To: Teresa Sanchez <Teresa.Sanchez@gres.com>; Jamie Ford <jford@sthelensoregon.gov>; Broadleaf Arbor <BroadLeafArbor@gres.com>

Subject: Re: [External] Leak Adjustment Form and Guidelines

Could you please forward the leak adjustment form for me to complete?

Sincerely,

Doug Willis
Area Manager

503-802-3559

Douglas.willis@gres.com

GUARDIAN

Office: 320 NW 23rd Avenue, Portland, OR 97210

Mailing: PO Box 5668, Portland, OR 97228

gres.com

From: Teresa Sanchez <Teresa.Sanchez@gres.com>
Sent: Wednesday, January 7, 2026 5:24:32 PM
To: Jamie Ford <jford@sthelensoregon.gov>; Broadleaf Arbor <BroadLeafArbor@gres.com>
Cc: Doug Willis <doug.willis@gres.com>
Subject: Re: [External] Leak Adjustment Form and Guidelines

Doug has been in contact and will be handling this. It should be taken care of by Friday. Thank you.

Teresa

Teresa Sanchez (She/Her)

Community Manager

Broadleaf Arbor

2250 Gable Road | St. Helens, OR 97051

PH 503.781.2290 | Fax: 503-961-8022

TTY 711 lbroadleafarbor@gres.com

From: Jamie Ford <jford@sthelensoregon.gov>
Sent: Wednesday, January 7, 2026 3:27 PM
To: Broadleaf Arbor <BroadLeafArbor@gres.com>
Subject: FW: [External] Leak Adjustment Form and Guidelines

Good afternoon,

I was informed via automatic reply that Adrienne Thomas no longer works for your company. She had submitted a leak adjustment request November 25th and we require additional information to be able to process this request. The deadline for this adjustment is 01/09/2026. If not received by then, we will file this request as “not applicable for adjustment”.

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 <jford@sthelensoregon.gov>
Sent: Wednesday, January 7, 2026 3:24 PM
To: Adrienne Thomas <Adrienne.Thomas@gres.com>
Cc: UtilityBilling <utilitybilling@sthelensoregon.gov>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Good afternoon, Adrienne.

I am reaching out to you regarding the below emails. We have requested that the invoice from United Fire be submitted before we can process any adjustments. As it is, **Leak Adjustment requests and all documentation must be submitted within 45 days**, or they are no longer applicable for an adjustment. Please reach out at your earliest convenience if you would still like this adjustment submitted. **We are at day 43**, so this requires immediate action to process before the adjustment is no

longer applicable.

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: Wednesday, December 3, 2025 3:33 PM
To: Adrienne Thomas <Adrienne.Thomas@gres.com>
Cc: UtilityBilling <utilitybilling@sthelensoregon.gov>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Good afternoon, Adrienne.

I am just following up on an invoice request sent Nov. 25th. Once we receive the invoice from United Fire, we can submit your information for an adjustment.

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 <jford@sthelensoregon.gov>
Sent: Tuesday, November 25, 2025 4:13 PM
To: Adrienne Thomas <Adrienne.Thomas@gres.com>
Cc: UtilityBilling <utilitybilling@sthelensoregon.gov>
Subject: RE: [External] Leak Adjustment Form and Guidelines

Good afternoon, Adrienne.

We will also need the Invoice from United Fire. Once we have that, we can submit your information for an adjustment

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: Adrienne Thomas <Adrienne.Thomas@gres.com>
Sent: Tuesday, November 25, 2025 4:08 PM
To: Jamie Ford <jford@sthelensoregon.gov>
Subject: Re: [External] Leak Adjustment Form and Guidelines

Hello,

Please see attached.

Let me know if anything needs to be added. '

Best,

Adrienne Thomas

Senior Community Manager

Broadleaf Arbor
2250 Gable Rd., St Helens, OR 97051
Ph: 503-781-2290 | Fax: 503-961-8022 | TTY 711 | Adrienne.Thomas@gres.com

From: Jamie Ford <jford@sthelensoregon.gov>
Sent: Tuesday, November 25, 2025 2:38 PM
To: Adrienne Thomas <Adrienne.Thomas@gres.com>
Subject: Leak Adjustment Form and Guidelines

Good afternoon,

Please complete the attached Leak Adjustment Form and return with a copy of any receipts pertaining to the fix of the leak.

