# COUNCIL WORK SESSION

Wednesday, November 18, 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

## UPDATED AGENDA

**CALL WORK SESSION TO ORDER**

**DECLARATON OF CONFLICTS OF INTEREST**

**CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT**

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

**COUNCIL REMARKS TO VISITOR COMMENTS**

**DISCUSSION TOPICS**

1. 3:10PM - Quarterly Reports from City Departments/Divisions - Finance, Municipal Court, and Public Works - *Informational*
2. 3:15PM - Review of Proposed Ordinance No. 3327 for a Zone Change - *City Planner Jacob Graichen*
3. 3:20PM - Discuss Proposal to Convert 1.0 FTE Police Officer to 1.0 FTE Records & Evidence Specialist - *Police Chief Matthew Smith*
4. 3:25PM - Request for Donation to Merchants' Toy N Joy Auction - *Deputy City Recorder Lisa Scholl*
5. 3:30PM - Review Proposed Updates to IT Policy - *City Administrator Erik Finch*
6. 3:40PM - Review City Attorney Transition Recommendation - *City Administrator Erik Finch and City Attorney Ashley Wigod*
7. 3:55PM - Discuss Amendment No. 2 to Extend the Independent Contractor Agreement with Treadway Events & Entertainment LLC for Production and Management of Events (Attachment Added) - *City Administrator Erik Finch*
8. 4:05PM - Discuss Proposed Police Response Fee (Attachment Added)
9. 4:15PM - Discuss Appointment of Lt. Treat as Interim Police Chief during Chief Smith's Leave of Absence
10. 4:25PM - Report from City Administrator Erik Finch

**ADJOURN**

**EXECUTIVE SESSION**

Following the conclusion of the Council Work Session, an Executive Session will 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)(f) To consider information or records that are exempt by law from public inspection
- ORS 192.660(2)(h) To consult with 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, *except if labor negotiations are being discussed, then members of the news media will be excluded. All other members of the audience are asked to leave the Council Chambers and Zoom room.

**FOR YOUR INFORMATION**

Upcoming Dates to Remember:

- November 12, 5PM, Council Special Session, Zoom
- November 18, 3PM, Council Work Session, Council Chambers/Zoom
- November 18, 7PM, Council Regular Session, Council Chambers/Zoom
- November 26 & 27, THANKSGIVING HOLIDAY, City Offices Closed
- December 8, 6:30PM, Planning Commission, Council Chambers/Zoom
- December 16, 3PM, Council Work Session, Council Chambers/Zoom
- December 16, 7PM, Council Regular Session, Council Chambers/Zoom

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

- None scheduled

**VIRTUAL MEETING DETAILS**

Join: https://us02web.zoom.us/j/86928889696?pwd=3dB9Jdbiu0vYaKwzMIyWg3D7dFsh5T.1

Passcode: 532964

Phone one-tap: +13462487799

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.

# QUARTERLY REPORT TO COUNCIL

Meeting Date:
Prepared by: Gloria Butsch / Jennifer Johnson
Department: Administration
Division: Finance
Reporting Period: 1st Quarter FY2026-2027
CC: City Administrator

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**1. General Operations**

- *Staff completed FY2025-2026 year-end closing procedures and financial reporting in preparation for the annual audit.*
- *We are preparing for calendar year-end for payroll.*
- *Banking conversion from Wells Fargo to US Bank.*
- *Focus is also on budget management and preparing for the FY2027-2028 budget.*

**2. Staffing & Personnel**

- *Finance staff continue to cross-train, especially in audit, and general ledger. We are also working on succession planning in preparation for retirement of the finance director.*
- *Utility Billing Support: Finance staff are working with Utility Billing to help meet operational needs resulting from furloughs and one less FTE. Cross-department support is being used to maintain timely customer service and critical billing functions.*
- *Workload Management: Finance continues to prioritize audit, payroll, billing, and reporting deadlines while balancing regular day-to-day financial operations with ongoing projects and staffing constraints.*

**3. Projects & Initiatives**

**A. Ongoing Key Projects**

- *Cross training for audit, and general ledger.*
- *Analyzing and improving processes and procedures for improved internal controls and efficiency.*
- *Banking Institution Transition: Continue the transition to the City's new banking institution, including account setup, implementation, internal procedures, authorized users, electronic banking services.*

**B. Upcoming Projects**

- *Beginning budget process for FY2027-2028*

**4. Upcoming Events & Important Dates**
*(Provide information on city-related events, meetings, and deadlines relevant to the department.)*

- *Event 1: FY2025-2026 Audit began on October 13, 2026. The audit report is due by December 31, 2026*
- *Budget Calendar for Council approval at December 17, 2026 meeting.*

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**Attachments (If Applicable)**
*Attached is the FY2026-2027 1st quarter financial report.*

## 1st Quarter FY2026-2027 Financial Report

The focus of this report is on our major operating funds, which are the General Fund and Utility Funds. Additionally, though not considered an operating fund, we include the Visitor Tourism Fund, since it is of interest to many.

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

Beginning fund balances are an estimate until completion of the audit. The FY2026 beginning fund balance for the General Fund is 88% higher than was budgeted for FY 2027. Please note that the timing of audit completion is mostly out of the control of the City or the finance department. The finance department is timely in completing the year-end closing and submitting work papers to the auditor. There is a national shortage of qualified governmental audit firms, therefore they are unable to complete audit work before the deadline of December 31st. (Oregon municipalities). School districts have priority over cities, counties and special districts.

It is important to clarify that the length of time required to complete an audit should not be interpreted as an indication of audit findings or financial concerns. The annual audit is a comprehensive process that involves reviewing financial records, verifying account balances, reviewing transactions, evaluating internal controls and processes, and ensuring compliance with applicable accounting standards and regulations. This process requires coordination between City staff and independent auditors and can take several months to complete.

In the General Fund, most departments are close to or under 25% of budget for the first quarter. The department that is already over budget is Recreation. This is due to the repairs following the flooding of the Community Center that was not invoiced in time to be accrued in the FY2026 year end.

Of the Utility Funds, the beginning fund balance in the Water Fund is 22% over what was budgeted, primarily due to timing of capital projects expenditures. Sewer & Storm Funds ending fund balances are estimated to be very close to budget. All three of the Utility Funds are at or under 25% of budget for expenditures. Revenues also are near 25% of budget.

The Visitor Tourism Fund beginning fund balance is significantly higher than budgeted. Leading up to the Spirit of Halloweentown events, the first quarter of the fiscal year typically has more expenditure than revenues, so the added cushion of the beginning fund balance is helpful in keeping a positive balance in the fund. The Tourism Fund and events budget was reviewed more closely at the recent Council Special Session.

I've included the Budget and Actual Report (Income Statement) for all funds.

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

General Fund-Budget to Actual For FY2026-2027 Period Ending 9/30/2026

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|---|---|---|---|
| Revenue | | | | |
| Beginning Fund Balance* | 366,266 | 689,897 | 323,631 | 88% |
| Taxes | 2,360,000 | 41,049 | (2,318,951) | -98% |
| Governmental | 448,900 | 100,975 | (347,925) | -78% |
| Charges for Services | 7,128,200 | 1,613,584 | (5,514,616) | -77% |
| Other Revenue | 1,359,800 | 1,014,502 | (345,298) | -25% |
| ***Total Revenue*** | 11,663,166 | 3,460,007 | (8,203,159) | -70% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Administration | 448,500 | 218,535 | 229,965 | 51% |
| City Recorder | 309,700 | 68,782 | 240,918 | 78% |
| City Council | 49,800 | 11,033 | 38,767 | 78% |
| Court | 225,700 | 54,878 | 170,822 | 76% |
| Police | 4,714,500 | 1,008,769 | 3,705,731 | 79% |
| Library | 635,400 | 136,632 | 498,768 | 78% |
| Finance | 648,600 | 146,945 | 501,655 | 77% |
| Parks | 175,000 | 24,385 | 150,615 | 86% |
| Recreation | 311,200 | 65,281 | 245,919 | 79% |
| Planning | 200,800 | 42,701 | 158,099 | 79% |
| Building | 310,100 | 69,879 | 240,221 | 77% |
| Technology | 166,300 | 38,249 | 128,051 | 77% |
| ***Total Personnel Services*** | 8,195,600 | 1,886,069 | 6,309,531 | 77% |
| Materials & Services | | | | |
| Administration | 67,600 | 5,321 | 62,279 | 92% |
| City Recorder | 49,700 | 15,743 | 33,957 | 68% |
| City Council | 46,600 | 14,234 | 32,366 | 69% |
| Court | 243,700 | 54,163 | 189,537 | 78% |
| Police | 762,500 | 159,726 | 602,774 | 79% |
| Library | 143,800 | 51,225 | 92,575 | 64% |
| Finance | 280,500 | 45,326 | 235,174 | 84% |
| Parks | 172,800 | 39,084 | 133,716 | 77% |
| Recreation | 73,300 | 79,605 | (6,305) | -9% |
| Planning | 24,400 | 3,497 | 20,903 | 86% |
| Building | 32,600 | 11,502 | 21,098 | 65% |
| Technology | 413,000 | 110,947 | 302,053 | 73% |
| General Services | 443,200 | 269,577 | 173,623 | 39% |
| Contingency & Unappropriated | 713,866 | - | 713,866 | 1 |
| ***Total Materials & Services & Other*** | 3,467,566 | 859,950 | 2,607,616 | 75% |
| ***Total Revenue over Expenditure*** | **-** | **713,989** | | |

* Estimated until audit completion

Water Fund - Budget to Actual For FY2026-2027 Period Ending 9/30/2026

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|---|---|---|---|
| Revenue | | | | |
| Beginning Fund Balance * | 2,925,516 | 3,557,827 | 632,311 | 22% |
| Charges for Services | 4,580,000 | 1,351,656 | (3,228,344) | -70% |
| Miscellaneous | 104,000 | 23,077 | (80,923) | -78% |
| ***Total Revenue*** | 7,609,516 | 4,932,560 | (2,676,956) | -35% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Water Distribution | 853,000 | 167,587 | 685,413 | 80% |
| Water Filtration | 229,000 | 49,847 | 179,153 | 78% |
| ***Total Personnel Services*** | 1,082,000 | 217,434 | 864,566 | 80% |
| Materials & Services | | | | |
| Water Distribution | 2,430,500 | 681,303 | 1,749,197 | 72% |
| Water Filtration | 328,500 | 58,121 | 270,379 | 82% |
| ***Total Materials & Service*** | 2,759,000 | 739,424 | 2,019,576 | 73% |
| Capital Outlay | 2,250,000 | 21,508 | 2,228,492 | 99% |
| ***Total Capital Outlay*** | 2,250,000 | 21,508 | | |
| Debt Service | 462,430 | - | 462,430 | 100% |
| ***Total Debt Service*** | 462,430 | - | 462,430 | 100% |
| Contingency & Unapproriated | 1,056,086 | - | 1,056,086 | 100% |
| ***Total Contingency & Unapproriated*** | 1,056,086 | - | 1,056,086 | 100% |
| ***Total Revenue over Expenditures*** | **-** | **3,954,194** | | |

* Estimated until audit completion

Sewer Fund - Budget to Actual For FY2026-2027 Period Ending 9/30/2026

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|---|---|---|---|
| Revenue | | | | |
| Beginning Fund Balance * | 5,607,168 | 5,114,821 | (492,347) | -9% |
| Grants | 573,000 | 423,169 | (149,831) | |
| Charges for Services | 5,592,000 | 1,461,500 | (4,130,500) | -74% |
| Miscellaneous | 145,000 | 50,401 | (94,599) | -65% |
| ***Total Revenue*** | 11,917,168 | 7,049,891 | (4,867,277) | -41% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Sewer Collection | 750,000 | 129,067 | 620,933 | 83% |
| Primary Treatment | 195,000 | 42,339 | 152,661 | 78% |
| Secondary Treatment | 277,000 | 60,432 | 216,568 | 78% |
| Pump Service | 78,000 | 16,985 | 61,015 | 78% |
| ***Total Personnel Services*** | 1,300,000 | 248,823 | 1,051,177 | 81% |
| Materials & Services | | | | |
| Sewer Collection | 2,258,900 | 559,782 | 1,699,118 | 75% |
| Primary Treatment | 298,000 | 94,948 | 203,052 | 68% |
| Secondary Treatment | 491,000 | 127,142 | 363,858 | 74% |
| Pump Service | 53,600 | 2,909 | 50,691 | 95% |
| ***Total Materials & Service*** | 3,101,500 | 784,781 | 2,316,719 | 75% |
| Capital Outlay | 13,075,000 | 113,709 | 12,961,291 | 99% |
| ***Total Capital Outlay*** | 13,075,000 | 113,709 | 12,961,291 | 99% |
| Debt Service | 667,860 | 52,750 | 615,110 | 92% |
| ***Total Debt Service*** | 667,860 | 52,750 | 615,110 | 92% |
| Contingency & Unapproriated | 6,072,808 | - | 6,072,808 | 100% |
| ***Total Contingency & Unapproriated*** | 6,072,808 | - | 6,072,808 | 100% |
| ***Total Revenue over Expenditures*** | (12,300,000) | **5,849,829** | | |

* Estimated until audit completion

Storm Fund - Budget to Actual For FY2026-2027 Period Ending 9/30/2026

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|---|---|---|---|
| Revenue | | | | |
| Beginning Fund Balance * | 1,237,234 | 1,330,785 | 93,551 | 8% |
| Charges for Services | 1,778,000 | 464,408 | (1,313,592) | -74% |
| Miscellaneous | 30,000 | 9,853 | (20,147) | -67% |
| ***Total Revenue*** | 3,045,234 | 1,805,046 | (1,240,188) | -41% |
| Expenditures | | | | |
| Personnel Services | | | | |
| Operations | 621,000 | 117,187 | 503,813 | 81% |
| ***Total Personnel Services*** | 621,000 | 117,187 | 503,813 | 81% |
| Materials & Services | | | | |
| Operations | 1,256,900 | 310,466 | 946,434 | 75% |
| ***Total Materials & Service*** | 1,256,900 | 310,466 | 946,434 | 75% |
| Capital Outlay | 400,000 | 945 | 399,055 | 100% |
| ***Total Capital Outlay*** | 400,000 | 945 | | |
| Contingency & Unapproriated | 767,334 | - | 767,334 | 100% |
| ***Total Contingency & Unapproriated*** | 767,334 | - | 767,334 | 100% |
| ***Total Revenue over Expenditures*** | **-** | **1,376,448** | | |

