



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 Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

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.)

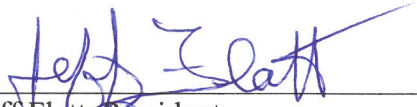
RESOLUTION 26-01

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.

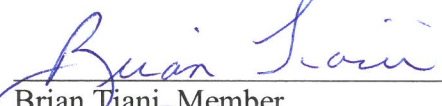
These Matters having come before the Board of Directors at their regular meeting on January 13, 2026; when members present voted as indicated below:



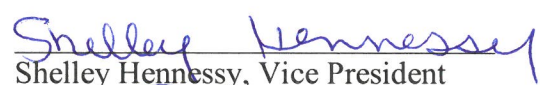
Jeff Flatt, President
(aye) (nay)



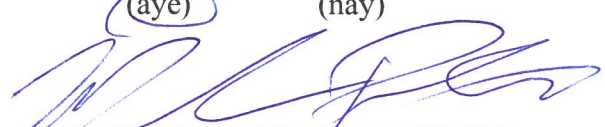
Tyler Miller, Secretary
(aye) (nay)



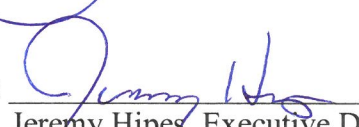
Brian Tiani, Member
(aye) (nay)



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.



Item #2.

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.

Chief Bruce Holsey
Clatskanie Rural Fire Protection
District

Sheriff Brian Pixley
Columbia County Sheriff's Office

Chief Eric Smythe
Columbia River Fire and Rescue

Chief Joe Kaczinski
Mist-Birkenfeld Rural Fire
Protection District

Chief Jeff Pricher
Scappoose Fire District

Chief Chris Fluellen
Scappoose Police Department

Chief Matthew Smith
St. Helens Police Department

Sergeant Shawn Carnahan
Vernonia Police Department

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

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
<u>Revenue</u>				
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>	<u>(39,948)</u>	<u>-38%</u>
Total Revenue	8,409,678	5,924,753	(2,484,925)	-30%
<u>Expenditures</u>				
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
<u>Revenue</u>				
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%
<u>Expenditures</u>				
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

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

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	<u>23,093</u>
	871,187
Operating Surplus (Deficit)	34,608

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
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%
<u>Expenditures</u>				
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%

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<u>100-702-52014</u>	Recruiting	26,000.00	26,000.00	8,440.81	17,559.19	68%
<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%

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<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	92%
<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):		-	-	2,073,496.30		
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):		-	-	212,532.57		
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)	75%

<u>202-000-39001</u>	Beginning Fund Balance	3,803,124.00	3,803,124.00	3,509,125.59	293,998.41	5%
<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):		-	-	5,637,945.08		
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					
<u>205-000-33008</u>	Motor Vehicle Tax	1,218,600.00	1,218,600.00	607,304.05	611,295.95 50%
<u>205-000-37001</u>	Interest	10,000.00	10,000.00	13,492.95	(3,492.95) -35%
<u>205-000-37004</u>	Miscellaneous	-	-	8,077.00	(8,077.00) #DIV/0!
<u>205-000-39001</u>	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					
<u>205-000-51016</u>	PW Support Charges	650,000.00	650,000.00	196,227.12	453,772.88 70%
	Personnel Services	650,000.00	650,000.00	196,227.12	453,772.88
<u>205-000-52001</u>	Operating Supplies	20,000.00	20,000.00	5,081.76	14,918.24 75%
<u>205-000-52003</u>	Utilities	56,000.00	56,000.00	26,448.80	29,551.20 53%
<u>205-000-52019</u>	Professional Services	80,000.00	80,000.00	1,971.49	78,028.51 98%
<u>205-000-52025</u>	GFSS	447,300.00	447,300.00	223,650.00	223,650.00 50%
<u>205-000-52026</u>	Equipment Fund Charges	50,000.00	50,000.00	25,000.02	24,999.98 50%
<u>205-000-52060</u>	Waterway Lease	350.00	350.00	354.00	(4.00) -1%
<u>205-000-52063</u>	PW Operation Fund Charges	275,000.00	275,000.00	137,500.02	137,499.98 50%
	Materials & Services	928,650.00	928,650.00	420,006.09	508,643.91
<u>205-000-53001</u>	Capital Outlay (AKA Street Paving)	150,000.00	150,000.00	125,305.04	24,694.96 16%
	Capital Outlay	150,000.00	150,000.00	125,305.04	24,694.96
<u>205-000-55001</u>	Principal	54,090.00	54,090.00	-	54,090.00 100%
<u>205-000-55002</u>	Interest	6,660.00	6,660.00	3,330.00	3,330.00 50%
	Debt Service	60,750.00	60,750.00	3,330.00	57,420.00
<u>205-000-58001</u>	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):		-	-	715,338.19	

Fund: 301 - STREETS SDC

Revenue					
<u>301-000-34008</u>	SDC Charges	50,000.00	50,000.00	32,241.60	17,758.40 36%
<u>301-000-37001</u>	Interest	30,000.00	30,000.00	40,720.09	(10,720.09) -36%
<u>301-000-39001</u>	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					
<u>301-000-52017</u>	SDC Admin Fees	5,000.00	5,000.00	3,224.16	1,775.84 36%
<u>301-000-52019</u>	Professional Services	70,000.00	70,000.00	-	70,000.00 100%
	Materials & Services	75,000.00	75,000.00	3,224.16	71,775.84
<u>301-000-53004</u>	Transportation Master Plan	300,000.00	300,000.00	-	300,000.00 100%
<u>301-000-53102</u>	Downtown Infrastructure	-	-	-	- #DIV/0!
	Capital Outlay	300,000.00	300,000.00	-	-
<u>301-000-58001</u>	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):		-	-	2,021,611.42	

Fund: 302 - WATER SDC

Revenue					
<u>302-000-34008</u>	SDC Charges	30,000.00	30,000.00	6,198.00	23,802.00 79%
<u>302-000-37001</u>	Interest	20,000.00	20,000.00	27,281.46	(7,281.46) -36%
<u>302-000-39001</u>	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					
<u>302-000-52017</u>	SDC Admin Fees	3,000.00	3,000.00	619.80	2,380.20 79%
<u>302-000-52019</u>	Professional Services	50,000.00	50,000.00	-	50,000.00 100%
	Materials & Services	53,000.00	53,000.00	619.80	52,380.20
<u>302-000-53310</u>	Reservoir Siting Study	150,000.00	150,000.00	63,445.50	86,554.50 100%
<u>302-000-53103</u>	Reservoir Land Acquisition	300,000.00	300,000.00	-	300,000.00 100%
	Capital Outlay	450,000.00	450,000.00	63,445.50	386,554.50
<u>302-000-58001</u>	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):		-	-	1,295,067.20	