Once received, we will submit for an adjustment.

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



LEAK ADJUSTMENT REQUEST - Residential

Item #6.

Prepared By: Jamie Ford

Date Filled Out: 11/25/25

Customer Name: Broadleaf Arbor

Account #: 23-11282-001

Date of Bill: 08/15/25

| Enter Billing Specifics: | | System Name | Detail | Amount | Volume | Rate |
|---|---------------|--|------------------|----------|---------|---------------------|
| RESIDENTIAL | Water | Consumption | 20,761.20 | 355,500 | 5.8400 | Apartments |
| | Water | Fixed | 2,963.60 | | | |
| | Water | Utility Assist | - | | | No |
| | Sewer | Consumption | 22,758.40 | 355,600 | 6.4000 | Consumption |
| | Sewer | Fixed | 5,193.47 | | | Standard Fixed |
| | Public Safety | Fixed | 2,461.70 | | | |
| Storm | Fixed | 2,091.29 | | | | |
| | | Original Bill Amount = | 56,229.66 | | | |
| Previous Years Average | | LEAK ADJUSTMENT (50% Leak Amount) | | | | |
| Month / Year | Consumption | System Name | Detail | Amount | Volume | Rate |
| 07/15/2025 | 121,200 | Water | Consumption | 7,495.64 | 128,350 | 5.8400 |
| 06/15/2025 | 103,800 | | | | | |
| 05/15/2025 | 71,400 | Sewer | Consumption | 8,217.60 | 128,400 | 6.4000 |
| Average = | 98,800 | | | | | |
| | | 15,713.24 | | | | PARTIAL ADJ. |
| Adjustment Dollars: | 15,713.24 | Notes: | | | | |
| Adj Water Volume | 128,350 | Adrienne Thomas from Broadleaf Arbor reached out regarding a leak in the 6 inch fire backflow device stating that the "packing nut failed". United Fire was dispatched to "troubleshoot/repair leaking backflow" on 09/26/2025. This service cost to the customer totaled \$635.75. (invoice attached) - This customer does not have 3 years worth of history, so the 3 months prior to the leak was used to generate a consumption average. | | | | |
| Adj Sewer Volume | 1,305 | | | | | |
| Finance Director Authorization & Date Above | | | | | | |
| Entered By & Date Above | | | | | | |

LEAK ADJUSTMENT REQUEST - Residential

Item #6.

Prepared By: Jamie Ford

Date Filled Out: 11/25/25

Customer Name: Broadleaf Arbor

Account #: 23-11282-001

Date of Bill: 08/15/25

| Enter Billing Specifics: | | <u>System Name</u> | <u>Detail</u> | <u>Amount</u> | <u>Volume</u> | <u>Rate</u> |
|---|---------------|---|------------------|---------------|---------------|------------------|
| RESIDENTIAL | Water | Consumption | 20,761.20 | 355,500 | 5.8400 | Apartments |
| | Water | Fixed | 2,963.60 | | | |
| | Water | Utility Assist | - | | | No |
| | Sewer | Consumption | 22,758.40 | 355,600 | 6.4000 | Consumption |
| | Sewer | Fixed | 5,193.47 | | | Standard Fixed |
| | Public Safety | Fixed | 2,461.70 | | | |
| Storm | Fixed | 2,091.29 | | | | |
| | | Original Bill Amount = | 56,229.66 | | | |
| <u>Previous Years Average</u> | | <u>LEAK ADJUSTMENT (50% Leak Amount)</u> | | | | |
| Month / Year | Consumption | <u>System Name</u> | <u>Detail</u> | <u>Amount</u> | <u>Volume</u> | <u>Rate</u> |
| 07/15/2025 | 121,200 | Water | Consumption | 14,991.28 | 256,700 | 5.8400 |
| 06/15/2025 | 103,800 | | | | | |
| 05/15/2025 | 71,400 | Sewer | Consumption | 16,435.20 | 256,800 | 6.4000 |
| Average = | 98,800 | | | | | |
| | | 31,426.48 | | | | FULL ADJ. |
| Adjustment Dollars: 31,426.48 Adj Water Volume 256,700 Adj Sewer Volume 1,305 | | Notes: Adrienne Thomas from Bradleaf Arbor reached out regarding a leak in the 6 inch fire backflow device stating that the "packing nut failed". United Fire was dispatched to "troubleshoot/repair leaking backflow" on 09/26/2025. This service cost to the customer totaled \$635.75. (invoice attached) - This customer does not have 3 years worth of history, so the 3 months prior to the leak was used to generate a consumption average. | | | | |
| Finance Director Authorization & Date Above | | | | | | |
| Entered By & Date Above | | | | | | |