* Estimated until audit completion

Cost of Services 1st Qtr FY2027 ending Sept 30, 2026

| | | |
|---|---|---|
| General Fund | | |
| Operating Expenditures | | |
| | Administration | 223,856 |
| | City Recorder | 84,525 |
| | City Council | 25,267 |
| | Court | 109,041 |
| | Police | 1,168,495 |
| | Library | 187,858 |
| | Finance | 192,271 |
| | Parks | 63,469 |
| | Recreation | 144,886 |
| | Planning | 46,198 |
| | Building | 81,381 |
| | Technology | 149,196 |
| | Non-Departmental | 269,577 |
| | | 2,746,018 |
| Operating Revenue | | |
| | Taxes | 41,049 |
| | Governmental | 100,975 |
| | Charges for Services | 1,613,584 |
| | Miscellaneous | 1,014,502 |
| | | 2,770,110 |
| Operating Surplus (Deficit) | | 24,092 |
| Water Fund | | |
| Operating Expenditures | | |
| | Water Distribution | 848,890 |
| | Water Filtration | 107,968 |
| | | 956,858 |
| Operating Revenue | | |
| | Charges for Services | 1,351,656 |
| | Miscellaneous | 23,077 |
| | | 1,374,733 |
| Operating Surplus (Deficit) | | 417,875 |

Cost of Services 1st Qtr FY206 ending Sept 30, 2026

| | | |
|---|---|---|
| Sewer Fund | | |
| | Operating Expenditures | |
| | Sewer Collection | 688,849 |
| | Primary Treatment | 137,288 |
| | Secondary Treatment | 187,574 |
| | Pump Services | 19,894 |
| | | 1,033,604 |
| | Operating Revenue | |
| | Charges for Services | 1,461,500 |
| | Miscellaneous | 50,401 |
| | | 1,511,901 |
| | Operating Surplus (Deficit) | 478,298 |
| Storm Fund | | |
| | Operating Expenditures | |
| | Operations | 427,653 |
| | Operating Revenue | |
| | Charges for Services | 464,408 |
| | Miscellaneous | 9,853 |
| | | 474,261 |
| | Operating Surplus (Deficit) | 46,608 |

Tourism Fund-Budget to Actual For FY2026-2027 Period Ending 9/30/2026

| | Budget | YTD Actual | Variance | Percent Remaining |
|---|---|---|---|---|
| Revenue | | | | |
| Beginning Fund Balance* | 155,193 | 341,811 | 186,618 | 120% |
| Transient Occupancy Tax | 170,000 | 56,469 | (113,531) | -67% |
| Contracted Events Revenue | 1,504,400 | 123,240 | (1,381,160) | -92% |
| Other Revenue | 500 | 98 | (402) | -80% |
| ***Total Revenue*** | 1,830,093 | 521,618 | (1,308,475) | -71% |
| Expenditures | | | | |
| Materials & Services | | | | |
| Professional Services | 80,000 | 900 | 79,100 | 99% |
| GFSS | 85,000 | 21,250 | 63,750 | 75% |
| Projects & Programs | 1,050,000 | 208,700 | 841,300 | 80% |
| Contracted Events-Prof. Services | 300,000 | 47,900 | 252,100 | 84% |
| Contracted Bldg Lease & Utilities | 95,000 | 46,197 | 48,803 | 51% |
| Contingency & Unappropriated | 20,093 | - | 20,093 | 100% |
| ***Total Materials & Services & Other*** | 1,630,093 | 324,947 | 1,305,146 | 80% |
| ***Total Revenue over Expenditure*** | **200,000** | **196,671** | | |

* Estimated until audit completion

**Budget Report**

Account Summary

For Fiscal: 2026-2027 Period Ending: 09/30/2026

| | | Original Total Budget | Current Total Budget | YTD Activity | Variance |
|---|---|---|---|---|---|
| **Fund: 100 - GENERAL FUND** | | | | | |
| **Revenue** | | | | | |
| 100-000-31001 | Property Tax - Current | 2,320,000.00 | 2,320,000.00 | - | 2,320,000.00 |
| 100-000-31002 | Property Tax - Previous | 40,000.00 | 40,000.00 | 41,048.74 | (1,048.74) |
| | ***Total Taxes*** | ***2,360,000.00*** | ***2,360,000.00*** | ***41,048.74*** | ***2,318,951.26*** |
| 100-000-32003 | State Rev - Cigarette | 7,400.00 | 7,400.00 | 2,037.02 | 5,362.98 |
| 100-000-32004 | State Rev - Alcohol | 210,500.00 | 210,500.00 | 63,101.27 | 147,398.73 |
| 100-000-32005 | State Rev - General | 146,000.00 | 146,000.00 | 35,837.12 | 110,162.88 |
| 100-000-32006 | State Rev - Cannabis | 85,000.00 | 85,000.00 | - | 85,000.00 |
| 100-000-32007 | Intergovernmental | - | - | - | - |
| | ***Total Governmental*** | ***448,900.00*** | ***448,900.00*** | ***100,975.41*** | ***347,924.59*** |
| 100-000-34001 | Dockside Services | 15,000.00 | 15,000.00 | 9,340.00 | 5,660.00 |
| 100-000-34003 | In Lieu of Franchise Fees | 1,205,000.00 | 1,205,000.00 | 327,574.45 | 877,425.55 |
| 100-000-34004 | General Fund Support Services | 3,943,700.00 | 3,943,700.00 | 995,925.00 | 2,947,775.00 |
| 100-000-34006 | Franchise Taxes | 1,000,000.00 | 1,000,000.00 | 117,682.90 | 882,317.10 |
| 100-000-34025 | Lien Searches | 7,000.00 | 7,000.00 | 2,430.00 | 4,570.00 |
| 100-000-35001 | Permits - Columbia City Bldg | 17,000.00 | 17,000.00 | 12,475.32 | 4,524.68 |
| 100-000-35002 | Fees - Business Licenses | 180,000.00 | 180,000.00 | 13,575.00 | 166,425.00 |
| 100-000-35003 | Permits - St Helens Bldg | 85,000.00 | 85,000.00 | 27,612.69 | 57,387.31 |
| 100-000-35004 | Fees - Bldg Admin | 18,000.00 | 18,000.00 | 3,617.00 | 14,383.00 |
| 100-000-35005 | Permits - Plumbing | 21,000.00 | 21,000.00 | 6,954.50 | 14,045.50 |
| 100-000-35006 | Permits - Mechanical | 14,000.00 | 14,000.00 | 7,101.89 | 6,898.11 |
| 100-000-35009 | Fees - Plan Review | 70,000.00 | 70,000.00 | 34,941.92 | 35,058.08 |
| 100-000-35010 | Fees - Library | 1,000.00 | 1,000.00 | 1,654.20 | (654.20) |
| 100-000-35011 | Fees - SDC Admin | 19,500.00 | 19,500.00 | 796.52 | 18,703.48 |
| 100-000-35015 | Fees - Planning | 30,000.00 | 30,000.00 | 5,611.00 | 24,389.00 |
| 100-000-35016 | Fees - Police Training | 4,000.00 | 4,000.00 | 1,644.31 | 2,355.69 |
| 100-000-35017 | Fees-Events Impact Fee | 165,000.00 | 165,000.00 | - | 165,000.00 |
| 100-000-35018 | Fees - Recreation | 160,000.00 | 160,000.00 | 3,533.07 | 156,466.93 |
| 100-000-35019 | Fees - Parks | 13,000.00 | 13,000.00 | 10,516.50 | 2,483.50 |
| 100-000-36001 | Fines - Library | 10,000.00 | 10,000.00 | 1,996.80 | 8,003.20 |
| 100-000-36002 | Fines - Court | 150,000.00 | 150,000.00 | 28,600.58 | 121,399.42 |
| | ***Total Charges for Services*** | ***7,128,200.00*** | ***7,128,200.00*** | ***1,613,583.65*** | ***5,514,616.35*** |
| 100-000-37001 | Interest | 20,000.00 | 20,000.00 | 5,055.07 | 14,944.93 |
| 100-000-37003 | Miscellaneous-Police | 49,200.00 | 49,200.00 | 8,242.32 | 40,957.68 |
| 100-000-37004 | Miscellaneous | 100,000.00 | 100,000.00 | 6,478.35 | 93,521.65 |
| 100-000-37009 | Court Reimbursements | 15,000.00 | 15,000.00 | 1,126.50 | 13,873.50 |
| 100-000-37034 | Interfund Revenue-Reimbursement-Rec | 100,000.00 | 100,000.00 | - | 100,000.00 |
| 100-000-38001 | Transfers | 993,600.00 | 1,075,600.00 | 993,600.00 | 82,000.00 |
| | ***Total Other Revenue*** | ***1,277,800.00*** | ***1,359,800.00*** | ***1,014,502.24*** | ***345,297.76*** |
| 100-000-39001 | Beginning Fund Balance | 366,266.00 | 366,266.00 | 689,897.40 | (323,631.40) |
| **Revenue Total:** | | **11,581,166.00** | **11,663,166.00** | **3,460,007.44** | **8,203,158.56** |
| **Expense** | | | | | |
| **Administration** | | | | | |
| 100-701-50001 | Wages | 254,000.00 | 254,000.00 | 170,795.27 | 83,204.73 |
| 100-701-50004 | Overtime | 6,000.00 | 6,000.00 | - | 6,000.00 |
| 100-701-51005 | Insurance | 79,500.00 | 79,500.00 | 10,840.97 | 68,659.03 |
| 100-701-51006 | VEBA | 4,900.00 | 4,900.00 | 355.04 | 4,544.96 |
| 100-701-51007 | PERS | 82,000.00 | 82,000.00 | 18,460.24 | 63,539.76 |
| 100-701-51008 | Taxes | 22,000.00 | 22,000.00 | 12,288.21 | 9,711.79 |
| 100-701-51015 | Other Benefits | 100.00 | 100.00 | 17.18 | 82.82 |
| 100-701-51017 | Fitness Reimbursement | - | - | 59.75 | (59.75) |
| 100-701-51018 | Housing Allowance | - | - | 5,717.96 | (5,717.96) |
| | ***Personnel Services*** | ***448,500.00*** | ***448,500.00*** | ***218,534.62*** | ***229,965.38*** |
| 100-701-52001 | Operating Supplies | 1,500.00 | 1,500.00 | 98.39 | 1,401.61 |
| 100-701-52002 | Personnel Uniforms Equipment | - | - | 450.00 | (450.00) |
| 100-701-52010 | Telephone | 1,600.00 | 1,600.00 | 170.74 | 1,429.26 |
| 100-701-52011 | Public Information | 500.00 | 500.00 | - | 500.00 |
| 100-701-52014 | Recruiting | - | - | 1,877.47 | (1,877.47) |

| | | | | | |
|---|---|---|---|---|---|
| 100-701-52018 | Professional Development | 7,000.00 | 7,000.00 | - | 7,000.00 |
| 100-701-52019 | Professional Services | 8,000.00 | 38,000.00 | 1,909.22 | 36,090.78 |
| 100-701-52024 | Miscellaneous | - | - | - | - |
| 100-701-52027 | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 |
| 100-701-52040 | Communications | 18,000.00 | 18,000.00 | 815.32 | 17,184.68 |
| | ***Materials & Services*** | ***37,600.00*** | ***67,600.00*** | ***5,321.14*** | ***62,278.86*** |
| **City Recorder / HR** | | | | | |
| 100-702-50001 | Wages | 177,000.00 | 177,000.00 | 40,225.68 | 136,774.32 |
| 100-702-51005 | Insurance | 55,500.00 | 55,500.00 | 11,245.38 | 44,254.62 |
| 100-702-51006 | VEBA | 3,100.00 | 3,100.00 | 753.31 | 2,346.69 |
| 100-702-51007 | PERS | 59,000.00 | 59,000.00 | 13,505.95 | 45,494.05 |
| 100-702-51008 | Taxes | 15,000.00 | 15,000.00 | 3,038.64 | 11,961.36 |
| 100-702-51015 | Other Benefits | 100.00 | 100.00 | 12.69 | 87.31 |
| | ***Personnel Services*** | ***309,700.00*** | ***309,700.00*** | ***68,781.65*** | ***240,918.35*** |
| 100-702-52001 | Operating Supplies | 900.00 | 900.00 | 160.33 | 739.67 |
| 100-702-52011 | Public Information | 1,500.00 | 1,500.00 | 160.00 | 1,340.00 |
| 100-702-52014 | Recruiting | 19,000.00 | 19,000.00 | 11,235.35 | 7,764.65 |
| 100-702-52018 | Professional Development | 2,400.00 | 2,400.00 | 204.00 | 2,196.00 |
| 100-702-52019 | Professional Services | 22,900.00 | 22,900.00 | 3,983.77 | 18,916.23 |
| 100-702-52027 | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 |
| 100-702-52028 | Projects & Programs | 2,000.00 | 2,000.00 | - | 2,000.00 |
| | ***Materials & Services*** | ***49,700.00*** | ***49,700.00*** | ***15,743.45*** | ***33,956.55*** |
| City Council | | | | | |
| 100-703-50001 | Wages | 45,800.00 | 45,800.00 | 10,209.28 | 35,590.72 |
| 100-703-51008 | Taxes | 3,900.00 | 3,900.00 | 777.87 | 3,122.13 |
| 100-703-51015 | Other Benefits | 100.00 | 100.00 | 46.21 | 53.79 |
| | ***Personnel Services*** | ***49,800.00*** | ***49,800.00*** | ***11,033.36*** | ***38,766.64*** |
| 100-703-52001 | Operating Supplies | 2,000.00 | 2,000.00 | 560.44 | 1,439.56 |
| 100-703-52013 | Membership | 1,500.00 | 1,500.00 | - | 1,500.00 |
| 100-703-52018 | Professional Development | 2,000.00 | 2,000.00 | 120.00 | 1,880.00 |
| 100-703-52019 | Professional Services | 40,000.00 | 40,000.00 | 13,553.14 | 26,446.86 |
| 100-703-52027 | IT Fund Charges | 500.00 | 500.00 | - | 500.00 |
| 100-703-52041 | Community Support | 600.00 | 600.00 | - | 600.00 |
| | ***Materials & Services*** | ***46,600.00*** | ***46,600.00*** | ***14,233.58*** | ***32,366.42*** |
| **Municipal Court** | | | | | |
| 100-704-50001 | Wages | 120,800.00 | 120,800.00 | 31,499.85 | 89,300.15 |
| 100-704-50004 | Overtime | 300.00 | 300.00 | - | 300.00 |
| 100-704-51005 | Insurance | 53,500.00 | 53,500.00 | 10,909.19 | 42,590.81 |
| 100-704-51006 | VEBA | 2,300.00 | 2,300.00 | 536.40 | 1,763.60 |
| 100-704-51007 | PERS | 38,500.00 | 38,500.00 | 9,534.32 | 28,965.68 |
| 100-704-51008 | Taxes | 10,200.00 | 10,200.00 | 2,383.32 | 7,816.68 |
| 100-704-51015 | Other Benefits | 100.00 | 100.00 | 15.04 | 84.96 |
| | ***Personnel Services*** | ***225,700.00*** | ***225,700.00*** | ***54,878.12*** | ***170,821.88*** |
| 100-704-52001 | Operating Supplies | 2,500.00 | 2,500.00 | 356.36 | 2,143.64 |
| 100-704-52018 | Professional Development | 200.00 | 200.00 | - | 200.00 |
| 100-704-52019 | Professional Services | 240,000.00 | 240,000.00 | 53,806.46 | 186,193.54 |
| 100-704-52027 | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 |
| | ***Materials & Services*** | ***243,700.00*** | ***243,700.00*** | ***54,162.82*** | ***189,537.18*** |
| **Police** | | | | | |
| 100-705-50001 | Wages | 2,300,000.00 | 2,300,000.00 | 501,106.17 | 1,798,893.83 |
| 100-705-50004 | Overtime | 370,000.00 | 370,000.00 | 68,572.32 | 301,427.68 |
| 100-705-51005 | Insurance | 760,000.00 | 760,000.00 | 182,384.92 | 577,615.08 |
| 100-705-51006 | VEBA | 40,000.00 | 40,000.00 | 8,616.48 | 31,383.52 |
| 100-705-51007 | PERS | 971,000.00 | 971,000.00 | 203,555.98 | 767,444.02 |
| 100-705-51008 | Taxes | 223,000.00 | 223,000.00 | 42,588.57 | 180,411.43 |
| 100-705-51015 | Other Benefits | 45,000.00 | 45,000.00 | 143.69 | 44,856.31 |
| 100-705-51017 | Fitness Reimbursement – Taxable | 5,500.00 | 5,500.00 | 1,801.30 | 3,698.70 |
| | ***Personnel Services*** | ***4,714,500.00*** | ***4,714,500.00*** | ***1,008,769.43*** | ***3,705,730.57*** |
| 100-705-52001 | Operating Supplies | 45,000.00 | 45,000.00 | 6,532.94 | 38,467.06 |
| 100-705-52002 | Personnel Uniforms Equipment | 30,000.00 | 30,000.00 | 21,664.46 | 8,335.54 |
| 100-705-52003 | Utilities | 12,000.00 | 12,000.00 | 1,601.39 | 10,398.61 |
| 100-705-52006 | Computer Maintenance | 30,000.00 | 30,000.00 | 1,885.41 | 28,114.59 |
| 100-705-52010 | Telephone | 24,500.00 | 24,500.00 | 4,757.50 | 19,742.50 |
| 100-705-52014 | Recruiting Expenses | - | - | 1,688.66 | (1,688.66) |
| 100-705-52018 | Professional Development | 30,000.00 | 30,000.00 | 6,700.05 | 23,299.95 |
| 100-705-52019 | Professional Services | 60,000.00 | 60,000.00 | 7,261.05 | 52,738.95 |
| 100-705-52021 | Equipment Maintenance | 2,000.00 | 2,000.00 | 467.26 | 1,532.74 |