Fund: 303 - SEWER SDC

Revenue					
<u>303-000-34008</u>	SDC Charges	50,000.00	50,000.00	10,425.00	39,575.00 79%
<u>303-000-37001</u>	Interest	40,000.00	40,000.00	44,070.62	(4,070.62) -10%
<u>303-000-39001</u>	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					
<u>303-000-52017</u>	SDC Admin Fees	5,000.00	5,000.00	1,042.50	3,957.50 79%
	Materials & Services	5,000.00	5,000.00	1,042.50	3,957.50
<u>303-000-53033</u>	Sewer Capacity Design	140,000.00	140,000.00	42,460.99	97,539.01 70%
<u>303-000-53406</u>	Basin 6 Pipeline Upsize	500,000.00	500,000.00	-	500,000.00 100%
	Capital Outlay	640,000.00	640,000.00	42,460.99	597,539.01
<u>303-000-58001</u>	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):		-	-	2,149,199.84	

Fund: 304 - STORM SDC

Revenue					
<u>304-000-34008</u>	SDC Charges	20,000.00	20,000.00	22,311.42	(2,311.42) -12%
<u>304-000-37001</u>	Interest	9,000.00	9,000.00	12,938.13	(3,938.13) -44%
<u>304-000-39001</u>	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					
<u>304-000-52017</u>	SDC Admin Fees	2,000.00	2,000.00	2,231.14	(231.14) -12%
<u>304-000-52019</u>	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
<u>304-000-53001</u>	Capital Outlay	50,000.00	50,000.00	-	50,000.00 100%
	Capital Outlay	50,000.00	50,000.00	-	50,000.00
<u>304-000-58001</u>	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):		-	-	651,740.47	

Fund: 305 - PARKS SDC

Revenue					
<u>305-000-34008</u>	SDC Charges	15,000.00	15,000.00	6,638.00	8,362.00 56%
<u>305-000-37001</u>	Interest	2,000.00	2,000.00	4,318.55	(2,318.55) -116%
<u>305-000-39001</u>	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					
<u>305-000-52017</u>	SDC Admin Fees	1,500.00	1,500.00	663.80	836.20 56%
<u>305-000-52019</u>	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
<u>305-000-58001</u>	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):		-	-	213,768.04	

Fund: 601 - WATER

Revenue					
<u>601-000-34007</u>	Water Sales	4,400,000.00	4,400,000.00	2,208,085.96	2,191,914.04 50%
<u>601-000-34009</u>	Fees - Late Reconnection Tampering	200,000.00	200,000.00	90,562.96	109,437.04 55%
<u>601-000-34014</u>	Connection Charge	10,000.00	10,000.00	3,225.00	6,775.00 68%
<u>601-000-37001</u>	Interest	100,000.00	100,000.00	64,102.62	35,897.38 36%
<u>601-000-37004</u>	Miscellaneous	5,000.00	5,000.00	949.47	4,050.53 81%
<u>601-000-39001</u>	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					
<u>601-000-53310</u>	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
<u>601-000-55001</u>	Principal	411,910.00	411,910.00	-	411,910.00 100%
<u>601-000-55002</u>	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
<u>601-000-58001</u>	Contingency	1,796,608.00	1,796,608.00	-	1,796,608.00 100%
<u>601-000-59001</u>	Unappropriated	945,000.00	945,000.00	-	945,000.00 100%
Water Distribution					
<u>601-731-51016</u>	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
<u>601-731-52001</u>	Operating Supplies	100,000.00	100,000.00	48,560.58	51,439.42 51%
<u>601-731-52003</u>	Utilities	45,000.00	45,000.00	18,963.81	26,036.19 58%
<u>601-731-52016</u>	General Insurance	136,000.00	136,000.00	119,341.87	16,658.13 12%
<u>601-731-52019</u>	Professional Services	20,000.00	20,000.00	386.98	19,613.02 98%
<u>601-731-52025</u>	GFSS	1,642,400.00	1,642,400.00	821,200.02	821,199.98 50%
<u>601-731-52026</u>	Equipment Fund Charges	50,000.00	50,000.00	25,000.02	24,999.98 50%
<u>601-731-52063</u>	PW Operation Fund Charges	375,000.00	375,000.00	187,500.00	187,500.00 50%
<u>601-731-52064</u>	Lab Testing	20,000.00	20,000.00	4,058.00	15,942.00 80%
<u>601-731-52067</u>	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
<u>601-731-53302</u>	Annual Maintenance	100,000.00	100,000.00	11,112.16	88,887.84 89%
<u>601-731-53314</u>	WATER METERS	70,000.00	70,000.00	22,725.94	47,274.06 68%
<u>601-731-53315</u>	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					
<u>601-732-51016</u>	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
<u>601-732-52001</u>	Operating Supplies	35,000.00	35,000.00	5,511.00	29,489.00 84%
<u>601-732-52003</u>	Utilities	75,000.00	75,000.00	36,561.51	38,438.49 51%
<u>601-732-52010</u>	Telephone	1,000.00	1,000.00	229.55	770.45 77%
<u>601-732-52018</u>	Professional Development	2,000.00	2,000.00	547.06	1,452.94 73%
<u>601-732-52019</u>	Professional Services	35,000.00	35,000.00	7,348.60	27,651.40 79%
<u>601-732-52022</u>	Fuel	4,000.00	4,000.00	1,315.00	2,685.00 67%
<u>601-732-52023</u>	Facility Maintenance	15,000.00	15,000.00	1,017.33	13,982.67 93%
<u>601-732-52083</u>	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
<u>601-732-53302</u>	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	
	Capital Outlay	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%
	Capital Outlay	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%
	Debt Service	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%
	Personnel Services	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%
	Materials & Services	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%
	Capital Outlay	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%
	Personnel Services	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%
	Materials & Services	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%
	Personnel Services	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%
	Materials & Services	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%
	Personnel Services	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%

		Materials & Services	43,600.00	43,600.00	16,438.09	27,161.91	100%
<u>603-738-53402</u>	ANNUAL MAINT OPS		75,000.00	75,000.00	-	75,000.00	
		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%