LEAK ADJUSTMENT REQUEST - Residential

Item #6.

Prepared By: Jamie Ford

Date Filled Out: 11/25/25

Customer Name: Broadleaf Arbor

Account #: 23-11282-001

Date of Bill: 09/15/25

| Enter Billing Specifics: | | <u>System Name</u> | <u>Detail</u> | <u>Amount</u> | <u>Volume</u> | <u>Rate</u> |
|---|---------------|---|------------------|---------------|---------------|----------------|
| RESIDENTIAL | Water | Consumption | 17,560.88 | 300,700 | 5.8400 | Apartments |
| | Water | Fixed | 2,963.60 | | | |
| | Water | Utility Assist | - | | | No |
| | Sewer | Consumption | 19,244.80 | 300,700 | 6.4000 | Consumption |
| | Sewer | Fixed | 5,193.47 | | | Standard Fixed |
| | Public Safety | Fixed | 2,461.70 | | | |
| Storm | Fixed | 2,091.29 | - | | | |
| | | Original Bill Amount = | 49,515.74 | | | |
| <u>Previous Years Average</u> | | <u>LEAK ADJUSTMENT (50% Leak Amount)</u> | | | | |
| Month / Year | Consumption | <u>System Name</u> | <u>Detail</u> | <u>Amount</u> | <u>Volume</u> | <u>Rate</u> |
| 07/15/2025 | 121,200 | Water | Consumption | 5,895.48 | 100,950 | 5.8400 |
| 06/15/2025 | 103,800 | | | | | |
| 05/15/2025 | 71,400 | Sewer | Consumption | 6,460.80 | 100,950 | 6.4000 |
| Average = | 98,800 | | | | | |
| | | 12,356.28 <i>PARTIAL ADJ.</i> | | | | |
| Adjustment Dollars: 12,356.28 | | Notes: Adrienne Thomas from Bradleaf Arbor reached out regarding a leak in the 6 inch fire backflow device stating that the "packing nut failed". United Fire was dispatched to "troubleshoot/repair leaking backflow" on 09/26/2025. This service cost to the customer totaled \$635.75. (invoice attached) - This customer does not have 3 years worth of history, so the 3 months prior to the leak was used to generate a consumption average. | | | | |
| Adj Water Volume 100,950 | | | | | | |
| Adj Sewer Volume 1,305 | | | | | | |
| Finance Director Authorization & Date Above | | | | | | |
| Entered By & Date Above | | | | | | |

LEAK ADJUSTMENT REQUEST - Residential

Item #6.