| | | | | | |
|---|---|---|---|---|---|
| 100-705-52022 | Fuel | 66,000.00 | 66,000.00 | 19,347.18 | 46,652.82 |
| 100-705-52023 | Facility Maintenance | 35,000.00 | 35,000.00 | 6,869.55 | 28,130.45 |
| 100-705-52027 | IT Fund Charges | - | - | - | - |
| 100-705-52086 | Tactical | 65,000.00 | 65,000.00 | 4,467.86 | 60,532.14 |
| 100-705-52097 | Enterprise Fleet | 245,000.00 | 245,000.00 | 54,622.07 | 190,377.93 |
| 100-705-52098 | Enterprise Fleet Maintenance | 25,000.00 | 25,000.00 | 6,208.72 | 18,791.28 |
| 100-705-52102 | New Hire Equipment | 3,000.00 | 3,000.00 | - | 3,000.00 |
| 100-705-52115 | REPORT WRITING | 90,000.00 | 90,000.00 | 15,651.83 | 74,348.17 |
| 100-705-52117 | BODY CAMERAS | - | - | - | - |
| | ***Materials & Services*** | ***762,500.00*** | ***762,500.00*** | ***159,725.93*** | ***602,774.07*** |
| **Library** | | | | | |
| 100-706-50001 | Wages | 401,000.00 | 401,000.00 | 88,311.53 | 312,688.47 |
| 100-706-51005 | Insurance | 64,700.00 | 64,700.00 | 13,979.27 | 50,720.73 |
| 100-706-51006 | VEBA | 4,800.00 | 4,800.00 | 1,108.19 | 3,691.81 |
| 100-706-51007 | PERS | 130,800.00 | 130,800.00 | 26,501.83 | 104,298.17 |
| 100-706-51008 | Taxes | 33,900.00 | 33,900.00 | 6,658.69 | 27,241.31 |
| 100-706-51015 | Other Benefits | 200.00 | 200.00 | 72.63 | 127.37 |
| | ***Personnel Services*** | ***635,400.00*** | ***635,400.00*** | ***136,632.14*** | ***498,767.86*** |
| 100-706-52001 | Operating Supplies | 1,900.00 | 1,900.00 | 2,483.22 | (583.22) |
| 100-706-52003 | Utilities | 20,000.00 | 20,000.00 | 2,448.88 | 17,551.12 |
| 100-706-52006 | Computer Maintenance | 16,000.00 | 16,000.00 | 194.37 | 15,805.63 |
| 100-706-52014 | Recruiting Expenses | - | - | - | - |
| 100-706-52018 | Professional Development | 1,000.00 | 1,000.00 | 99.00 | 901.00 |
| 100-706-52019 | Professional Services | 4,000.00 | 4,000.00 | 9,839.15 | (5,839.15) |
| 100-706-52023 | Facility Maintenance | 43,000.00 | 43,000.00 | 12,137.22 | 30,862.78 |
| 100-706-52027 | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 |
| 100-706-52028 | Projects & Programs | 2,500.00 | 2,500.00 | 833.29 | 1,666.71 |
| 100-706-52031 | Periodicals | 100.00 | 100.00 | 12.00 | 88.00 |
| 100-706-52032 | Digital Resources | 12,000.00 | 12,000.00 | 3,714.78 | 8,285.22 |
| 100-706-52033 | Printed Materials | 23,500.00 | 23,500.00 | 1,860.65 | 21,639.35 |
| 100-706-52034 | Visual Materials | 2,500.00 | 2,500.00 | - | 2,500.00 |
| 100-706-52035 | Audio Materials | 800.00 | 800.00 | - | 800.00 |
| 100-706-52036 | Makerspace | 4,500.00 | 4,500.00 | - | 4,500.00 |
| 100-706-52037 | Library of Things | 2,800.00 | 2,800.00 | - | 2,800.00 |
| 100-706-52130 | Building Lease | 8,200.00 | 8,200.00 | 17,602.80 | (9,402.80) |
| | ***Materials & Services*** | ***143,800.00*** | ***143,800.00*** | ***51,225.36*** | ***92,574.64*** |
| **Finance** | | | | | |
| 100-707-50001 | Wages | 377,700.00 | 377,700.00 | 89,379.32 | 288,320.68 |
| 100-707-50004 | Overtime | - | - | - | - |
| 100-707-51005 | Insurance | 118,300.00 | 118,300.00 | 23,804.84 | 94,495.16 |
| 100-707-51006 | VEBA | 7,300.00 | 7,300.00 | 1,648.20 | 5,651.80 |
| 100-707-51007 | PERS | 111,500.00 | 111,500.00 | 26,025.05 | 85,474.95 |
| 100-707-51008 | Taxes | 32,000.00 | 32,000.00 | 6,723.15 | 25,276.85 |
| 100-707-51015 | Other Benefits | 200.00 | 200.00 | (635.50) | 835.50 |
| 100-707-51017 | Fitness Reimbursement | 1,600.00 | 1,600.00 | - | 1,600.00 |
| | ***Personnel Services*** | ***648,600.00*** | ***648,600.00*** | ***146,945.06*** | ***501,654.94*** |
| 100-707-52001 | Operating Supplies | 5,000.00 | 5,000.00 | 500.41 | 4,499.59 |
| 100-707-52008 | Printing | 25,000.00 | 25,000.00 | 1,651.04 | 23,348.96 |
| 100-707-52009 | Postage | 22,000.00 | 22,000.00 | 6,230.25 | 15,769.75 |
| 100-707-52018 | Professional Development | 6,500.00 | 6,500.00 | 1,460.00 | 5,040.00 |
| 100-707-52019 | Professional Services | 140,000.00 | 140,000.00 | 19,746.00 | 120,254.00 |
| 100-707-52020 | Bank Service Fees | 81,000.00 | 81,000.00 | 15,737.89 | 65,262.11 |
| 100-707-52027 | IT Fund Charges | 1,000.00 | 1,000.00 | - | 1,000.00 |
| | ***Materials & Services*** | ***280,500.00*** | ***280,500.00*** | ***45,325.59*** | ***235,174.41*** |
| **Parks** | | | | | |
| 100-708-51016 | PW Support Charges | 175,000.00 | 175,000.00 | 24,385.04 | 150,614.96 |
| | ***Personnel Services*** | ***175,000.00*** | ***175,000.00*** | ***24,385.04*** | ***150,614.96*** |
| 100-708-52001 | Operating Supplies | 40,000.00 | 40,000.00 | 6,401.14 | 33,598.86 |
| 100-708-52002 | Personnel Uniforms Equipment | 1,500.00 | 1,500.00 | 900.00 | 600.00 |
| 100-708-52003 | Utilities | 25,000.00 | 25,000.00 | 4,410.56 | 20,589.44 |
| 100-708-52010 | Telephone | 1,500.00 | 1,500.00 | 198.94 | 1,301.06 |
| 100-708-52018 | Professional Development | 2,500.00 | 2,500.00 | - | 2,500.00 |
| 100-708-52019 | Professional Services | 35,000.00 | 35,000.00 | 8,714.15 | 26,285.85 |
| 100-708-52020 | Bank Service Fees | 300.00 | 300.00 | - | 300.00 |
| 100-708-52022 | Fuel | 15,000.00 | 15,000.00 | 2,644.79 | 12,355.21 |
| 100-708-52023 | Facility Maintenance | 20,000.00 | 20,000.00 | 4,421.87 | 15,578.13 |
| 100-708-52046 | Dock Services | 30,000.00 | 30,000.00 | 11,392.10 | 18,607.90 |

| | | | | | |
|---|---|---|---|---|---|
| 100-708-52047 | Marine Board | 2,000.00 | 2,000.00 | - | 2,000.00 |
| | ***Materials & Services*** | ***172,800.00*** | ***172,800.00*** | ***39,083.55*** | ***133,716.45*** |
| **Recreation** | | | | | |
| 100-709-50001 | Wages | 177,500.00 | 177,500.00 | 35,299.57 | 142,200.43 |
| 100-709-51005 | Insurance | 59,100.00 | 59,100.00 | 15,108.39 | 43,991.61 |
| 100-709-51006 | VEBA | 3,000.00 | 3,000.00 | 672.61 | 2,327.39 |
| 100-709-51007 | PERS | 56,000.00 | 56,000.00 | 11,117.25 | 44,882.75 |
| 100-709-51008 | Taxes | 15,000.00 | 15,000.00 | 2,691.95 | 12,308.05 |
| 100-709-51015 | Other Benefits | 100.00 | 100.00 | 16.01 | 83.99 |
| 100-709-51017 | Fitness Reimbursement | 500.00 | 500.00 | 375.00 | 125.00 |
| | ***Personnel Services*** | ***311,200.00*** | ***311,200.00*** | ***65,280.78*** | ***245,919.22*** |
| 100-709-52001 | Operating Supplies | 13,000.00 | 13,000.00 | 330.10 | 12,669.90 |
| 100-709-52003 | Utilities | 9,000.00 | 9,000.00 | 790.30 | 8,209.70 |
| 100-709-52008 | Printing | 500.00 | 500.00 | 25.90 | 474.10 |
| 100-709-52010 | Telephone | 1,800.00 | 1,800.00 | 307.62 | 1,492.38 |
| 100-709-52018 | Professional Development | 500.00 | 500.00 | - | 500.00 |
| 100-709-52019 | Professional Services | 20,000.00 | 20,000.00 | 3,362.62 | 16,637.38 |
| 100-709-52020 | Bank Service Fees | 5,000.00 | 5,000.00 | 88.52 | 4,911.48 |
| 100-709-52022 | Fuel | 500.00 | 500.00 | - | 500.00 |
| 100-709-52023 | Facility Maintenance | 13,000.00 | 13,000.00 | 74,700.30 | (61,700.30) |
| 100-709-52028 | Projects & Programs | 10,000.00 | 10,000.00 | - | 10,000.00 |
| | ***Materials & Services*** | ***73,300.00*** | ***73,300.00*** | ***79,605.36*** | ***(6,305.36)*** |
| **Planning** | | | | | |
| 100-710-50001 | Wages | 123,000.00 | 123,000.00 | 27,433.97 | 95,566.03 |
| 100-710-51005 | Insurance | 19,000.00 | 19,000.00 | 2,525.28 | 16,474.72 |
| 100-710-51006 | VEBA | 2,500.00 | 2,500.00 | 538.51 | 1,961.49 |
| 100-710-51007 | PERS | 45,500.00 | 45,500.00 | 10,110.13 | 35,389.87 |
| 100-710-51008 | Taxes | 10,700.00 | 10,700.00 | 2,086.48 | 8,613.52 |
| 100-710-51015 | Other Benefits | 100.00 | 100.00 | 6.68 | 93.32 |
| | ***Personnel Services*** | ***200,800.00*** | ***200,800.00*** | ***42,701.05*** | ***158,098.95*** |
| 100-710-52001 | Operating Supplies | 7,000.00 | 7,000.00 | 1,400.00 | 5,600.00 |
| 100-710-52011 | Public Information | 7,000.00 | 7,000.00 | - | 7,000.00 |
| 100-710-52013 | Memberships | 2,000.00 | 2,000.00 | - | 2,000.00 |
| 100-710-52018 | Professional Development | 4,000.00 | 4,000.00 | 844.60 | 3,155.40 |
| 100-710-52019 | Professional Services | 2,000.00 | 2,000.00 | 4.25 | 1,995.75 |
| 100-710-52022 | Fuel | 200.00 | 200.00 | - | 200.00 |
| 100-710-52027 | IT Fund Charges | 200.00 | 200.00 | - | 200.00 |
| 100-710-52097 | Enterprise Fleet | 2,000.00 | 2,000.00 | 1,247.91 | 752.09 |
| | ***Materials & Services*** | ***24,400.00*** | ***24,400.00*** | ***3,496.76*** | ***20,903.24*** |
| **Building** | | | | | |
| 100-711-50001 | Wages | 170,000.00 | 170,000.00 | 39,395.81 | 130,604.19 |
| 100-711-51005 | Insurance | 68,200.00 | 68,200.00 | 14,393.92 | 53,806.08 |
| 100-711-51006 | VEBA | 3,400.00 | 3,400.00 | 744.77 | 2,655.23 |
| 100-711-51007 | PERS | 53,800.00 | 53,800.00 | 12,407.36 | 41,392.64 |
| 100-711-51008 | Taxes | 14,400.00 | 14,400.00 | 2,924.69 | 11,475.31 |
| 100-711-51015 | Other Benefits | 100.00 | 100.00 | 12.16 | 87.84 |
| 100-711-51017 | Fitness Reimbursement | 200.00 | 200.00 | - | 200.00 |
| | ***Personnel Services*** | ***310,100.00*** | ***310,100.00*** | ***69,878.71*** | ***240,221.29*** |
| 100-711-52001 | Operating Supplies | 2,000.00 | 2,000.00 | 222.56 | 1,777.44 |
| 100-711-52010 | Telephone | 1,200.00 | 1,200.00 | 158.12 | 1,041.88 |
| 100-711-52015 | Intergovernmental Services | 9,000.00 | 9,000.00 | 340.00 | 8,660.00 |
| 100-711-52018 | Professional Development | 1,500.00 | 1,500.00 | - | 1,500.00 |
| 100-711-52019 | Professional Services | 7,000.00 | 7,000.00 | 8,110.00 | (1,110.00) |
| 100-711-52020 | Bank Service Fees | 7,000.00 | 7,000.00 | 2,293.69 | 4,706.31 |
| 100-711-52022 | Fuel | 1,000.00 | 1,000.00 | 239.52 | 760.48 |
| 100-711-52027 | IT Fund Charges | 100.00 | 100.00 | - | 100.00 |
| 100-711-52097 | Enterprise Fleet | 3,800.00 | 3,800.00 | 138.06 | 3,661.94 |
| | ***Materials & Services*** | ***32,600.00*** | ***32,600.00*** | ***11,501.95*** | ***21,098.05*** |
| **Technology** | | | | | |
| 100-712-50001 | Wages | 87,800.00 | 87,800.00 | 20,923.15 | 66,876.85 |
| 100-712-51005 | Insurance | 41,300.00 | 41,300.00 | 8,761.27 | 32,538.73 |
| 100-712-51006 | VEBA | 1,800.00 | 1,800.00 | 387.47 | 1,412.53 |
| 100-712-51007 | PERS | 27,800.00 | 27,800.00 | 6,589.55 | 21,210.45 |
| 100-712-51008 | Taxes | 7,500.00 | 7,500.00 | 1,581.33 | 5,918.67 |
| 100-712-51015 | Other Benefits | 100.00 | 100.00 | 6.04 | 93.96 |
| | ***Personnel Services*** | ***166,300.00*** | ***166,300.00*** | ***38,248.81*** | ***128,051.19*** |
| 100-712-52001 | Operating Supplies | 10,000.00 | 10,000.00 | 564.86 | 9,435.14 |