<u>703-734-51015</u>	Other Benefits	10,000.00	10,000.00	496.54	9,503.46	95%
<u>703-734-51017</u>	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	
<u>703-734-52001</u>	Operating Supplies	35,000.00	35,000.00	9,148.80	25,851.20	74%
<u>703-734-52002</u>	Personnel Uniforms Equipment	3,000.00	3,000.00	3,875.35	(875.35)	-29%
<u>703-734-52003</u>	Utilities	14,000.00	14,000.00	5,587.10	8,412.90	60%
<u>703-734-52010</u>	Telephone	14,000.00	14,000.00	4,958.55	9,041.45	65%
<u>703-734-52016</u>	General Insurance	250,000.00	250,000.00	238,750.33	11,249.67	4%
<u>703-734-52018</u>	Professional Development	13,000.00	13,000.00	4,088.90	8,911.10	69%
<u>703-734-52019</u>	Professional Services	25,000.00	25,000.00	10,786.92	14,213.08	57%
<u>703-734-52022</u>	Fuel	70,000.00	70,000.00	17,040.51	52,959.49	76%
<u>703-734-52023</u>	Facility Maintenance	10,000.00	10,000.00	2,376.67	7,623.33	76%
<u>703-734-52097</u>	Projects & Programs	5,000.00	5,000.00	1,014.99	3,985.01	80%
<u>703-734-52097</u>	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	
<u>703-739-50001</u>	Wages	153,000.00	153,000.00	50,403.58	102,596.42	67%
<u>703-739-50004</u>	Overtime	3,100.00	3,100.00	-	3,100.00	100%
<u>703-739-51005</u>	CIS Insurance	57,000.00	57,000.00	11,555.81	45,444.19	80%
<u>703-739-51006</u>	VEBA	3,000.00	3,000.00	987.08	2,012.92	67%
<u>703-739-51007</u>	PERS	53,500.00	53,500.00	15,874.15	37,625.85	70%
<u>703-739-51008</u>	Taxes	14,000.00	14,000.00	3,822.52	10,177.48	73%
<u>703-739-51015</u>	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	
<u>703-739-52001</u>	Operating Supplies	10,000.00	10,000.00	1,132.62	8,867.38	89%
<u>703-739-52002</u>	Personnel Uniforms Equipment	3,000.00	3,000.00	-	3,000.00	100%
<u>703-739-52010</u>	Telephone	3,000.00	3,000.00	-	3,000.00	100%
<u>703-739-52018</u>	Professional Development	5,000.00	5,000.00	3,156.77	1,843.23	37%
<u>703-739-52019</u>	Professional Services	25,000.00	25,000.00	8,727.20	16,272.80	65%
<u>703-739-52022</u>	Fuel	10,000.00	10,000.00	385.46	9,614.54	96%
<u>703-739-52023</u>	Facility Maintenance	15,000.00	15,000.00	3,788.15	11,211.85	75%
<u>703-739-52099</u>	Equipment Operations	100,000.00	100,000.00	23,738.62	76,261.38	76%
<u>703-739-52120</u>	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	
<u>703-739-53701</u>	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						
<u>706-000-34050</u>	Public Safety Utility Fee	730,000.00	730,000.00	377,229.14	352,770.86	48%
<u>706-000-37001</u>	Interest	150,000.00	150,000.00	273,447.12	(123,447.12)	-82%
<u>706-000-39001</u>	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						
<u>706-000-52019</u>	Professional Services	300,000.00	300,000.00	272,925.86	27,074.14	9%
<u>706-000-52130</u>	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	
<u>706-000-53001</u>	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	
<u>706-000-55001</u>	Principal	260,000.00	260,000.00	260,000.00	-	0%
<u>706-000-55002</u>	Interest	492,200.00	492,200.00	248,700.00	243,500.00	49%
<u>706-000-55003</u>	Trustee Fee	1,600.00	1,600.00	1,600.00	-	0%
<u>706-000-55004</u>	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	
<u>706-000-58001</u>	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						
<u>801-000-31001</u>	Property Tax CY	620,000.00	620,000.00	387,680.42	232,319.58	37%
<u>801-000-31002</u>	Property Tax PY	-	-	73,502.12	(73,502.12)	#DIV/0!
<u>801-000-37001</u>	Interest	15,000.00	15,000.00	4,287.13	10,712.87	71%
<u>801-000-39001</u>	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						
<u>801-000-52019</u>	Professional Services	15,000.00	15,000.00	18,600.00	(3,600.00)	-24%
<u>801-000-53001</u>	Capital Outlay	100,000.00	100,000.00	68,856.26	31,143.74	31%
<u>801-000-58001</u>	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

		2023-24		2025-26	2025-26	EST
ADMINISTRATION DEPT.		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)

		2023-24		2025-26	2025-26	EST
CITY RECORDER / HUMAN RESOURCES		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
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SURPLUS(DEFECIT)	(369,063)	(362,390)	(394,900)	(443,983)
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	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2025-26 EST YE
CITY COUNCIL				
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
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SURPLUS(DEFECIT)	(141,455)	(112,784)	(119,340)	(119,940)
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		2023-24		2025-26	2025-26	EST
MUNICIPAL COURT		Actual	2024-25 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
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SURPLUS(DEFECIT)	(309,750)	(303,723)	(309,700)	(311,861)
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	2023-24		2025-26	2025-26	EST
POLICE DEPARTMENT	Actual	2024-25 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
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SURPLUS(DEFECIT)	(5,904,810)	(5,871,657)	(5,336,000)	(5,929,181)
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		2023-24		2025-26	2025-26
LIBRARY DEPARTMENT		Actual	2024-25 Actual	Adopted	EST YE
REVENUE					
100-000-35010	Fees-Library	47,310	3,794	1,500	1,500
100-000-36001	Fines-Library	11,991	18,808	5,000	10,000
TOTAL REVENUE		59,301	22,602	6,500	11,500

PERSONNEL SERVICES

100-706-50001	Wages	404,871	391,545	423,000	423,000
100-706-50004	Overtime	125	-	-	150
100-706-51005	CIS Insurance	65,785	52,393	55,000	55,000
100-706-51006	VEBA	5,549	4,926	5,100	5,100
100-706-51007	Retirement	129,841	108,819	138,000	138,000
100-706-51008	Taxes	30,476	29,530	35,700	35,700
100-706-51015	Other Benefits	1,879	580	900	15,000 UEI
TOTAL PERSONNEL SERVICES		638,526	587,793	657,700	671,950

MATERIALS & SERVICES

100-706-52001	Operating Supplies	4,463	8,365	8,500	8,500
100-706-52003	Utilities	19,692	20,577	25,000	25,000
100-706-52006	Computer Maintenance	12,866	11,748	17,000	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
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SURPLUS(DEFECIT)	(748,100)	(768,731)	(855,050)	(886,200)
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		2023-24		2025-26	2025-26	EST
FINANCE		Actual	2024-25 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
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SURPLUS(DEFECIT)	(1,269,689)	(909,287)	(1,039,300)	(1,025,316)
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		2023-24		2025-26	2025-26	EST
		Actual	2024-25 Actual	Adopted	YE	
PARKS						
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
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SURPLUS(DEFECIT)	(513,740)	(506,946)	(553,500)	(499,918)
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		2023-24		2025-26	2025-26	EST
RECREATION		Actual	2024-25 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)
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		2023-24	2024-25	2025-26	2025-26	EST
PLANNING		Actual	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 Manageme	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
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SURPLUS(DEFECIT)	(421,692)	(315,440)	(325,500)	(267,790)
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		2023-24	2024-25	2025-26	2025-26	EST
BUILDING		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
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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 Manageme	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
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SURPLUS(DEFECIT)	(124,151)	(151,993)	(184,900)	(182,085)
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	2023-24		2025-26	2025-26	EST
INFORMATION TECHNOLOGY	Actual	2024-25 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
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SURPLUS(DEFECIT)	(651,721)	(529,678)	(566,200)	(556,200)
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	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2025-26 EST YE
General Services Department				
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
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UNAPPROPRIATED FUND BALANCE