Prepared By: Jamie Ford

Date Filled Out: 11/25/25

Customer Name: Broadleaf Arbor

Account #: 23-11282-001

Date of Bill: 09/15/25

| Enter Billing Specifics: | | <u>System Name</u> | <u>Detail</u> | <u>Amount</u> | <u>Volume</u> | <u>Rate</u> |
|---|-------------|--|------------------|---------------|---------------|--------------------|
| RESIDENTIAL | { | Water | Consumption | 17,560.88 | 300,700 | 5.8400 Apartments |
| | | Water | Fixed | 2,963.60 | | |
| | | Water | Utility Assist | - | | No |
| | | Sewer | Consumption | 19,244.80 | 300,700 | 6.4000 Consumption |
| | | Sewer | Fixed | 5,193.47 | | Standard Fixed |
| | | Public Safety | Fixed | 2,461.70 | | |
| Storm | Fixed | 2,091.29 | - | | | |
| | | Original Bill Amount = | 49,515.74 | | | |
| <u>Previous Years Average</u> | | <u>LEAK ADJUSTMENT (50% Leak Amount)</u> | | | | |
| Month / Year | Consumption | <u>System Name</u> | <u>Detail</u> | <u>Amount</u> | <u>Volume</u> | <u>Rate</u> |
| 07/15/2025 | 121,200 | Water | Consumption | 11,790.96 | 201,900 | 5.8400 |
| 06/15/2025 | 103,800 | | | | | |
| 05/15/2025 | 71,400 | Sewer | Consumption | 12,921.60 | 201,900 | 6.4000 |
| Average = | 98,800 | | | | | |
| | | 24,712.56 <i>Full Adj.</i> | | | | |
| Adjustment Dollars: 24,712.56 | | Notes: Adrienne Thomas from Broadleaf Arbor reached out regarding a leak in the 6 inch fire backflow device stating that the "packing nut failed". United Fire was dispatched to "troubleshoot/repair leaking backflow" on 09/26/2025. This service cost to the customer totaled \$635.75. (invoice attached) - This customer does not have 3 years worth of history, so the 3 months prior to the leak was used to generate a consumption average. | | | | |
| Adj Water Volume 201,900 | | | | | | |
| Adj Sewer Volume 1,305 | | | | | | |
| Finance Director Authorization & Date Above | | | | | | |
| Entered By & Date Above | | | | | | |

CITY OF ST. HELENS UTILITIES

275 Strand Street

St. Helens, OR 97051

Phone: 503-397-6272

Email: utilitybilling@sthebensoregon.gov**RECEIVED****NOV 25 2025****CITY OF ST. HELENS****REQUEST FOR LEAK ADJUSTMENT**

The City of St. Helens Utilities has a policy of issuing partial adjustment 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 50% of the water overage will be credited to your account.

DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

6 inch fire backflow device, had a leak. Packing nut failed.

Promptly fixed by using new bolt. United fire came to the property and repacked packing nut & cured the leak.

ACCOUNT # 23-11282-001ACCOUNT NAME: Broadleaf ArborPHONE NUMBER 503-781-2290SERVICE ADDRESS: 2250 Grable Road, St Helens, OR 97081MAILING ADDRESS: 2250 Grable Road, St Helens, OR 97081SIGNATURE: AKT

Leak Adjustment Guidelines

A leak adjustment may be granted when ALL of the following conditions are present:

- > Customer notifies the City of St. Helens Utility Billing Department of an excessive utility bill that may be related to a leak.
- > Water consumption exceeds the customer's average monthly usage or twice the average monthly usage over the previous 12-month period
- > Leak occurred on the customer's side of the meter
- > Plumber's receipt or other proof confirms the leak was repaired
- > A Leak Adjustment Form must be completed by the customer and turned in with required documentation noted above.

However, no adjustments will be granted where any of the following situations exist:

- > Usage above the customer's average monthly consumption is due to seasonal usage such as watering of sod, gardening, filling swimming pools, or whirlpools, washing vehicles, etc.
- > Leak was caused by a third party from whom the customer is able to recover their costs. Examples include, but are not limited to, theft, vandalism, negligence, and construction damage, unoccupied or vacant properties.
- > When leak continues for two (2) or more months, there will be no adjustment for the third or subsequent months.
- > The meter at said property has been accessed, tampered with, or turned on/off by anyone other than a City of St. Helens employee and that action results in a loss of water.
- > A leak adjustment was issued within the past two (2) years for the same premise.

Calculating Leak Adjustments?