| | | | | | |
|---|---|---|---|---|---|
| 100-712-52003 | Utilities | 82,000.00 | 82,000.00 | 18,886.02 | 63,113.98 |
| 100-712-52006 | Computer Maintenance | 50,000.00 | 50,000.00 | 20,092.23 | 29,907.77 |
| 100-712-52010 | Telephone | 30,000.00 | 30,000.00 | 5,094.02 | 24,905.98 |
| 100-712-52016 | Insurance | 40,000.00 | 40,000.00 | 27,799.80 | 12,200.20 |
| 100-712-52018 | Professional Development | 1,000.00 | 1,000.00 | - | 1,000.00 |
| 100-712-52019 | Professional Services | 180,000.00 | 180,000.00 | 34,718.03 | 145,281.97 |
| 100-712-57500 | Computer Equipment | 20,000.00 | 20,000.00 | 3,792.32 | 16,207.68 |
| | ***Materials & Services*** | ***413,000.00*** | ***413,000.00*** | ***110,947.28*** | ***302,052.72*** |
| **General Services** | | | | | |
| 100-715-52001 | Operating Supplies | 20,000.00 | 20,000.00 | 2,866.50 | 17,133.50 |
| 100-715-52003 | Utilities | 16,000.00 | 16,000.00 | 2,165.04 | 13,834.96 |
| 100-715-52009 | Postage | 7,000.00 | 7,000.00 | 1,005.00 | 5,995.00 |
| 100-715-52016 | Insurance | 184,000.00 | 184,000.00 | 155,279.62 | 28,720.38 |
| 100-715-52019 | Professional Services | 100,000.00 | 182,000.00 | 96,027.68 | 85,972.32 |
| 100-715-52022 | Fuel | 1,000.00 | 1,000.00 | - | 1,000.00 |
| 100-715-52023 | Facility Maintenance | 33,000.00 | 33,000.00 | 12,233.03 | 20,766.97 |
| 100-715-52097 | Enterprise Fleet | 200.00 | 200.00 | - | 200.00 |
| | ***Materials & Services*** | ***361,200.00*** | ***443,200.00*** | ***269,576.87*** | ***173,623.13*** |
| 100-715-58001 | Contingency | 743,866.00 | 713,866.00 | - | 713,866.00 |
| **Expense Total:** | | **11,581,166.00** | **11,663,166.00** | **2,746,018.41** | **8,917,147.59** |
| **Fund: 100 - GENERAL FUND Surplus (Deficit):** | | **-** | **-** | **713,989.03** | |
| **Fund: 201 - VISITOR TOURISM** | | | | | |
| **Revenue** | | | | | |
| 201-000-32002 | Motel Hotel Tax | 170,000.00 | 170,000.00 | 56,469.48 | 113,530.52 |
| 201-000-37001 | Interest | 500.00 | 500.00 | 97.69 | 402.31 |
| 201-000-37016 | Contracted Events Revenue | 1,504,400.00 | 1,504,400.00 | 123,239.58 | 1,381,160.42 |
| 201-000-38002 | Interfund Loan | - | 100,000.00 | 100,000.00 | - |
| 201-000-39001 | Beginning Fund Balance | 155,193.00 | 155,193.00 | 341,811.00 | (186,618.00) |
| **Revenue Total:** | | **1,830,093.00** | **1,930,093.00** | **621,617.75** | **1,308,475.25** |
| **Expense** | | | | | |
| 201-000-52019 | Professional Services | 80,000.00 | 80,000.00 | 900.00 | 79,100.00 |
| 201-000-52025 | GFSS | 85,000.00 | 85,000.00 | 21,249.99 | 63,750.01 |
| 201-000-52028 | Projects & Programs | 700,000.00 | 1,050,000.00 | 208,700.16 | 841,299.84 |
| 201-000-52039 | Contracted Events-Professional Services | 300,000.00 | 300,000.00 | 47,900.01 | 252,099.99 |
| 201-000-52131 | Contracted Building Lease & Utilities | 95,000.00 | 95,000.00 | 46,197.03 | 48,802.97 |
| | ***Materials & Services*** | ***1,260,000.00*** | ***1,610,000.00*** | ***324,947.19*** | ***1,285,052.81*** |
| 201-000-54001 | Interfund Loan Payment | 300,000.00 | 300,000.00 | - | 300,000.00 |
| 201-000-58001 | Contingency | 270,093.00 | 20,093.00 | - | 20,093.00 |
| **Expense Total:** | | **1,830,093.00** | **1,930,093.00** | **324,947.19** | **1,605,145.81** |
| **Fund: 201 - VISITOR TOURISM Surplus (Deficit):** | | **-** | **-** | **296,670.56** | |
| **Fund: 202 - COMMUNITY DEVELOPMENT** | | | | | |
| **Revenue** | | | | | |
| 202-000-33005 | Grants | - | - | 34,927.43 | (34,927.43) |
| 202-000-37001 | Interest | 80,000.00 | 80,000.00 | 36,674.97 | 43,325.03 |
| 202-000-37004 | Miscellaneous | - | - | 5.99 | (5.99) |
| 202-000-38002 | Interfund Loans | 300,000.00 | 300,000.00 | - | 300,000.00 |
| 202-000-39001 | Beginning Fund Balance | 4,528,228.00 | 4,528,228.00 | 5,312,392.84 | (784,164.84) |
| 202-722-37003 | Bond/Loan Proceeds | 14,924,000.00 | 14,924,000.00 | - | 14,924,000.00 |
| 202-722-37027 | Industrial Business Park | 635,000.00 | 635,000.00 | - | 635,000.00 |
| 202-724-37030 | Timber Harvesting | - | - | 88,768.16 | (88,768.16) |
| 202-726-33005 | Grants | 925,000.00 | 925,000.00 | - | 925,000.00 |
| **Revenue Total:** | | **21,392,228.00** | **21,392,228.00** | **5,472,769.39** | **15,919,458.61** |
| **Expense** | | | | | |
| 202-000-54001 | Transfer | 2,743,600.00 | 2,825,600.00 | 2,743,600.00 | 82,000.00 |
| 202-000-54002 | Interfund Loan | - | 100,000.00 | - | 100,000.00 |
| 202-000-58001 | Contingency | 2,862,638.00 | 2,555,638.00 | - | 2,555,638.00 |
| **Economic Development** | | | | | |
| 202-721-52011 | Public Engagement | 5,000.00 | 5,000.00 | - | 5,000.00 |
| 202-721-52019 | Professional Services | 50,000.00 | 50,000.00 | 8,440.00 | 41,560.00 |
| 202-721-52025 | GFSS | 70,000.00 | 70,000.00 | 17,499.99 | 52,500.01 |
| 202-721-52040 | Communications | 5,000.00 | 5,000.00 | - | 5,000.00 |
| 202-721-52054 | Offshore Lease | 14,000.00 | 14,000.00 | - | 14,000.00 |
| | ***Materials & Services*** | ***144,000.00*** | ***144,000.00*** | ***25,939.99*** | ***118,060.01*** |
| **Business Park** | | | | | |
| 202-722-52003 | Utilities | 2,000.00 | 2,000.00 | 188.23 | 1,811.77 |

| | | | | | |
|---|---|---|---|---|---|
| 202-722-52019 | Professional Services | 150,000.00 | 150,000.00 | 10,027.50 | 139,972.50 |
| 202-722-52023 | Facilities Maintenance | 50,000.00 | 50,000.00 | - | 50,000.00 |
| 202-722-52025 | GFSS | 20,000.00 | 20,000.00 | 5,000.01 | 14,999.99 |
| 202-722-52150 | PGE Substation Project | 14,924,000.00 | 14,924,000.00 | - | 14,924,000.00 |
| | ***Materials & Services*** | ***15,146,000.00*** | ***15,146,000.00*** | ***15,215.74*** | ***15,130,784.26*** |
| **Riverfront** | | | | | |
| 202-723-52019 | Professional Services | 30,000.00 | 155,000.00 | - | 155,000.00 |
| 202-723-52025 | GFSS | 20,000.00 | 20,000.00 | 5,000.01 | 14,999.99 |
| | ***Materials & Services*** | ***50,000.00*** | ***175,000.00*** | ***5,000.01*** | ***169,999.99*** |
| 202-723-53102 | Downtown Infrastructure | - | - | - | - |
| | ***Capital Outlay*** | ***-*** | ***-*** | ***-*** | ***-*** |
| 202-723-55001 | Principal | 53,090.00 | 53,090.00 | - | 53,090.00 |
| 202-723-55002 | Interest | 2,400.00 | 2,400.00 | - | 2,400.00 |
| | ***Debt Service*** | ***55,490.00*** | ***55,490.00*** | ***-*** | ***55,490.00*** |
| **Timber** | | | | | |
| 202-724-52001 | Operating Supplies | 500.00 | 500.00 | - | 500.00 |
| 202-724-52019 | Professional Services | 190,000.00 | 190,000.00 | 916.01 | 189,083.99 |
| | ***Materials & Services*** | ***190,500.00*** | ***190,500.00*** | ***916.01*** | ***189,583.99*** |
| **Central Waterfront** | | | | | |
| 202-726-52019 | Professional Services | 200,000.00 | 200,000.00 | 9,359.13 | 190,640.87 |
| | ***Materials & Service*** | ***200,000.00*** | ***200,000.00*** | ***9,359.13*** | ***190,640.87*** |
| **Expense Total:** | | **21,392,228.00** | **21,392,228.00** | **2,800,030.88** | **18,592,197.12** |
| **Fund: 202 - COMMUNITY DEVELOPMENT Surplus (Deficit):** | | **-** | **-** | **2,672,738.51** | |
| **Fund: 203 - COMMUNITY ENHANCEMENT** | | | | | |
| **Revenue** | | | | | |
| 203-000-37001 | Interest | 5,000.00 | 5,000.00 | 6,265.76 | (1,265.76) |
| 203-000-39001 | Beginning Fund Balance | 447,299.00 | 447,299.00 | 728,432.52 | (281,133.52) |
| 203-705-37004 | Miscellaneous | 35,000.00 | 35,000.00 | 32,647.38 | 2,352.62 |
| 203-706-33005 | Grants | - | - | 10,000.00 | (10,000.00) |
| 203-706-33012 | Grants - LSTA | - | - | - | - |
| 203-706-33014 | Grants - STEM | - | - | - | - |
| 203-706-37014 | Donations | - | - | 197.00 | (197.00) |
| 203-709-33005 | Grants | 125,000.00 | 125,000.00 | - | 125,000.00 |
| 203-709-35014 | Recreation Contract (St. Helens School Dist | 25,000.00 | 25,000.00 | 70,218.90 | (45,218.90) |
| 203-709-37004 | Miscellaneous | - | - | 500.00 | (500.00) |
| 203-711-35020 | Building Technology Fee | 7,000.00 | 7,000.00 | 2,417.42 | 4,582.58 |
| 203-717-33005 | Grants | - | - | - | - |
| **Revenue Total:** | | **644,299.00** | **644,299.00** | **850,678.98** | **(206,379.98)** |
| **Expense** | | | | | |
| 203-000-59001 | Unappropriated | 299,099.00 | 299,099.00 | - | 299,099.00 |
| **Police** | | | | | |
| 203-705-52028 | Projects & Programs | 140,000.00 | 140,000.00 | - | 140,000.00 |
| | ***Materials & Services*** | ***140,000.00*** | ***140,000.00*** | ***-*** | ***140,000.00*** |
| **Library** | | | | | |
| 203-706-53013 | Library Facility Improvements | - | - | - | - |
| | ***Capital Outlay*** | ***-*** | ***-*** | ***-*** | ***-*** |
| **Recreation** | | | | | |
| 203-709-52028 | Projects & Programs | 125,000.00 | 125,000.00 | 2,349.79 | 122,650.21 |
| 203-709-52140 | Contract Programs | 75,000.00 | 75,000.00 | 9,197.92 | 65,802.08 |
| | ***Materials & Services*** | ***200,000.00*** | ***200,000.00*** | ***11,547.71*** | ***188,452.29*** |
| 203-711-52028 | Projects & Programs | 5,200.00 | 5,200.00 | - | 5,200.00 |
| | ***Materials & Services*** | ***5,200.00*** | ***5,200.00*** | ***-*** | ***5,200.00*** |
| **Expense Total:** | | **644,299.00** | **644,299.00** | **11,547.71** | **632,751.29** |
| **Fund: 203 - COMMUNITY ENHANCEMENT Surplus (Deficit):** | | **-** | **-** | **839,131.27** | |
| **Fund: 205 - STREETS** | | | | | |
| **Revenue** | | | | | |
| 205-000-33008 | Motor Vehicle Tax | 1,163,000.00 | 1,163,000.00 | 274,768.85 | 888,231.15 |
| 205-000-33009 | Grants-STP Funds | 70,000.00 | 70,000.00 | - | 70,000.00 |
| 205-000-37001 | Interest | 25,000.00 | 25,000.00 | 6,145.79 | 18,854.21 |
| 205-000-39001 | Beginning Fund Balance | 1,079,551.00 | 1,079,551.00 | 797,808.76 | 281,742.24 |
| **Revenue Total:** | | **2,337,551.00** | **2,337,551.00** | **1,078,723.40** | **1,258,827.60** |
| **Expense** | | | | | |
| 205-000-51016 | PW Support Charges | 485,000.00 | 485,000.00 | 84,137.05 | 400,862.95 |
| | ***Personnel Services*** | ***485,000.00*** | ***485,000.00*** | ***84,137.05*** | ***400,862.95*** |
| 205-000-52001 | Operating Supplies | 20,000.00 | 20,000.00 | 804.90 | 19,195.10 |