100-715-59001	Unapp Ending Fund Balance	760,684	124,594	-	(822,985) GF Deficit
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TOTAL EXPENDITURES	1,030,561	593,207	1,018,024		
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SURPLUS(DEFECIT)	11,037,716	10,390,900	10,157,390	11,194,013	
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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.

FY2027

20% Contingency reserve

General Fund Deficit	FY	35.30	What if ?				
		General Service Fee		Coverage Over/(Short)	# of Units	Est	
		Monthly Per Unit Fee	Annual Revenues			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%

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.

FY2027

10% Contingency reserve

		24.00	What if ?				
		General Service Fee		Coverage	# of Units	Est	
General Fund Deficit	FY	Monthly Per Unit Fee	Annual Revenues			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 change 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

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



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.

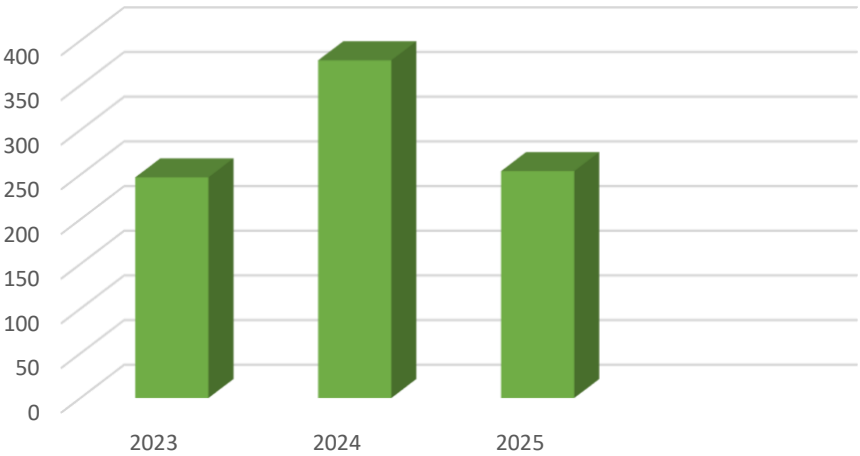
3. Projects & Initiatives

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.

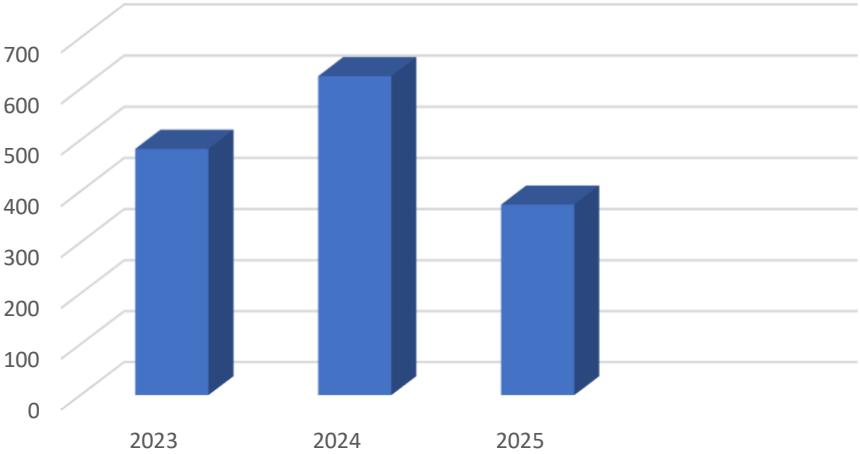
Attachments (If Applicable)

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

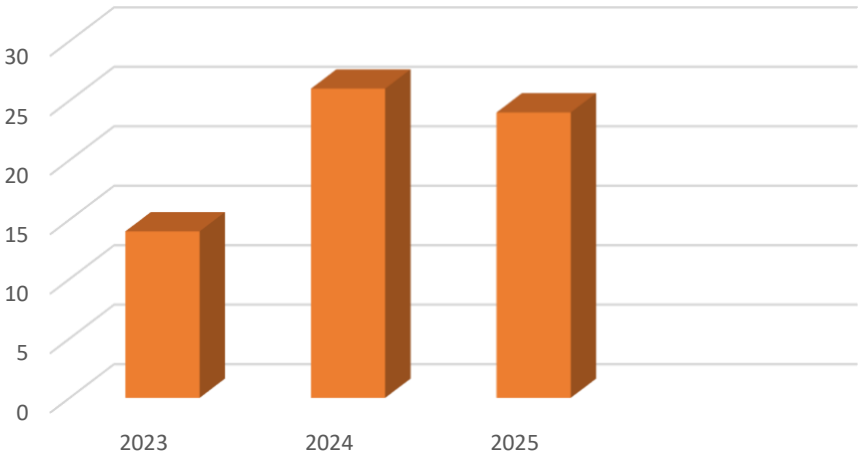
No. of Criminal Cases Per Year



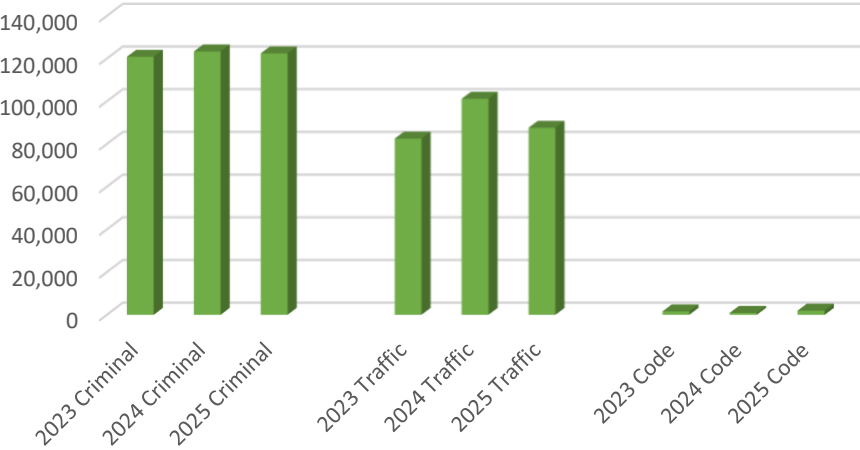
Traffic Violations Charged Per Year



Code Violations Charged Per Year



Revenue



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

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; ~~a~~

~~ii.~~ iii. Rear facing mirror.