- > Utility Billing staff will use your previous 3 year's usage during the time period to estimate an "average" which will be used to justify any possible leak adjustment.
- > The minimum leak adjustment is \$15.00
- > The maximum leak adjustment is \$1,000 unless there are extenuating circumstances. An adjustment request for over \$1,000 is required to receive approval from the City Council according to Administrative Rules

United Fire
 4611 NE MLK Jr Blvd
 Portland, OR 97211
 Phone: 503-249-0771



INVOICE

Invoice #: 00193651
 Invoice Date: 09/26/2025
 Due Date: 10/06/2025

PAID

Remit To:

Account #: 009660100657
 ACH Routing #: 123 084 958
 Bank Name: First Citizens Bank
 Remittance information please send to accounting@unitedfirepdx.com

Bill To:

Guardian Management LLC
 PO Box 149463
 Austin, TX 978714-8734

Ship To:

Broadleaf Arbor
 2250 Gable Road
 St. Helens, OR 97051

Message: Service call: Troubleshoot/Repair Leaking Backflow - Serviced 9/26/25

| Purchase Order # | Terms: | Net 10 | Due Date: | 10/06/2025 |
|------------------|-------------------------------|----------|------------|------------|
| Item | Description | Quantity | Unit Price | Amount |
| BFP-PK34 | KENNEDY 3-4" OS&Y PACKING KIT | 1 | \$170.75 | \$170.75 |
| HL-SS | Hours Labor, Sprinkler System | 2 | \$187.00 | \$374.00 |
| SC | Service Call | 1 | \$91.00 | \$91.00 |
| | Subtotal | | | \$635.75 |
| | Sales Tax | | | \$0.00 |
| | Discount | | | \$0.00 |
| | Total | | | \$635.75 |

All credit card payments will be subject to a 3% fee. If you have any questions concerning your invoice, please contact invoices@unitedfirepdx.com.

Thank you for your business!



STAFF REPORT (Item Specific)

Item #7.

Meeting Date: February 4, 2026
Author: Jacob Graichen, AICP, City Planner
Department: Community Development
Division: Planning
Subject: Final Partition Plat
Type of Item: Authorization of Mayor's Signature
CC: City Administrator John Walsh

Introduction: A partition at 80 S. 21st Street is nearly complete. One of the remaining items are city signatures: one for the Mayor and the other for me.

The request to the Council is authorization of the Mayor's signature.

Background: The final plat is the formal document that is ultimately recorded with the County, making the partition official.

In addition to meeting many substantive and technical requirements, the final plat also requires several signatures.

If right-of-way dedication is included, the Mayor's signature is required.

This illustrates the concept and location→

Staff Analysis: Staff has determined that all necessary requirements have been met for the purpose of the Mayor signing the final plat.

As of the date this memo is prepared (Jan. 27, 2026) there are still some items needed before I sign the plat, but I want to at least get the Mayor's to keep things moving.

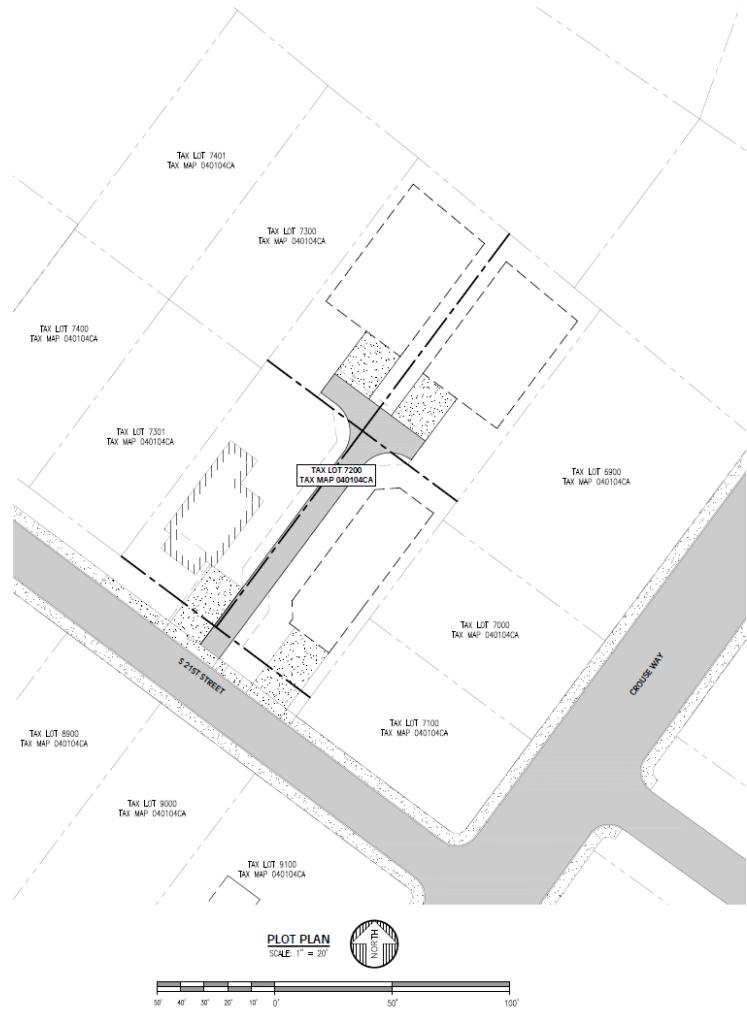
Budget Impact: None.