| | | | | | |
|---|---|---|---|---|---|
| 205-000-52003 | Utilities | 56,000.00 | 56,000.00 | 10,095.56 | 45,904.44 |
| 205-000-52019 | Professional Services | 70,000.00 | 70,000.00 | - | 70,000.00 |
| 205-000-52025 | GFSS | 379,000.00 | 379,000.00 | 94,749.99 | 284,250.01 |
| 205-000-52026 | Equipment Fund Charges | 50,000.00 | 50,000.00 | 12,500.01 | 37,499.99 |
| 205-000-52060 | Waterway Lease | 400.00 | 400.00 | 369.00 | 31.00 |
| 205-000-52063 | PW Operation Fund Charges | 199,000.00 | 199,000.00 | 49,749.99 | 149,250.01 |
| | ***Materials & Services*** | ***774,400.00*** | ***774,400.00*** | ***168,269.45*** | ***606,130.55*** |
| 205-000-53001 | Capital Outlay (AKA Street Paving) | 70,000.00 | 70,000.00 | 9,416.79 | 60,583.21 |
| | ***Capital Outlay*** | ***70,000.00*** | ***70,000.00*** | ***9,416.79*** | ***60,583.21*** |
| 205-000-55001 | Principal | 55,690.00 | 55,690.00 | - | 55,690.00 |
| 205-000-55002 | Interest | 5,040.00 | 5,040.00 | - | 5,040.00 |
| | ***Debt Service*** | ***60,730.00*** | ***60,730.00*** | ***-*** | ***60,730.00*** |
| 205-000-58001 | Contingency | 947,421.00 | 947,421.00 | - | 947,421.00 |
| **Expense Total:** | | **2,337,551.00** | **2,337,551.00** | **261,823.29** | **2,075,727.71** |
| **Fund: 205 - STREETS Surplus (Deficit):** | | **-** | **-** | **816,900.11** | |
| **Fund: 301 - STREETS SDC** | | | | | |
| | **Revenue** | | | | |
| 301-000-34008 | SDC Charges | 60,000.00 | 60,000.00 | - | 60,000.00 |
| 301-000-37001 | Interest | 50,000.00 | 50,000.00 | 19,657.61 | 30,342.39 |
| 301-000-39001 | Beginning Fund Balance | 1,729,273.00 | 1,729,273.00 | 2,110,329.67 | (381,056.67) |
| **Revenue Total:** | | **1,839,273.00** | **1,839,273.00** | **2,129,987.28** | **(290,714.28)** |
| | **Expense** | | | | |
| 301-000-52017 | SDC Admin Fees | 6,000.00 | 6,000.00 | - | 6,000.00 |
| 301-000-52019 | Professional Services | 20,000.00 | 20,000.00 | - | 20,000.00 |
| | ***Materials & Services*** | ***26,000.00*** | ***26,000.00*** | ***-*** | ***26,000.00*** |
| 301-000-53004 | Transportation Master Plan | - | - | - | - |
| 301-000-53102 | Downtown Infrastructure | - | - | - | - |
| | ***Capital Outlay*** | ***-*** | ***-*** | ***-*** | ***-*** |
| 301-000-58001 | Contingency | 1,813,273.00 | 1,813,273.00 | - | 1,813,273.00 |
| **Expense Total:** | | **1,839,273.00** | **1,839,273.00** | **-** | **1,839,273.00** |
| **Fund: 301 - STREETS SDC Surplus (Deficit):** | | **-** | **-** | **2,129,987.28** | |
| **Fund: 302 - WATER SDC** | | | | | |
| | **Revenue** | | | | |
| 302-000-34008 | SDC Charges | 30,000.00 | 30,000.00 | 3,099.00 | 26,901.00 |
| 302-000-37001 | Interest | 35,000.00 | 35,000.00 | 11,297.11 | 23,702.89 |
| 302-000-39001 | Beginning Fund Balance | 1,123,154.00 | 1,123,154.00 | 1,212,321.41 | (89,167.41) |
| **Revenue Total:** | | **1,188,154.00** | **1,188,154.00** | **1,226,717.52** | **(38,563.52)** |
| | **Expense** | | | | |
| 302-000-52017 | SDC Admin Fees | 3,000.00 | 3,000.00 | 309.90 | 2,690.10 |
| 302-000-52019 | Professional Services | - | - | 716.18 | (716.18) |
| | ***Materials & Services*** | ***3,000.00*** | ***3,000.00*** | ***1,026.08*** | ***1,973.92*** |
| 302-000-53310 | Reservoir Siting Study | - | - | - | - |
| 302-000-53103 | Reservoir Land Acquisition | 300,000.00 | 300,000.00 | - | 300,000.00 |
| | ***Capital Outlay*** | ***300,000.00*** | ***300,000.00*** | ***-*** | ***300,000.00*** |
| 302-000-58001 | Contingency | 885,154.00 | 885,154.00 | - | 885,154.00 |
| **Expense Total:** | | **1,188,154.00** | **1,188,154.00** | **1,026.08** | **1,187,127.92** |
| **Fund: 302 - WATER SDC Surplus (Deficit):** | | **-** | **-** | **1,225,691.44** | |
| **Fund: 303 - SEWER SDC** | | | | | |
| | **Revenue** | | | | |
| 303-000-34008 | SDC Charges | 50,000.00 | 50,000.00 | 4,117.00 | 45,883.00 |
| 303-000-37001 | Interest | 65,000.00 | 65,000.00 | 20,241.50 | 44,758.50 |
| 303-000-39001 | Beginning Fund Balance | 2,103,708.00 | 2,103,708.00 | 2,172,471.45 | (68,763.45) |
| **Revenue Total:** | | **2,218,708.00** | **2,218,708.00** | **2,196,829.95** | **21,878.05** |
| | **Expense** | | | | |
| 303-000-52017 | SDC Admin Fees | 5,000.00 | 5,000.00 | 411.70 | 4,588.30 |
| 303-000-52019 | Professional Services | - | - | 716.18 | (716.18) |
| | **Materials & Services** | **5,000.00** | **5,000.00** | **1,127.88** | **3,872.12** |
| 303-000-53406 | Basin 6 Pipeline Upsize | 400,000.00 | 400,000.00 | - | 400,000.00 |
| | **Capital Outlay** | **400,000.00** | **400,000.00** | **-** | **400,000.00** |
| 303-000-58001 | Contingency | 1,813,708.00 | 1,813,708.00 | - | 1,813,708.00 |
| **Expense Total:** | | **2,218,708.00** | **2,218,708.00** | **1,127.88** | **2,217,580.12** |
| **Fund: 303 - SEWER SDC Surplus (Deficit):** | | **-** | **-** | **2,195,702.07** | |
| **Fund: 304 - STORM SDC** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | **Revenue** | | | | |
| 304-000-34008 | SDC Charges | 25,000.00 | 25,000.00 | 749.19 | 24,250.81 |
| 304-000-37001 | Interest | 15,000.00 | 15,000.00 | 6,307.08 | 8,692.92 |
| 304-000-39001 | Beginning Fund Balance | 616,223.00 | 616,223.00 | 670,788.10 | (54,565.10) |
| **Revenue Total:** | | **656,223.00** | **656,223.00** | **677,844.37** | **(21,621.37)** |
| | **Expense** | | | | |
| 304-000-52017 | SDC Admin Fees | 2,500.00 | 2,500.00 | 74.92 | 2,425.08 |
| 304-000-52019 | Professional Services | - | - | 716.39 | (716.39) |
| | ***Materials & Services*** | ***2,500.00*** | ***2,500.00*** | ***791.31*** | ***1,708.69*** |
| 304-000-53001 | Capital Outlay | 50,000.00 | 50,000.00 | - | 50,000.00 |
| | ***Capital Outlay*** | ***50,000.00*** | ***50,000.00*** | ***-*** | ***50,000.00*** |
| 304-000-58001 | Contingency | 603,723.00 | 603,723.00 | - | 603,723.00 |
| **Expense Total:** | | **656,223.00** | **656,223.00** | **791.31** | **655,431.69** |
| **Fund: 304 - STORM SDC Surplus (Deficit):** | | **-** | **-** | **677,053.06** | |
| **Fund: 305 - PARKS SDC** | | | | | |
| | **Revenue** | | | | |
| 305-000-34008 | SDC Charges | 30,000.00 | 30,000.00 | - | 30,000.00 |
| 305-000-37001 | Interest | 6,000.00 | 6,000.00 | 2,243.09 | 3,756.91 |
| 305-000-39001 | Beginning Fund Balance | 233,975.00 | 233,975.00 | 238,562.09 | (4,587.09) |
| **Revenue Total:** | | **269,975.00** | **269,975.00** | **240,805.18** | **29,169.82** |
| | **Expense** | | | | |
| 305-000-52017 | SDC Admin Fees | 3,000.00 | 3,000.00 | - | 3,000.00 |
| 305-000-52019 | Professional Services | - | - | - | - |
| | ***Materials & Services*** | ***3,000.00*** | ***3,000.00*** | ***-*** | ***3,000.00*** |
| 305-000-58001 | Contingency | 266,975.00 | 266,975.00 | - | 266,975.00 |
| **Expense Total:** | | **269,975.00** | **269,975.00** | **-** | **269,975.00** |
| **Fund: 305 - PARKS SDC Surplus (Deficit):** | | **-** | **-** | **240,805.18** | |
| **Fund: 601 - WATER** | | | | | |
| | **Revenue** | | | | |
| 601-000-34007 | Water Sales | 4,360,000.00 | 4,360,000.00 | 1,303,055.91 | 3,056,944.09 |
| 601-000-34009 | Fees - Late Reconnection Tampering | 210,000.00 | 210,000.00 | 46,900.00 | 163,100.00 |
| 601-000-34014 | Connection Charge | 10,000.00 | 10,000.00 | 1,700.00 | 8,300.00 |
| 601-000-37001 | Interest | 100,000.00 | 100,000.00 | 22,727.84 | 77,272.16 |
| 601-000-37004 | Miscellaneous | 4,000.00 | 4,000.00 | 349.52 | 3,650.48 |
| 601-000-39001 | Beginning Fund Balance | 2,925,516.00 | 2,925,516.00 | 2,811,807.54 | 113,708.46 |
| **Revenue Total:** | | **7,609,516.00** | **7,609,516.00** | **4,186,540.81** | **3,422,975.19** |
| | **Expense** | | | | |
| 601-000-53310 | Reservoir Siting Study | 1,500,000.00 | 1,500,000.00 | 6,000.00 | 1,494,000.00 |
| | ***Capital Outlay*** | ***1,500,000.00*** | ***1,500,000.00*** | ***6,000.00*** | ***1,494,000.00*** |
| 601-000-55001 | Principal | 424,030.00 | 424,030.00 | - | 424,030.00 |
| 601-000-55002 | Interest | 38,400.00 | 38,400.00 | - | 38,400.00 |
| | ***Debt Service*** | ***462,430.00*** | ***462,430.00*** | ***-*** | ***462,430.00*** |
| 601-000-58001 | Contingency | 1,056,086.00 | 1,056,086.00 | - | 1,056,086.00 |
| 601-000-59001 | Unappropriated | - | - | - | - |
| **Water Distribution** | | | | | |
| 601-731-51016 | PW Support Charges | 853,000.00 | 853,000.00 | 167,586.80 | 685,413.20 |
| | ***Personnel Services*** | ***853,000.00*** | ***853,000.00*** | ***167,586.80*** | ***685,413.20*** |
| 601-731-52001 | Operating Supplies | 120,000.00 | 120,000.00 | 3,072.25 | 116,927.75 |
| 601-731-52003 | Utilities | 43,000.00 | 43,000.00 | 7,650.46 | 35,349.54 |
| 601-731-52016 | General Insurance | 125,000.00 | 125,000.00 | 119,445.86 | 5,554.14 |
| 601-731-52019 | Professional Services | 20,000.00 | 20,000.00 | 2,113.95 | 17,886.05 |
| 601-731-52025 | GFSS | 1,326,000.00 | 1,326,000.00 | 331,500.00 | 994,500.00 |
| 601-731-52026 | Equipment Fund Charges | 50,000.00 | 50,000.00 | 12,500.01 | 37,499.99 |
| 601-731-52063 | PW Operation Fund Charges | 268,500.00 | 268,500.00 | 67,125.00 | 201,375.00 |
| 601-731-52064 | Lab Testing | 20,000.00 | 20,000.00 | 2,900.00 | 17,100.00 |
| 601-731-52067 | In Lieu of Franchise Fee | 458,000.00 | 458,000.00 | 134,995.59 | 323,004.41 |
| | ***Materials & Services*** | ***2,430,500.00*** | ***2,430,500.00*** | ***681,303.12*** | ***1,749,196.88*** |
| 601-731-53302 | Annual Maintenance | 100,000.00 | 100,000.00 | 5,259.77 | 94,740.23 |
| 601-731-53314 | WATER METERS | 50,000.00 | 50,000.00 | 2,261.00 | 47,739.00 |
| 601-731-53315 | Capital Outlay Railroad Ave Waterline | 200,000.00 | 200,000.00 | 7,987.41 | 192,012.59 |
| | ***Capital Outlay*** | ***350,000.00*** | ***350,000.00*** | ***15,508.18*** | ***334,491.82*** |
| **Water Filtration** | | | | | |
| 601-732-51016 | PW Support Charges | 229,000.00 | 229,000.00 | 49,846.95 | 179,153.05 |
| | ***Personnel Services*** | ***229,000.00*** | ***229,000.00*** | ***49,846.95*** | ***179,153.05*** |