~~All Class IV ATV's 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 ATV's must be equipped with

~~iii.~~ 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~~ may be operated during hours of darkness, which commence one hour after sunset through one hour before sunrise, and when limited visibility conditions exist, ~~unless~~ if 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 ~~not more than for the first violation;~~

b. \$250.00 for the second violation;

a.c. \$500.00, unless superseded by state law. For a for the third or any subsequent ~~separate judgment violation~~ 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.

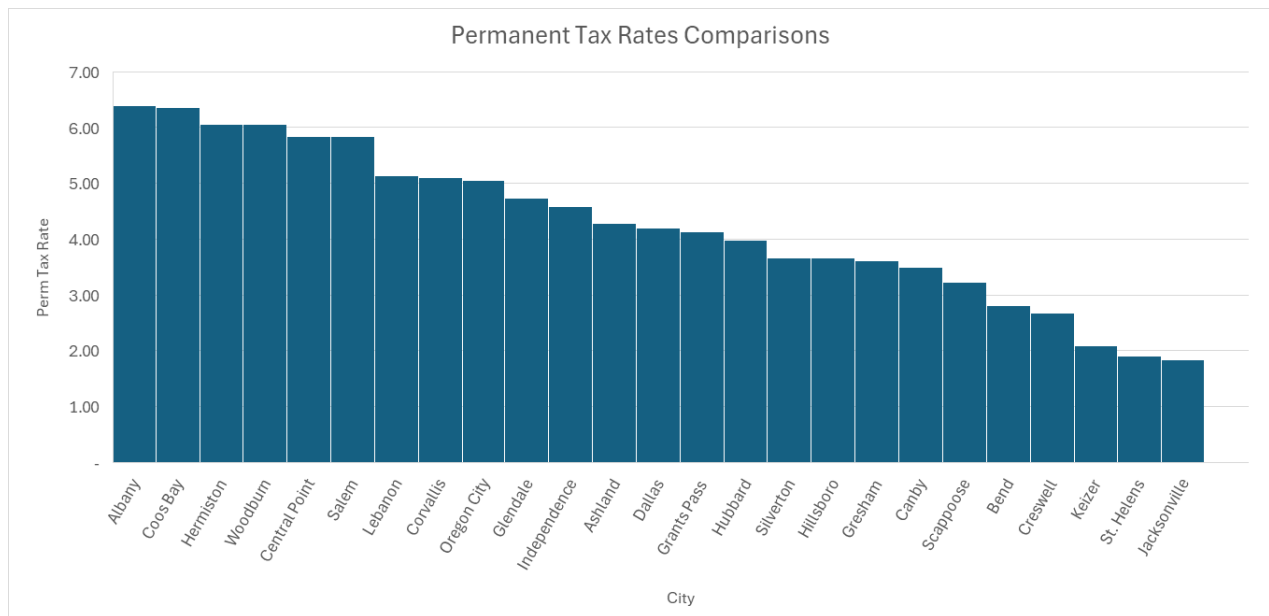
Both revenue and expenditure assumptions will continue to be refined as the budget process progresses. The full impact will be clearer as budget scenarios are developed and more analysis is released.

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 jbroadleafarbor@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 <drichardson@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 [|broadleafarbor@gres.com](mailto:broadleafarbor@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 j.broadleafarbor@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
 Customer Name: Broadleaf Arbor
 Account #: 23-11282-001

Date Filled Out: 11/25/25

Date of Bill: 08/15/25

Enter Billing Specifics: RESIDENTIAL	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>	
	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)				
<u>Month / Year</u>	<u>Consumption</u>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
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 Adj Water Volume 128,350 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
 Customer Name: Broadleaf Arbor
 Account #: 23-11282-001

Date Filled Out: 11/25/25

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)				
<u>Month / Year</u>	<u>Consumption</u>	<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
 Customer Name: Broadleaf Arbor
 Account #: 23-11282-001

Date Filled Out: 11/25/25

Date of Bill: 09/15/25

Enter Billing Specifics: RESIDENTIAL	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
	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		

Previous Years Average <table> <tr> <td><u>Month / Year</u></td> <td><u>Consumption</u></td> </tr> <tr> <td>07/15/2025</td> <td>121,200</td> </tr> <tr> <td>06/15/2025</td> <td>103,800</td> </tr> <tr> <td>05/15/2025</td> <td>71,400</td> </tr> <tr> <td>Average =</td> <td>98,800</td> </tr> </table>		<u>Month / Year</u>	<u>Consumption</u>	07/15/2025	121,200	06/15/2025	103,800	05/15/2025	71,400	Average =	98,800	LEAK ADJUSTMENT (50% Leak Amount) <table> <tr> <td><u>System Name</u></td> <td><u>Detail</u></td> <td><u>Amount</u></td> <td><u>Volume</u></td> <td><u>Rate</u></td> </tr> <tr> <td>Water</td> <td>Consumption</td> <td>5,895.48</td> <td>100,950</td> <td>5.8400</td> </tr> <tr> <td>Sewer</td> <td>Consumption</td> <td>6,460.80</td> <td>100,950</td> <td>6.4000</td> </tr> <tr> <td colspan="2"></td> <td>12,356.28</td> <td colspan="2">PARTIAL ADJ.</td> </tr> </table>					<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>	Water	Consumption	5,895.48	100,950	5.8400	Sewer	Consumption	6,460.80	100,950	6.4000			12,356.28	PARTIAL ADJ.	
<u>Month / Year</u>	<u>Consumption</u>																																			
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Adjustment Dollars: 12,356.28 Adj Water Volume 100,950 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
 Customer Name: Broadleaf Arbor
 Account #: 23-11282-001

Date Filled Out: 11/25/25

Date of Bill: 09/15/25

Enter Billing Specifics: RESIDENTIAL	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
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Previous Years Average <table> <tr> <th>Month / Year</th> <th>Consumption</th> </tr> <tr> <td>07/15/2025</td> <td>121,200</td> </tr> <tr> <td>06/15/2025</td> <td>103,800</td> </tr> <tr> <td>05/15/2025</td> <td>71,400</td> </tr> <tr> <td>Average =</td> <td>98,800</td> </tr> </table>		Month / Year	Consumption	07/15/2025	121,200	06/15/2025	103,800	05/15/2025	71,400	Average =	98,800	LEAK ADJUSTMENT (50% Leak Amount) <table> <tr> <th>System Name</th> <th>Detail</th> <th>Amount</th> <th>Volume</th> <th>Rate</th> </tr> <tr> <td>Water</td> <td>Consumption</td> <td>11,790.96</td> <td>201,900</td> <td>5.8400</td> </tr> <tr> <td>Sewer</td> <td>Consumption</td> <td>12,921.60</td> <td>201,900</td> <td>6.4000</td> </tr> <tr> <td colspan="2"></td> <td>24,712.56</td> <td colspan="2">FULL ADJ.</td> </tr> </table>	System Name	Detail	Amount	Volume	Rate	Water	Consumption	11,790.96	201,900	5.8400	Sewer	Consumption	12,921.60	201,900	6.4000			24,712.56	FULL ADJ.	
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Adjustment Dollars: 24,712.56 Adj Water Volume 201,900 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	