Alternatives: Not applicable.

Requested Action: Please authorize the Mayor to sign the final plat for this Partition.

Attachments:

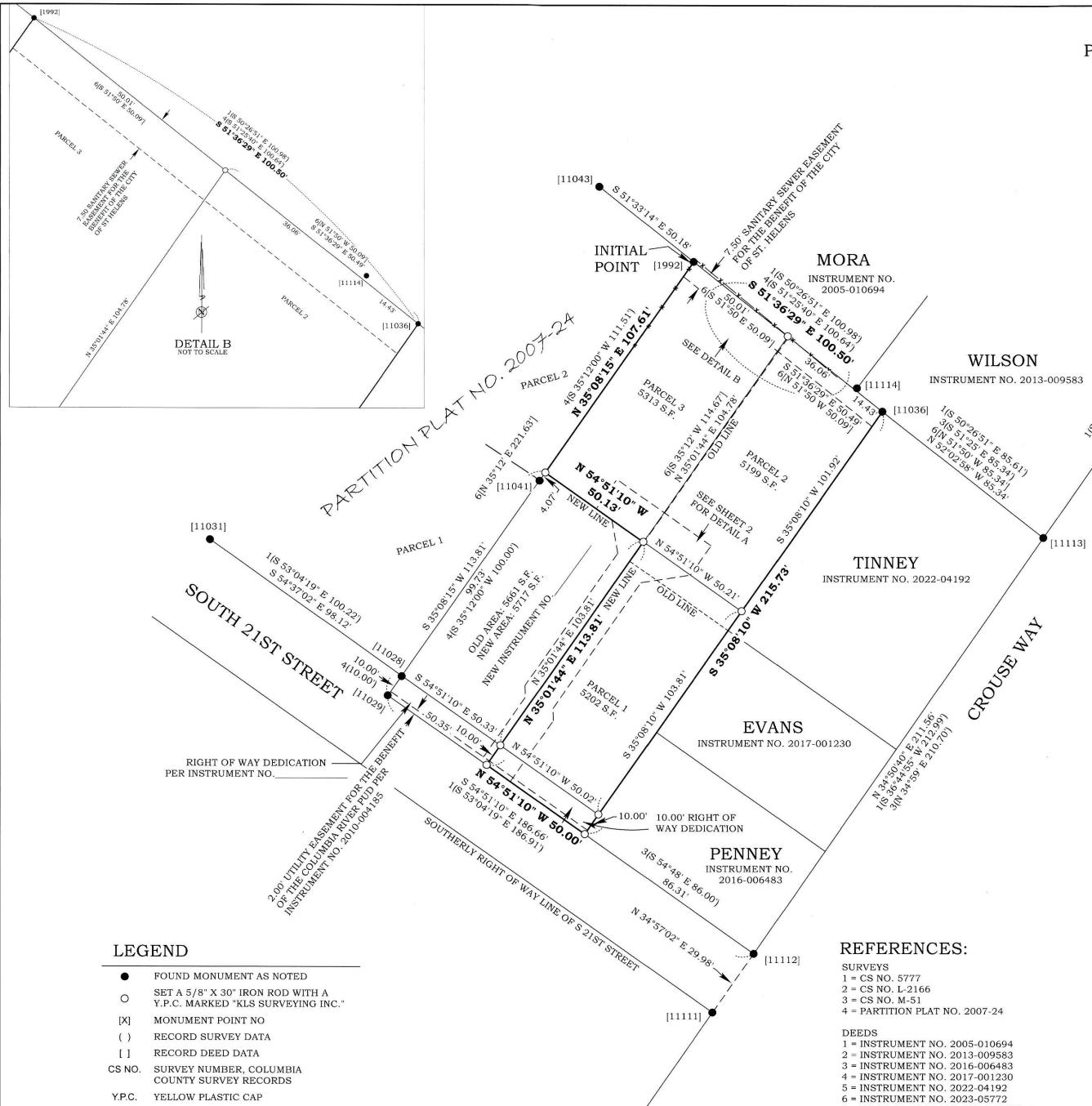
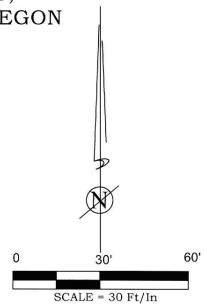
- Copy of final plat to be signed. Note that the actual documents are on archival medium and need an archival ink pen.