| | | | | | |
|---|---|---|---|---|---|
| 601-732-52001 | Operating Supplies | 35,000.00 | 35,000.00 | 1,623.34 | 33,376.66 |
| 601-732-52003 | Utilities | 80,000.00 | 80,000.00 | 13,638.69 | 66,361.31 |
| 601-732-52010 | Telephone | 1,000.00 | 1,000.00 | 76.52 | 923.48 |
| 601-732-52018 | Professional Development | 3,000.00 | 3,000.00 | 160.00 | 2,840.00 |
| 601-732-52019 | Professional Services | 35,000.00 | 35,000.00 | 2,401.34 | 32,598.66 |
| 601-732-52022 | Fuel | 4,500.00 | 4,500.00 | 824.11 | 3,675.89 |
| 601-732-52023 | Facility Maintenance | 20,000.00 | 20,000.00 | 1,713.50 | 18,286.50 |
| 601-732-52083 | Chemicals | 150,000.00 | 150,000.00 | 37,683.58 | 112,316.42 |
| | ***Materials & Services*** | ***328,500.00*** | ***328,500.00*** | ***58,121.08*** | ***270,378.92*** |
| 601-732-53302 | ANNUAL MAINT- OPS | 100,000.00 | 100,000.00 | - | 100,000.00 |
| 601-732-53306 | WFF RACK REPLACEMENT | 300,000.00 | 300,000.00 | - | 300,000.00 |
| | ***Capital Outlay*** | ***400,000.00*** | ***400,000.00*** | ***-*** | ***400,000.00*** |
| **Expense Total:** | | **7,609,516.00** | **7,609,516.00** | **978,366.13** | **6,631,149.87** |
| **Fund: 601 - WATER Surplus (Deficit):** | | **-** | **-** | **3,208,174.68** | |
| **Fund: 603 - SEWER** | | | | | |
| **Revenue** | | | | | |
| 603-000-33005 | Grants | 573,000.00 | 573,000.00 | 423,169.00 | 149,831.00 |
| 603-000-34011 | Sewer Service Charges | 5,362,000.00 | 5,362,000.00 | 1,397,776.37 | 3,964,223.63 |
| 603-000-34012 | Secondary Boise | 100,000.00 | 100,000.00 | - | |
| 603-000-34013 | Sludge Disposal Charge | 225,000.00 | 225,000.00 | 63,603.78 | 161,396.22 |
| 603-000-34014 | Connection Charge | 5,000.00 | 5,000.00 | - | 5,000.00 |
| 603-000-34015 | Sewer LID Payments | - | - | 120.00 | (120.00) |
| 603-000-37001 | Interest | 145,000.00 | 145,000.00 | 48,473.28 | 96,526.72 |
| 603-000-37003 | Bond/Loan Proceeds | 12,500,000.00 | 12,500,000.00 | - | 12,500,000.00 |
| 603-000-37004 | Miscellaneous | - | - | 1,928.00 | (1,928.00) |
| 603-000-39001 | Beginning Fund Balance | 5,607,168.00 | 5,607,168.00 | 5,701,942.94 | (94,774.94) |
| **Revenue Total:** | | **24,517,168.00** | **24,517,168.00** | **7,637,013.37** | **16,780,154.63** |
| **Expense** | | | | | |
| 603-000-53034 | Sewer Capacity - Construction | 12,500,000.00 | 12,500,000.00 | 90,623.13 | 12,409,376.87 |
| 603-000-53035 | WWTP SCADA Upgrade | - | - | 4,999.00 | |
| 603-000-53039 | WWTP Aerator Replacement | 125,000.00 | 125,000.00 | - | 125,000.00 |
| 603-000-53302 | Annual Maint Ops | 300,000.00 | 300,000.00 | 9,909.23 | 290,090.77 |
| 603-000-53406 | Basin 6 Pipeline Upsize | - | - | - | - |
| 603-000-53409 | Basin 4 Pipeline Upsize | - | - | - | - |
| | ***Capital Outlay*** | ***12,925,000.00*** | ***12,925,000.00*** | ***105,531.36*** | ***12,824,467.64*** |
| 603-000-55001 | Principal | 617,200.00 | 617,200.00 | 50,000.00 | 567,200.00 |
| 603-000-55002 | Interest | 46,860.00 | 46,860.00 | - | 46,860.00 |
| 603-000-55003 | Loan Fee | 3,800.00 | 3,800.00 | 2,750.00 | 1,050.00 |
| | ***Debt Service*** | ***667,860.00*** | ***667,860.00*** | ***52,750.00*** | ***615,110.00*** |
| 603-000-58001 | Contingency | 5,405,218.00 | 5,405,218.00 | - | 5,405,218.00 |
| 603-000-59001 | Unappropriated | 667,590.00 | 667,590.00 | - | 667,590.00 |
| **Sewer Collection** | | | | | |
| 603-735-51016 | PW Support Charges | 750,000.00 | 750,000.00 | 129,066.58 | 620,933.42 |
| | ***Personnel Services*** | ***750,000.00*** | ***750,000.00*** | ***129,066.58*** | ***620,933.42*** |
| 603-735-52001 | Operating Supplies | 25,000.00 | 25,000.00 | - | 25,000.00 |
| 603-735-52003 | Utilities | 500.00 | 500.00 | 94.05 | 405.95 |
| 603-735-52019 | Professional Services | 10,000.00 | 10,000.00 | - | 10,000.00 |
| 603-735-52025 | GFSS | 1,326,000.00 | 1,326,000.00 | 331,500.00 | 994,500.00 |
| 603-735-52026 | Equipment Fund Charges | 50,000.00 | 50,000.00 | 12,500.01 | 37,499.99 |
| 603-735-52063 | PW Operation Fund Charges | 278,200.00 | 278,200.00 | 69,549.99 | 208,650.01 |
| 603-735-52067 | In Lieu of Franchise Fee | 569,200.00 | 569,200.00 | 146,138.02 | 423,061.98 |
| | ***Materials & Services*** | ***2,258,900.00*** | ***2,258,900.00*** | ***559,782.07*** | ***1,699,117.93*** |
| 603-735-53402 | ANNUAL MAINT OPS | 50,000.00 | 50,000.00 | 966.40 | 49,033.60 |
| | ***Capital Outlay*** | ***50,000.00*** | ***50,000.00*** | ***966.40*** | ***49,033.60*** |
| **Primary Treatment** | | | | | |
| 603-736-51016 | PW Support Charges | 195,000.00 | 195,000.00 | 42,339.46 | 152,660.54 |
| | ***Personnel Services*** | ***195,000.00*** | ***195,000.00*** | ***42,339.46*** | ***152,660.54*** |
| 603-736-52001 | Operating Supplies | 20,000.00 | 20,000.00 | 2,145.72 | 17,854.28 |
| 603-736-52003 | Utilities | 30,000.00 | 30,000.00 | 5,325.28 | 24,674.72 |
| 603-736-52010 | Telephone | 3,000.00 | 3,000.00 | 1,465.74 | 1,534.26 |
| 603-736-52016 | General Insurance | 80,000.00 | 80,000.00 | 71,667.51 | 8,332.49 |
| 603-736-52018 | Professional Development | 3,000.00 | 3,000.00 | 160.00 | 2,840.00 |
| 603-736-52019 | Professional Services | 12,000.00 | 12,000.00 | 680.70 | 11,319.30 |
| 603-736-52023 | Facility Maintenance | 50,000.00 | 50,000.00 | 1,502.34 | 48,497.66 |
| 603-736-52064 | Lab Testing | 15,000.00 | 15,000.00 | 503.00 | 14,497.00 |
| 603-736-52083 | Chemicals | 85,000.00 | 85,000.00 | 11,497.88 | 73,502.12 |

| | | | | | |
|---|---|---|---|---|---|
| | ***Materials & Services*** | ***298,000.00*** | ***298,000.00*** | ***94,948.17*** | ***203,051.83*** |
| **Secondary Treatment** | | | | | |
| 603-737-51016 | PW Support Charges | 277,000.00 | 277,000.00 | 60,431.56 | 216,568.44 |
| | ***Personnel Services*** | ***277,000.00*** | ***277,000.00*** | ***60,431.56*** | ***216,568.44*** |
| 603-737-52001 | Operating Supplies | 25,000.00 | 25,000.00 | 2,222.68 | 22,777.32 |
| 603-737-52003 | Utilities | 175,000.00 | 175,000.00 | 43,086.27 | 131,913.73 |
| 603-737-52010 | Telephone | 3,000.00 | 3,000.00 | 1,465.89 | 1,534.11 |
| 603-737-52016 | General Insurance | 80,000.00 | 80,000.00 | 77,639.81 | 2,360.19 |
| 603-737-52018 | Professional Development | 3,000.00 | 3,000.00 | 160.00 | 2,840.00 |
| 603-737-52019 | Professional Services | 50,000.00 | 50,000.00 | 1,065.00 | 48,935.00 |
| 603-737-52023 | Facility Maintenance | 75,000.00 | 75,000.00 | 1,502.35 | 73,497.65 |
| 603-737-52064 | Lab Testing | 40,000.00 | 40,000.00 | - | 40,000.00 |
| 603-737-52066 | Permit Fees | 40,000.00 | 40,000.00 | - | 40,000.00 |
| | ***Materials & Services*** | ***491,000.00*** | ***491,000.00*** | ***127,142.00*** | ***363,858.00*** |
| 603-737-53302 | ANNUAL MAINT OPS | 100,000.00 | 100,000.00 | - | 100,000.00 |
| 603-737-53303 | PH Control-DEQ Required | 200,000.00 | 200,000.00 | 6,234.55 | 193,765.45 |
| | ***Capital Outlay*** | **300,000.00** | **300,000.00** | **6,234.55** | **293,765.45** |
| **Pump Services** | | | | | |
| 603-738-51016 | PW Support Charges | 78,000.00 | 78,000.00 | 16,985.26 | 61,014.74 |
| | ***Personnel Services*** | ***78,000.00*** | ***78,000.00*** | ***16,985.26*** | ***61,014.74*** |
| 603-738-52001 | Operating Supplies | 8,000.00 | 8,000.00 | 456.48 | 7,543.52 |
| 603-738-52003 | Utilities | 25,000.00 | 25,000.00 | 1,817.30 | 23,182.70 |
| 603-738-52010 | Telephone | 600.00 | 600.00 | - | 600.00 |
| 603-738-52019 | Professional Services | 20,000.00 | 20,000.00 | 635.00 | 19,365.00 |
| | ***Materials & Services*** | ***53,600.00*** | ***53,600.00*** | ***2,908.78*** | ***50,691.22*** |
| 603-738-53402 | ANNUAL MAINT OPS | 100,000.00 | 100,000.00 | 7,210.88 | 92,789.12 |
| | ***Capital Outlay*** | ***100,000.00*** | ***100,000.00*** | ***7,210.88*** | ***92,789.12*** |
| **Expense Total:** | | **24,517,168.00** | **24,517,168.00** | **1,206,297.07** | **23,022,104.48** |
| **Fund: 603 - SEWER Surplus (Deficit):** | | **-** | **-** | **6,430,716.30** | |
| **Fund: 605 - STORM** | | | | | |
| **Revenue** | | | | | |
| 605-000-34017 | Storm Service Charge | 1,778,000.00 | 1,778,000.00 | 464,408.38 | 1,313,591.62 |
| 605-000-37001 | Interest | 30,000.00 | 30,000.00 | 9,852.82 | 20,147.18 |
| 605-000-39001 | Beginning Fund Balance | 1,237,234.00 | 1,237,234.00 | 1,236,372.99 | 861.01 |
| **Revenue Total:** | | **3,045,234.00** | **3,045,234.00** | **1,710,634.19** | **1,334,599.81** |
| **Expense** | | | | | |
| 605-000-51016 | PW Support Charges | 621,000.00 | 621,000.00 | 117,187.43 | 503,812.57 |
| | ***Personnel Services*** | ***621,000.00*** | ***621,000.00*** | ***117,187.43*** | ***503,812.57*** |
| 605-000-52001 | Operating Supplies | 20,000.00 | 20,000.00 | - | 20,000.00 |
| 605-000-52019 | Professional Services | 3,000.00 | 3,000.00 | - | 3,000.00 |
| 605-000-52025 | GFSS | 757,700.00 | 757,700.00 | 189,425.01 | 568,274.99 |
| 605-000-52026 | Equipment Fund Charges | 50,000.00 | 50,000.00 | 12,500.01 | 37,499.99 |
| 605-000-52063 | PW Operation Fund Charges | 248,400.00 | 248,400.00 | 62,100.00 | 186,300.00 |
| 605-000-52067 | In Lieu of Franchise Fee | 177,800.00 | 177,800.00 | 46,440.84 | 131,359.16 |
| | ***Materials & Services*** | ***1,256,900.00*** | ***1,256,900.00*** | ***310,465.86*** | ***946,434.14*** |
| 605-000-53316 | Drainage & Subsurface Stablization | - | 300,000.00 | - | 300,000.00 |
| 605-000-53505 | TMDL Program | - | - | 945.00 | (945.00) |
| 605-000-53501 | ANNUAL MAINTENANCE OPS | 100,000.00 | 100,000.00 | - | 100,000.00 |
| 605-000-53504 | Storm Cleaning & CCTV | 300,000.00 | - | - | - |
| | ***Capital Outlay*** | ***400,000.00*** | ***400,000.00*** | ***945.00*** | ***399,055.00*** |
| 605-000-58001 | Contingency | 767,334.00 | 767,334.00 | - | 767,334.00 |
| **Expense Total:** | | **3,045,234.00** | **3,045,234.00** | **428,598.29** | **2,616,635.71** |
| **Fund: 605 - STORM Surplus (Deficit):** | | **-** | **-** | **1,282,035.90** | |
| **Fund: 701 - PW Equipment Fund** | | | | | |
| **Revenue** | | | | | |
| 701-000-34019 | Equipment Fund Charges | 200,000.00 | 200,000.00 | 50,000.04 | 149,999.96 |
| 701-000-37001 | Interest | 2,000.00 | 2,000.00 | 2,170.47 | (170.47) |
| 701-000-39001 | Beginning Fund Balance | 203,000.00 | 203,000.00 | 203,920.08 | (920.08) |
| **Revenue Total:** | | **405,000.00** | **405,000.00** | **256,090.59** | **148,909.41** |
| **Expense** | | | | | |
| 701-000-58001 | Contingency | 405,000.00 | 405,000.00 | - | 405,000.00 |
| **Expense Total:** | | **405,000.00** | **405,000.00** | **-** | **405,000.00** |
| **Fund: 701- PW Equipment Surplus (Deficit):** | | **-** | **-** | **256,090.59** | |