CITY OF ST. HELENS UTILITIES

275 Strand Street
St. Helens, OR 97051
Phone: 503-397-6272

RECEIVED**NOV 25 2025****CITY OF ST. HELENS**

Email: utilitybilling@sthelensoregon.gov

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 back-flow 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 # 23-11282-001

ACCOUNT NAME: Broadleaf Arbor

PHONE NUMBER 503-781-2290

SERVICE ADDRESS: 2250 Gable Road, St Helens, OR

MAILING ADDRESS: 2250 Gable Road, St Helens, OR 97051

SIGNATURE: [Signature]

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.

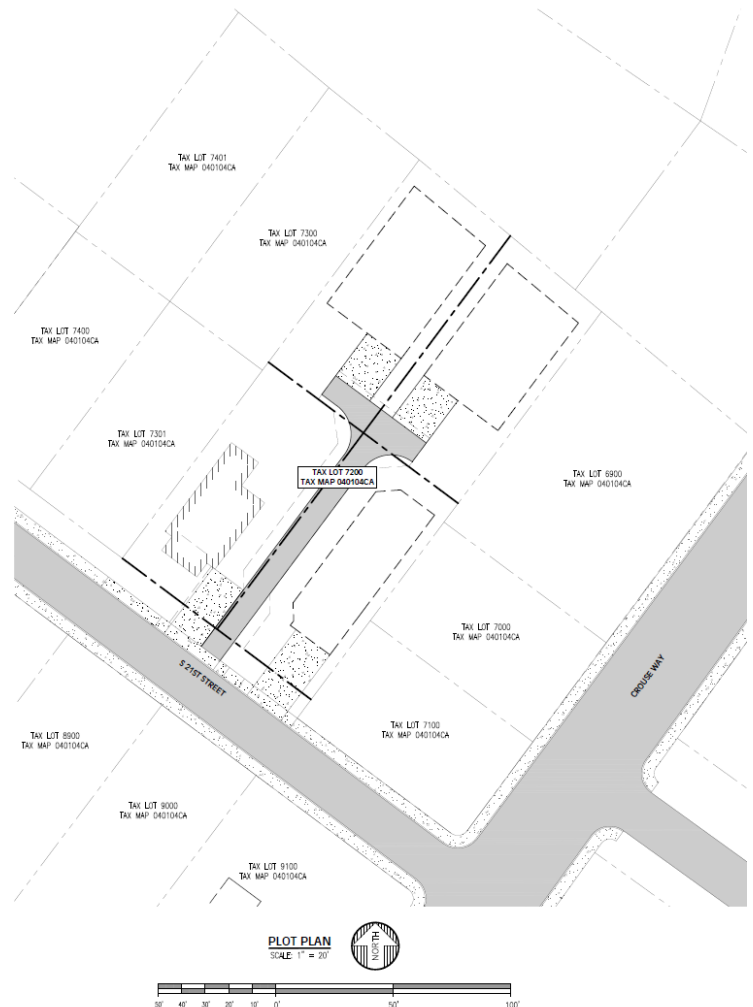
Budget Impact: None.

Alternatives: Not applicable.

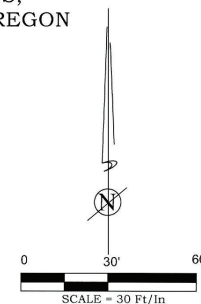
Requested Action: Please authorize the Mayor to sign the final plat for this Partition.

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

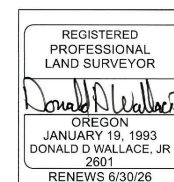


MONUMENT NOTES:

- [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 ENG" PER CS NO. 5777, (HELD)
- [11111]
FOUND A 2 1/2" ALUMINUM CAP MARKED "AKS ENG" 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)
- [11114]
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 "LANDESGN GROUP LLC" PER PARTITION PLAT NO. 2007-24, (HELD)
- [11043]
FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LANDESGN GROUP LLC" PER PARTITION PLAT NO. 2007-24, (HELD)

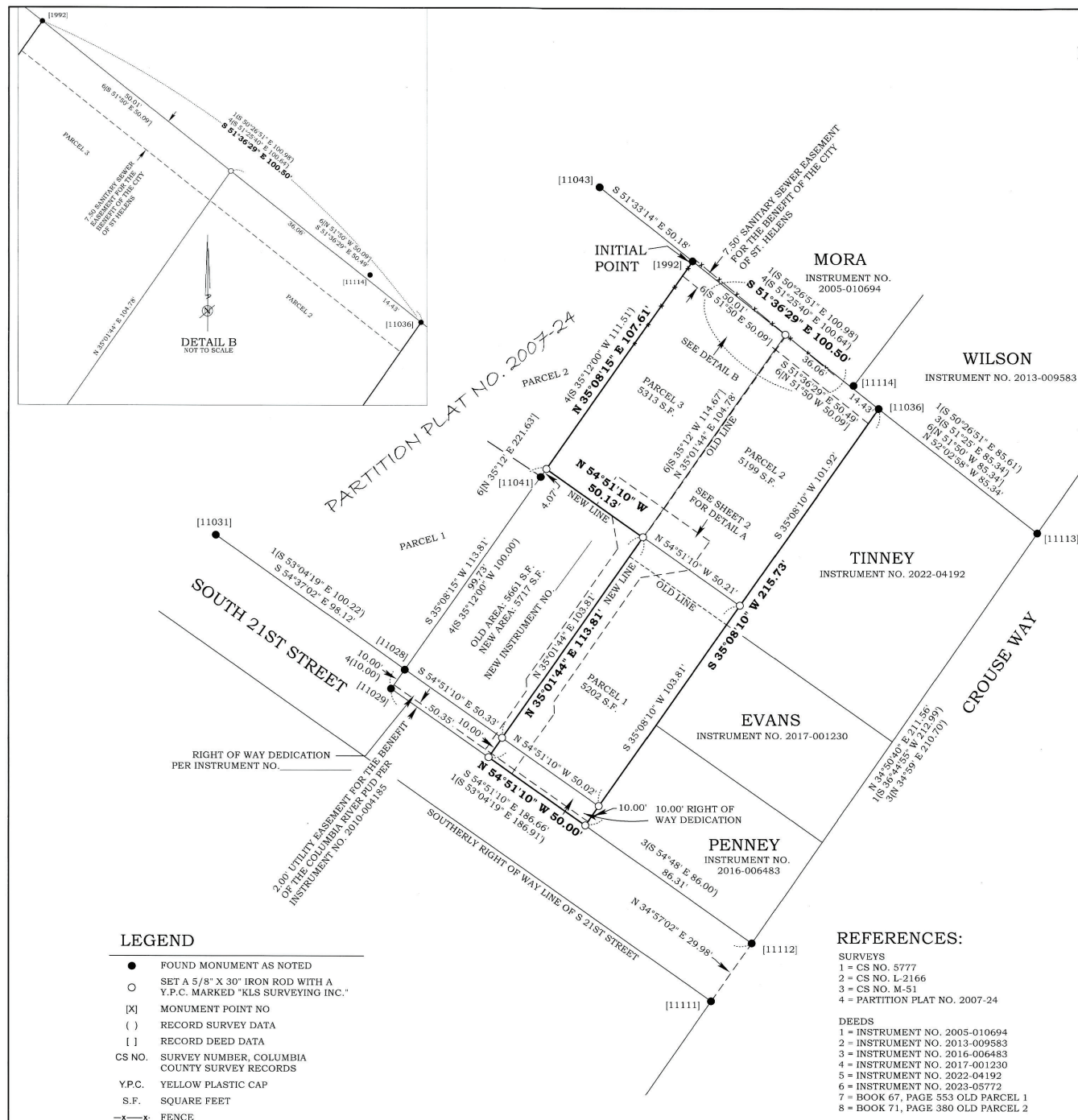
REFERENCES:

- SURVEYS
1 = CS NO. 5777
2 = CS NO. L-2166
3 = CS NO. M-51
4 = PARTITION PLAT NO. 2007-24
- DEEDS
1 = INSTRUMENT NO. 2005-010694
2 = INSTRUMENT NO. 2013-009583
3 = INSTRUMENT NO. 2016-006483
4 = INSTRUMENT NO. 2017-001230
5 = INSTRUMENT NO. 2022-04192
6 = INSTRUMENT NO. 2023-05772
7 = BOOK 67, PAGE 553 OLD PARCEL 1
8 = BOOK 71, PAGE 380 OLD PARCEL 2



SHEET 1 OF 2

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



LEGEND

- FOUND MONUMENT AS NOTED
- SET A 5/8" X 30" IRON ROD WITH A Y.P.C. MARKED "KLS SURVEYING INC."
- [X] MONUMENT POINT NO
- () RECORD SURVEY DATA
- [] RECORD DEED DATA
- CS NO. SURVEY NUMBER, COLUMBIA COUNTY SURVEY RECORDS
- Y.P.C. YELLOW PLASTIC CAP
- S.F. SQUARE FEET
- x—x— FENCE

SURVEYOR'S CERTIFICATE:

I, DONALD D. WALLACE, JR., DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS, IN ACCORDANCE WITH ORS CHAPTER 92, PARCELS 1, 2, & 3, IN THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON, THE BOUNDARY BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INITIAL POINT BEING A 5/8" IRON ROD WITH A BURNT YELLOW PLASTIC CAP AT THE NORTHEAST CORNER OF PARCEL 2, PARTITION PLAT NO. 2007-24, COLUMBIA COUNTY SURVEY RECORDS; THENCE SOUTH 51°36'29" EAST ALONG THE NORTH LINE OF THAT TRACT OF LAND CONVEYED TO VINTAGE FRIENDS LLC IN DEED RECORDED AS INSTRUMENT NO. 2023-05772, COLUMBIA COUNTY DEED RECORDS, 100.50 FEET TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 35°08'10" WEST ALONG THE EAST LINE OF SAID VINTAGE FRIENDS LLC, TRACT 215.73 FEET TO THE NORTH RIGHT OF WAY LINE OF SOUTH 21ST STREET; THENCE NORTH 54°51'10" WEST ALONG THE NORTH RIGHT OF WAY LINE OF SAID SOUTH 21ST STREET 50.00 FEET; THENCE NORTH 35°01'44" EAST 113.81 FEET; THENCE NORTH 54°51'10" WEST 50.13 FEET TO THE WEST LINE OF SAID VINTAGE FRIENDS LLC TRACT; THENCE NORTH 35°08'15" EAST ALONG SAID WEST LINE, 107.61 FEET TO THE INITIAL POINT.

CONTAINING 0.37 ACRES MORE OR LESS

DECLARATION:

KNOW ALL PEOPLE BY THESE PRESENTS THAT VINTAGE FRIENDS LLC IS THE OWNER OF THE LAND REPRESENTED ON THE ANNEXED PLAT, AND MORE PARTICULARLY DESCRIBED IN THE ACCOMPANYING SURVEYOR'S CERTIFICATE, AND IT HAS CAUSED THE SAME TO BE SURVEYED AND PARTITIONED INTO PARCELS 1, 2, & 3 AS SHOWN ON THE ANNEXED PARTITION PLAT IN ACCORDANCE WITH O.R.S. CHAPTER 92 AND DOES HEREBY GRANT ALL EASEMENTS AS SHOWN OR NOTED ON SAID PLAT AND HEREBY DEDICATE THE ADDITIONAL RIGHT OF WAY TO THE PUBLIC

Brad Hendrickson
BRAD HENDRICKSON, MANAGER

ACKNOWLEDGEMENT:

STATE OF OREGON)
COUNTY OF COLUMBIA) SS

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON
January 27, 2024 BY BRAD HENDRICKSON,
MANAGER OF VINTAGE FRIENDS LLC

NOTARY SIGNATURE:
Casim King

NOTARY PUBLIC - OREGON

COMMISSION NO. 1051776

MY COMMISSION EXPIRES September 22, 2028

CONSENT AFFIDAVIT:

A CONSENT AFFIDAVIT FROM INROADS FEDERAL CREDIT UNION, AN OREGON CORPORATION, A BENEFICIARY OF THE LINE OF CREDIT TRUST DEED RECORDED AS DOCUMENT NO. 2023-005773, COLUMBIA COUNTY DEED RECORDS AND HAS BEEN RECORDED AS INSTRUMENT NO. _____, COLUMBIA COUNTY DEED RECORDS.