PROPERTY LINE ADJUSTMENT &
PARTITION PLAT NO. _____

INSTRUMENT NO. _____

IN THE SW 1/4 OF SECTION 4,
T4N, R1W, W.M.,
CITY OF ST. HELENS,
COLUMBIA COUNTY, OREGON
APRIL 1, 2025



MONUMENT NOTES:

[1992] NE CORNER PARCEL 2, PARTITION PLAT 2007-24
FOUND A 5/8" IRON ROD WITH A BURNT Y.P.C. PER PARTITION PLAT NO. 2007-24, (HELD)

[2152] FOUND A 2 1/4" ALUMINUM CAP MARKED "AKS ENGR" PER CS NO. 5777, (HELD)

[11111] FOUND A 2 1/2" ALUMINUM CAP MARKED "AKS ENGR" PER CS NO. 5777, (HELD)

[11112] FOUND A 1 1/4" BRASS DISK MARKED "AKS ENGR" PER CS NO. 5777, (HELD)

[11113] FOUND A 1/2" IRON PIPE PER CS NO. M-51, (HELD)

[11044] FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "BRADY LS 1860" PER CS NO. L-2166, MONUMENT BEARS N 38°23'31" E 1.06' FROM THE NORTH LINE OF VINTAGE FRIENDS LLC TRACT

[11028] SE CORNER PARCEL 1, PARTITION PLAT 2007-24
FOUND A 5/8" IRON ROD PER PARTITION PLAT NO. 2007-24, MONUMENT LIES S 11°39'37" W 0.13'

[11029] FOUND A 1/2" IRON PIPE, ORIGIN UNKNOWN, AS NOTED ON PARTITION PLAT NO. 2007-24, (HELD)

[11031] FOUND A SMOOTH 5/8" IRON ROD, ORIGIN UNKNOWN, (HELD)

[11036] FOUND A 1/2" IRON PIPE PER CS NO. M-51, (HELD)

[11041] NE CORNER PARCEL 1, PARTITION PLAT 2007-24
FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LANDDESIGN GROUP LLC" PER PARTITION PLAT NO. 2007-24, (HELD)

[11043] FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LANDDESIGN GROUP LLC" PER PARTITION PLAT NO. 2007-24, (HELD)

| |
|---|
| REGISTERED PROFESSIONAL LAND SURVEYOR |
| <i>Donald D. Wallace</i> |
| OREGON |
| JANUARY 19, 1993 |
| DONALD D WALLACE, JR |
| 2601 |
| RENEWED 6/30/26 |

| |
|----------------------------|
| |
| SHEET 1 OF 2 |
| JOB No. CRW-ST. HELENS |
| DRAWING NAME: 23-256 PP S1 |
| DRAWN BY: ORM |
| FIELD: SWMR/CAM |
| EQUIPMENT: NOMAD/NIKON |
| REVISED: 1 |