**Fund: 703 - PW OPERATIONS**

| | | | | | |
|---|---|---|---|---|---|
| | **Revenue** | | | | |
| 703-000-34010 | PW Operation Fund Charges | 4,657,100.00 | 4,657,100.00 | 940,491.11 | 3,716,608.89 |
| 703-000-35017 | Engineering Fees | 25,000.00 | 25,000.00 | 1,745.00 | 23,255.00 |
| 703-000-37001 | Interest | 15,000.00 | 15,000.00 | 7,389.26 | 7,610.74 |
| 703-000-39001 | Beginning Fund Balance | 841,885.00 | 841,885.00 | 1,144,640.07 | (302,755.07) |
| **Revenue Total:** | | **5,538,985.00** | **5,538,985.00** | **2,094,265.44** | **3,444,719.56** |
| | **Expense** | | | | |
| 703-000-58001 | Contingency | 877,585.00 | 877,585.00 | - | 877,585.00 |
| **Engineering** | | | | | |
| 703-733-50001 | Wages | 417,100.00 | 417,100.00 | 54,676.67 | 362,423.33 |
| 703-733-51005 | Insurance | 113,100.00 | 113,100.00 | 15,955.94 | 97,144.06 |
| 703-733-51006 | VEBA | 8,200.00 | 8,200.00 | 1,054.51 | 7,145.49 |
| 703-733-51007 | PERS | 132,000.00 | 132,000.00 | 17,219.87 | 114,780.13 |
| 703-733-51008 | Taxes | 36,300.00 | 36,300.00 | 4,168.31 | 32,131.69 |
| 703-733-51015 | Other Benefits | 400.00 | 400.00 | 14.22 | 385.78 |
| 703-733-51017 | Fitness Reimbursement – Taxable | 600.00 | 600.00 | - | 600.00 |
| | ***Personnel Services*** | ***707,700.00*** | ***707,700.00*** | ***93,089.52*** | ***614,610.48*** |
| 703-733-52001 | Operating Supplies | 10,000.00 | 10,000.00 | 383.37 | 9,616.63 |
| 703-733-52002 | Personnel Uniforms Equipment | 1,500.00 | 1,500.00 | 450.00 | 1,050.00 |
| 703-733-52006 | Computer Maintenance | 5,000.00 | 5,000.00 | - | 5,000.00 |
| 703-733-52010 | Telephone | 2,500.00 | 2,500.00 | 327.65 | 2,172.35 |
| 703-733-52018 | Professional Development | 12,000.00 | 12,000.00 | 1,109.28 | 10,890.72 |
| 703-733-52019 | Professional Services | 45,000.00 | 45,000.00 | 5,958.22 | 39,041.78 |
| 703-733-52022 | Fuel | 2,000.00 | 2,000.00 | 369.27 | 1,630.73 |
| 703-733-52028 | Projects & Programs | 5,000.00 | 5,000.00 | 750.00 | 4,250.00 |
| 703-733-52097 | Enterprise Fleet | 11,000.00 | 11,000.00 | - | 11,000.00 |
| 703-733-52100 | PW Administration | 15,000.00 | 15,000.00 | 581.44 | 14,418.56 |
| | ***Materials & Service*** | ***109,000.00*** | ***109,000.00*** | ***9,929.23*** | ***99,070.77*** |
| 703-734-50001 | Wages | 1,632,500.00 | 1,632,500.00 | 356,426.73 | 1,276,073.27 |
| 703-734-50004 | Overtime | 27,500.00 | 27,500.00 | 3,923.83 | 23,576.17 |
| 703-734-51005 | Insurance | 552,500.00 | 552,500.00 | 138,041.00 | 414,459.00 |
| 703-734-51006 | VEBA | 30,600.00 | 30,600.00 | 6,579.96 | 24,020.04 |
| 703-734-51007 | PERS | 534,300.00 | 534,300.00 | 115,059.55 | 419,240.45 |
| 703-734-51008 | Taxes | 140,000.00 | 140,000.00 | 27,612.08 | 112,387.92 |
| 703-734-51015 | Other Benefits | 9,000.00 | 9,000.00 | 124.69 | 8,875.31 |
| 703-734-51017 | Fitness Reimbursement – Taxable | 2,000.00 | 2,000.00 | 959.00 | 1,041.00 |
| | ***Personnel Services*** | ***2,928,400.00*** | ***2,928,400.00*** | ***648,726.84*** | ***2,279,673.16*** |
| 703-734-52001 | Operating Supplies | 40,000.00 | 40,000.00 | 2,387.22 | 37,612.78 |
| 703-734-52002 | Personnel Uniforms Equipment | 5,000.00 | 5,000.00 | 4,950.00 | 50.00 |
| 703-734-52003 | Utilities | 14,000.00 | 14,000.00 | 1,861.92 | 12,138.08 |
| 703-734-52010 | Telephone | 15,000.00 | 15,000.00 | 1,487.60 | 13,512.40 |
| 703-734-52016 | General Insurance | 250,000.00 | 250,000.00 | 167,224.20 | 82,775.80 |
| 703-734-52018 | Professional Development | 15,000.00 | 15,000.00 | 951.55 | 14,048.45 |
| 703-734-52019 | Professional Services | 25,000.00 | 25,000.00 | 3,210.27 | 21,789.73 |
| 703-734-52022 | Fuel | 70,000.00 | 70,000.00 | 7,597.44 | 62,402.56 |
| 703-734-52023 | Facility Maintenance | 10,000.00 | 10,000.00 | 801.65 | 9,198.35 |
| 703-734-52097 | Projects & Programs | 5,000.00 | 5,000.00 | 1,167.37 | 3,832.63 |
| 703-734-52097 | Enterprise Fleet | 13,000.00 | 13,000.00 | 2,186.74 | 10,813.26 |
| | ***Materials & Service*** | ***462,000.00*** | ***462,000.00*** | ***193,825.96*** | ***268,174.04*** |
| 703-739-50001 | Wages | 62,000.00 | 62,000.00 | 16,198.39 | 45,801.61 |
| 703-739-50004 | Overtime | - | - | - | - |
| 703-739-51005 | CIS Insurance | 41,000.00 | 41,000.00 | 8,648.88 | 32,351.12 |
| 703-739-51006 | VEBA | 1,300.00 | 1,300.00 | 285.74 | 1,014.26 |
| 703-739-51007 | PERS | 20,000.00 | 20,000.00 | 205.81 | 19,794.19 |
| 703-739-51008 | Taxes | 5,200.00 | 5,200.00 | 1,205.49 | 3,994.51 |
| 703-739-51015 | Other Benefits | 300.00 | 300.00 | 6.66 | 293.34 |
| | ***Personnel Services*** | ***129,800.00*** | ***129,800.00*** | ***26,550.97*** | ***103,249.03*** |
| 703-739-52001 | Operating Supplies | 10,000.00 | 10,000.00 | 721.71 | 9,278.29 |
| 703-739-52002 | Personnel Uniforms Equipment | 500.00 | 500.00 | 450.00 | 50.00 |
| 703-739-52010 | Telephone | 1,000.00 | 1,000.00 | - | 1,000.00 |
| 703-739-52018 | Professional Development | 5,000.00 | 5,000.00 | 371.44 | 4,628.56 |
| 703-739-52019 | Professional Services | 25,000.00 | 25,000.00 | 6,953.10 | 18,046.90 |
| 703-739-52022 | Fuel | 3,000.00 | 3,000.00 | - | 3,000.00 |
| 703-739-52023 | Facility Maintenance | 15,000.00 | 15,000.00 | 189.97 | 14,810.03 |
| 703-739-52099 | Equipment Operations | 100,000.00 | 100,000.00 | 6,217.29 | 93,782.71 |

| | | | | | |
|---|---|---|---|---|---|
| 703-739-52120 | Facility Maintenance Other City Facilities | 25,000.00 | 25,000.00 | 8,408.69 | 16,591.31 |
| | ***Materials & Service*** | ***184,500.00*** | ***184,500.00*** | ***23,312.20*** | ***161,187.80*** |
| 703-739-53701 | EQUIPMENT PURCHASES | 140,000.00 | 140,000.00 | 15,973.40 | 124,026.60 |
| | ***Capital Outlay*** | ***140,000.00*** | ***140,000.00*** | ***15,973.40*** | ***124,026.60*** |
| **Expense Total:** | | **5,538,985.00** | **5,538,985.00** | **1,011,408.12** | **4,527,576.88** |
| **Fund: 703 - PW OPERATIONS Surplus (Deficit):** | | **-** | **-** | **1,082,857.32** | |
| **Fund: 706 - PUBLIC SAFETY** | | | | | |
| **Revenue** | | | | | |
| 706-000-34050 | Public Safety Utility Fee | 763,000.00 | 763,000.00 | 190,219.68 | 572,780.32 |
| 706-000-37001 | Interest | 200,000.00 | 200,000.00 | 116,831.43 | 83,168.57 |
| 706-000-38001 | Transfer | 1,750,000.00 | 1,750,000.00 | 1,750,000.00 | - |
| 706-000-39001 | Beginning Fund Balance | 13,645,948.00 | 13,645,948.00 | 13,270,729.45 | 375,218.55 |
| **Revenue Total:** | | **16,358,948.00** | **16,358,948.00** | **15,327,780.56** | **1,031,167.44** |
| **Expense** | | | | | |
| 706-000-52019 | Professional Services | 300,000.00 | 300,000.00 | 131,306.32 | 168,693.68 |
| 706-000-52130 | Lease Expense | 80,000.00 | 80,000.00 | 6,250.00 | 73,750.00 |
| | ***Materials & Service*** | ***380,000.00*** | ***380,000.00*** | ***137,556.32*** | ***242,443.68*** |
| 706-000-53001 | Capital Outlay | 10,000,000.00 | 10,000,000.00 | 1,836,908.01 | 8,163,091.99 |
| | ***Capital Outlay*** | ***10,000,000.00*** | ***10,000,000.00*** | ***1,836,908.01*** | ***8,163,091.99*** |
| 706-000-55001 | Principal | 270,000.00 | 270,000.00 | 269,999.90 | 0.10 |
| 706-000-55002 | Interest | 481,600.00 | 481,600.00 | 243,500.00 | 238,100.00 |
| 706-000-55003 | Trustee Fee | 1,600.00 | 1,600.00 | - | 1,600.00 |
| 706-000-55004 | Arbitrage Rebate | 1,000,000.00 | 1,000,000.00 | - | 1,000,000.00 |
| | ***Debt Service*** | ***1,753,200.00*** | ***1,753,200.00*** | ***513,499.90*** | ***1,239,700.10*** |
| 706-000-58001 | Contingency | 4,225,748.00 | 4,225,748.00 | - | 4,225,748.00 |
| **Expense Total:** | | **16,358,948.00** | **16,358,948.00** | **2,487,964.23** | **13,870,983.77** |
| **Fund: 706 - PUBLIC SAFETY Surplus (Deficit):** | | **-** | **-** | **12,839,816.33** | |
| **Fund: 801 - URBAN RENEWAL AGENCY** | | | | | |
| **Revenue** | | | | | |
| 801-000-31001 | Property Tax CY | 759,000.00 | 759,000.00 | - | 759,000.00 |
| 801-000-31002 | Property Tax PY | 20,000.00 | 20,000.00 | 11,610.08 | 8,389.92 |
| 801-000-37001 | Interest | 10,000.00 | 10,000.00 | 3,336.13 | 6,663.87 |
| 801-000-39001 | Beginning Fund Balance | 409,226.00 | 409,226.00 | 342,690.27 | 66,535.73 |
| **Revenue Total:** | | **1,198,226.00** | **1,198,226.00** | **357,636.48** | **840,589.52** |
| **Expense** | | | | | |
| 801-000-52019 | Professional Services | 25,000.00 | 25,000.00 | 4,410.00 | 20,590.00 |
| 801-000-53001 | Capital Outlay | 50,000.00 | 50,000.00 | 2,278.00 | 47,722.00 |
| 80-000-55002 | Debt Service-Interest | 805,000.00 | 805,000.00 | - | 805,000.00 |
| 801-000-55003 | Trustee Fee | 600.00 | 600.00 | - | 600.00 |
| 801-000-58001 | Contingency | 317,626.00 | 317,626.00 | - | 317,626.00 |
| **Expense Total** | | **1,198,226.00** | **1,198,226.00** | **6,688.00** | **1,191,538.00** |
| **Fund: 801 - URBAN RENEWAL AGENCY Total:** | | **-** | **-** | **350,948.48** | |

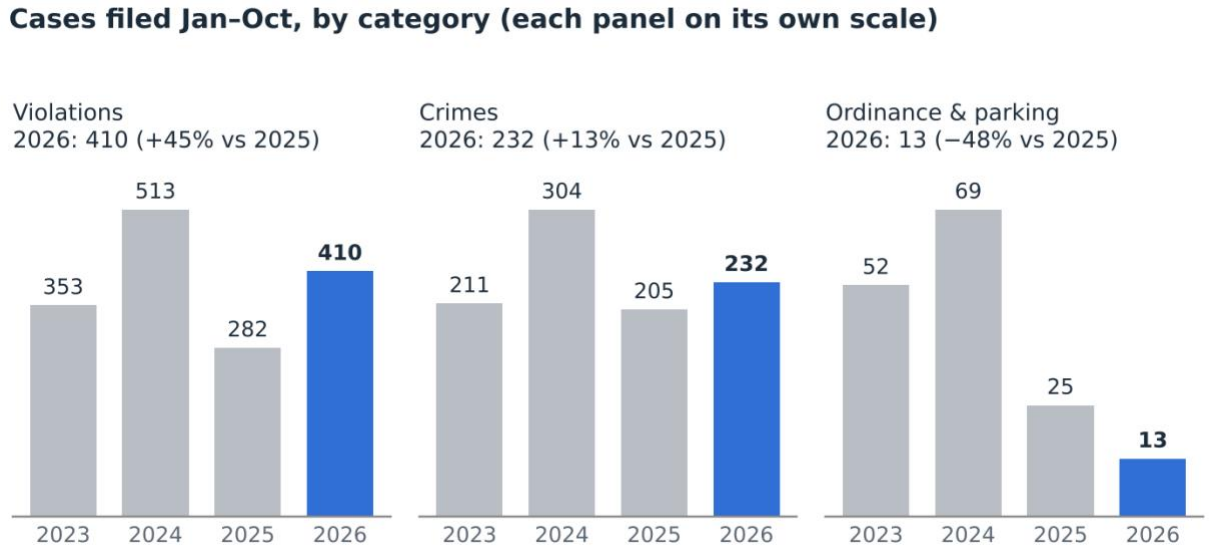
# QUARTERLY REPORT TO COUNCIL

Meeting Date: November 18, 2026
Prepared by: Amy Lindgren
Department: Administration
Division: Municipal Court
CC: City Administrator Erik Finch