CITY OF ST. HELENS APPROVALS:

ON THIS _____ DAY OF _____, 20____
CITY OF ST. HELENS PLANNING DIRECTOR

BY _____

ON THIS _____ DAY OF _____, 20____
CITY OF ST. HELENS MAYOR

BY _____

NARRATIVE:

--THIS SURVEY WAS COMPLETED AT THE REQUEST OF BRAD HENDRICKSON TO MONUMENT A PROPERTY LINE ADJUSTMENT BETWEEN LOTS OF RECORD CONTAINED IN THOSE TRACTS OF LAND CONVEYED TO VINTAGE FRIENDS LLC AS INSTRUMENT NO. 2023-05772, COLUMBIA COUNTY DEED RECORDS. THE NEW LINE WAS ESTABLISHED AT THE LOCATION SHOWN PER THE REQUEST OF OUR CLIENT. THIS SURVEY WAS ALSO TO PARTITION THE NEW PARCEL AS SHOWN HEREON.

--THE BASIS OF BEARINGS IS OREGON COORDINATE REFERENCE SYSTEM COLUMBIA RIVER WEST ZONE, NAD83 (2011) EPOCH 2010.00. DISTANCES SHOWN ARE GROUND DISTANCES.

--FOR CONTROL I HELD THE MONUMENTS AS NOTED IN THE MONUMENT NOTES.

CROUSE WAY:

--I HELD MONUMENTS 2152, 11112, AND 11113 FOR THE WESTERLY RIGHT OF WAY LINE.

SOUTH 21ST STREET:

--I HELD MONUMENTS 11112 AND 11029 FOR THE NORTHERLY RIGHT OF WAY LINE.

INSTRUMENT NO. 2023-05772:

--I HELD MONUMENT NO. 1992 FOR THE NORTHWEST CORNER. I HELD MONUMENT NO. 11036 FOR THE NORTHEAST CORNER. I HELD MONUMENT NO. 11029 FOR THE SOUTHWEST CORNER. TO REESTABLISH THE SOUTHEAST CORNER, I PROPORTIONED BETWEEN MONUMENT NO. 11029 AND MONUMENT NO. 11112 AS SHOWN.

NOTES:

1.) THIS PLAT IS SUBJECT TO THE TERMS AND CONDITIONS PER THE CITY OF ST. HELENS PLANNING DEPARTMENT CASEFILE NO. PT.1.24 & LLA.1.24.

2.) A MAINTENANCE AGREEMENT FOR THE ACCESS AND PRIVATE & PUBLIC UTILITY EASEMENT HAS BEEN RECORDED AS INSTRUMENT NO. _____

3.) THIS PLAT IS SUBJECT TO AN EASEMENT FOR A CITY SEWER & DRAIN PIPES PER BOOK 180, PAGE 687. THE EXACT LOCATION IS NOT DISCLOSED.

4.) THIS PLAT IS SUBJECT TO AN EASEMENT FOR A CITY SEWER & DRAIN PIPES PER BOOK 180, PAGE 699. THE EXACT LOCATION IS NOT DISCLOSED.

COLUMBIA COUNTY APPROVALS:

APPROVED THIS _____ DAY OF _____, 20____
COLUMBIA COUNTY SURVEYOR

BY _____

ALL TAXES, FEES, ASSESSMENTS OR OTHER CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN PAID AS OF THIS _____ DAY OF _____

COLUMBIA COUNTY TAX COLLECTOR

BY _____

APPROVED THIS _____ DAY OF _____, 20____
COLUMBIA COUNTY BOARD OF COMMISSIONERS

BY _____

BY _____

BY _____

STATE OF OREGON)
COUNTY OF COLUMBIA) SS

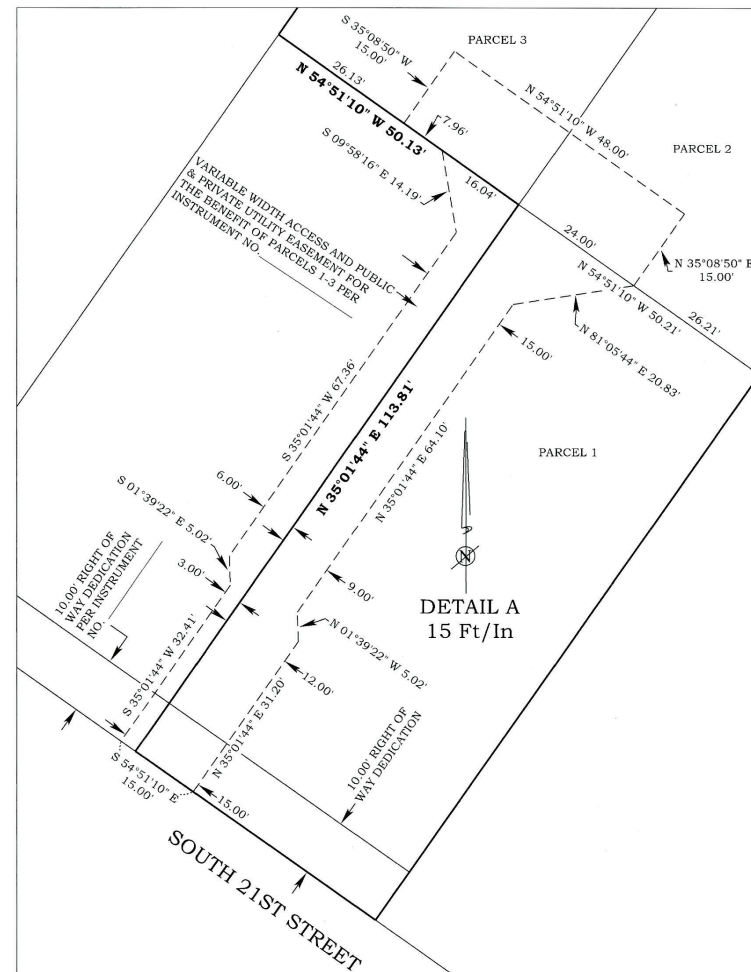
I DO HEREBY CERTIFY THAT THIS PARTITION PLAT WAS RECEIVED FOR RECORD ON THIS _____ DAY OF _____, 20____, AT _____ O'CLOCK _____, AND RECORDED AS INSTRUMENT NO. _____ AND AS PARTITION PLAT NUMBER _____, COLUMBIA COUNTY RECORDS

BY _____
COLUMBIA COUNTY CLERK

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



REGISTERED
PROFESSIONAL
LAND SURVEYOR
Donald D. Wallace, Jr.
OREGON
JANUARY 19, 1993
DONALD D. WALLACE, JR.
2601
RENEWS 6/30/26

K.L.S. SURVEYING INC.
1224 ALDER STREET
VERNONIA, OREGON 97064
(503) 429-6115

SHEET 2 OF 2

JOB No. CRW-ST. HELENS
DRAWING NAME: 23-256 PP S2
DRAWN BY: ORM
FIELD: SWM/JR/CAM
EQUIPMENT: NOMAD/NIKON
REVISED: 1