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## 1. General Operations

***Case filings:*** *The court had 655 cases filed from January through October 2026. That is 28% more than the same months of 2025 (512) and 26% fewer than the 2024 peak (886); it is close to 2023 (616).*




| Category | 2023 | 2024 | 2025 | 2026 | vs 2025 |
|---|---|---|---|---|---|
| Violations | 353 | 513 | 282 | 410 | +45% |
| Crimes | 211 | 304 | 205 | 232 | +13% |
| Ordinance & parking | 52 | 69 | 25 | 13 | −48% |
| **Total** | **616** | **886** | **512** | **655** | **+28%** |

- ***Violations*** *(410) rose by 128 cases over 2025 and make up 63% of 2026 filings. The increase was spread across many offenses; speeding rose the most (+30). Driving while suspended was the only top offense that fell.*
- ***Crimes*** *(232) rose by 27 cases. Most of the increase was Criminal Trespass II, up 20 to 31, its highest level in four years. DUII and reckless driving held steady.*
- ***Ordinance & parking*** *(13) fell to a four-year low. Parking citations dropped from 46 in 2024 to 10 in 2025 and stayed there. Dog cases are now filed under state statute in the Violations report (22 in 2026) rather than city code, so animal cases moved categories rather than disappeared.*

## Violations: top offenses

| Offense | 2023 | 2024 | 2025 | 2026 | vs 2025 |
|---|---|---|---|---|---|
| Driving While Suspended – Violation | 116 | 132 | 92 | 83 | −9 |
| Driving Uninsured | 126 | 127 | 71 | 83 | +12 |
| Violation of Speed Limit | 19 | 50 | 18 | 48 | +30 |
| No Operator's License | 15 | 36 | 20 | 30 | +10 |
| Fail to Obey a Traffic Control Device | 13 | 28 | 18 | 23 | +5 |
| Fail to Register Vehicle | 8 | 20 | 13 | 25 | +12 |
| Fail to Carry Proof of Insurance | 12 | 22 | 11 | 20 | +9 |
| Fail to Renew Vehicle Registration | 5 | 6 | 3 | 16 | +13 |

## Crimes: top offenses

| Offense | 2023 | 2024 | 2025 | 2026 | vs 2025 |
|---|---|---|---|---|---|
| Driving Under the Influence of Intoxicants | 50 | 57 | 42 | 41 | −1 |
| Reckless Driving | 27 | 31 | 31 | 29 | −2 |
| Theft III | 10 | 24 | 32 | 30 | −2 |
| Criminal Trespass II | 9 | 24 | 11 | 31 | +20 |
| Harassment | 13 | 19 | 8 | 14 | +6 |
| Driving While Suspended – Misdemeanor | 17 | 22 | 4 | 10 | +6 |
| Theft II | 10 | 22 | 12 | 7 | −5 |
| Disorderly Conduct II | 8 | 17 | 7 | 8 | +1 |

## Ordinance & parking by type

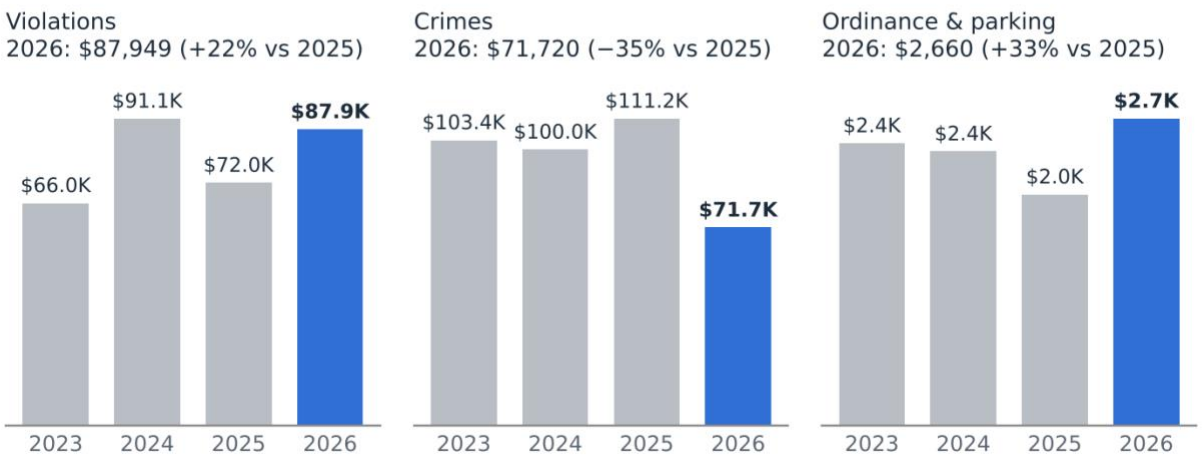
| Type | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|
| Parking | 39 | 46 | 10 | 10 |
| Animal control | 9 | 20 | 13 | 0 |
| Nuisance and other | 4 | 3 | 2 | 3 |
| **Total** | **52** | **69** | **25** | **13** |

*Source: Municipal Court Offense By Year reports (Violations, Crimes, Ordinance/Parking), cases by filed date January 1–October 31 of each year, run November 6, 2026.*

## Court revenue

- ***Revenue:*** *The court took in $162,329 from January through October 2026, 12% less than the same months of 2025 ($185,227) and 16% less than 2024 ($193,427). Violations revenue rose, but crimes revenue fell by more.*

**Court revenue Jan–Oct, by category (each panel on its own scale)**




| Category | 2023 | 2024 | 2025 | 2026 | vs 2025 |
|---|---|---|---|---|---|
| Violations | $66,008 | $91,094 | $72,047 | $87,949 | +22% |
| Crimes | $103,360 | $99,957 | $111,177 | $71,720 | −35% |
| Ordinance & parking | $2,446 | $2,376 | $2,002 | $2,660 | +33% |
| **Total** | **$171,814** | **$193,427** | **$185,227** | **$162,329** | **−12%** |

- ***Violations*** *brought in $87,949, up $15,900 (22%). Payments rose from $71,222 to $83,798 and the number of payments from 2,003 to 2,617, in line with the 45% rise in violation filings. Violations are now 54% of court revenue.*
- ***Crimes*** *brought in $71,720, down $39,457 (35%), even though criminal filings rose 13%. Bonds applied to fines fell from $26,275 to $2,635, and payments fell from $83,951 to $68,246 (725 payments, down from 1,222).*
- ***Ordinance & parking*** *brought in $2,660, up from $2,003. Parking revenue rose from $238 to $1,025 even though parking citations stayed at 10, which suggests older citations being paid.*

## Crimes revenue by transaction type

| Transaction type | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|
| Payments* | $119,084 | $77,359 | $83,951 | $68,246 |
| Bonds applied or forfeited | $12,346 | $23,125 | $26,275 | $2,635 |
| Non-cash credits (work crew, adjustments) | $2,906 | $279 | $2,166 | $859 |
| Disbursements and transfers out | ($30,976) | ($806) | ($1,215) | ($20) |
| **Total** | **$103,360** | **$99,957** | **$111,177** | **$71,720** |

**2023 payments include a one-time restitution payment of $28,842 in a single case involving extensive vehicle damage. The defendant paid the full amount at once rather than over time; it was disbursed to the victim, so it is not counted in that year's total. Without it, 2023 payments were about $90,242.*

*Source: Municipal Court Revenue By Offense Type reports (Violations, Crimes, Ordinance/Parking), transactions January 1–October 31 of each year, run November 6, 2026. Revenue is counted by transaction date, so much of it comes from cases filed in earlier years and does not move in step with that year's filings.*

**2. Staffing & Personnel**

***Defense attorney compensation:*** *The court's two contract defense attorneys are each paid a flat fee of $3,000 per month and have not received an increase since October 2024. If there is room in the budget, I am requesting an increase of $500 per month for each attorney, to $3,500 per month. This would add $1,000 per month, or $12,000 per year, bringing the annual cost for both attorneys from $72,000 to $84,000. Criminal case filings, which make up the attorneys' caseload, are up 13% over last year (232 cases January through October, compared with 205).*

**3. Projects & Initiatives – NONE**

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**Attachments (If Applicable)**
*(Attach any supporting documents, reports, or visuals necessary for council review.)*

- Attachment 1: Slide deck for case filings
- Attachment 2: Slide deck for revenue
- Attachment 3: Criminal cases filed, January 1 to October 31, 2023–2026
- Attachment 4: Traffic cases filed, January 1 to October 31, 2023–2026
- Attachment 5: Code enforcement and parking cases filed, January 1 to October 31, 2023–2026
- Attachment 6: Criminal case revenue, January 1 to October 31, 2023–2026
- Attachment 7: Traffic case revenue, January 1 to October 31, 2023–2026
- Attachment 8: Code enforcement and parking revenue, January 1 to October 31, 2023–2026

ST HELENS MUNICIPAL COURT · CITY COUNCIL UPDATE

# Case filings & revenue, January–October 2023 to 2026

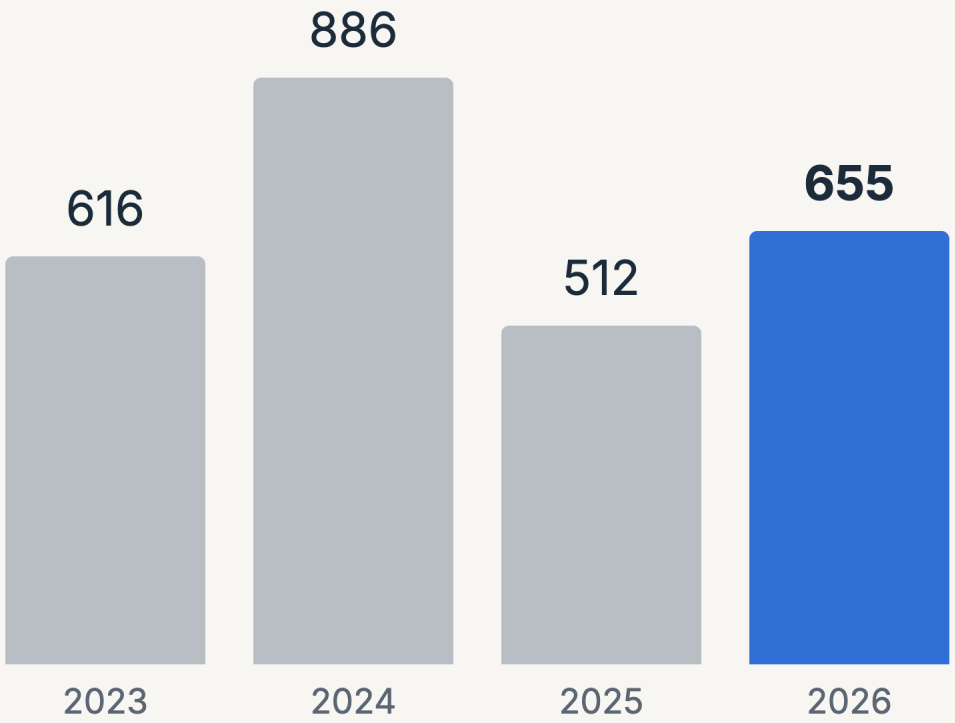
Cases filed, revenue collected, and a defense attorney staffing request · November 2026

# 655 cases filed so far in 2026, up 28% from last year

**655**

cases filed Jan–Oct 2026

+28% vs 2025 (512)
−26% vs the 2024 peak (886)
+6% vs 2023 (616)

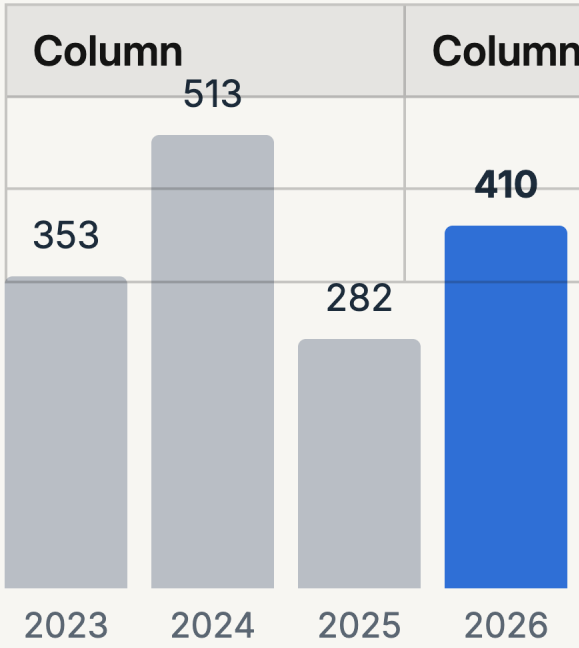



Source: St Helens Municipal Court, Offense By Year reports, cases filed Jan 1–Oct 31; run Nov 6, 2026

# Violations drove the 2026 rise; ordinance & parking hit a four-year low

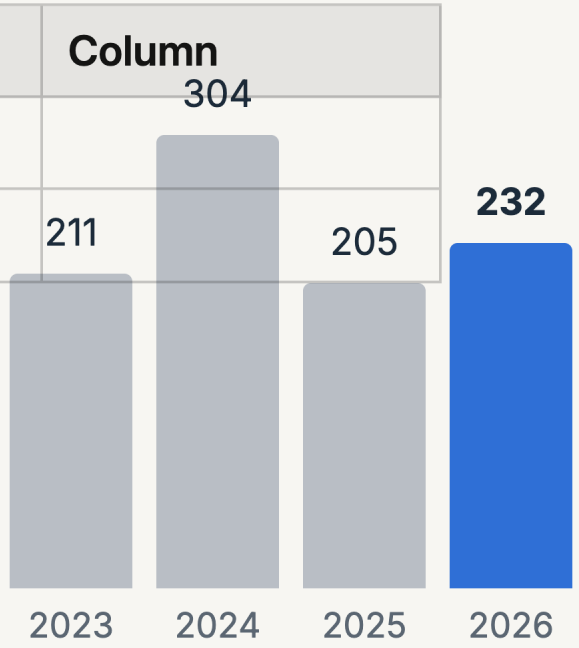
## Violations

2026: 410 · +45% vs 2025



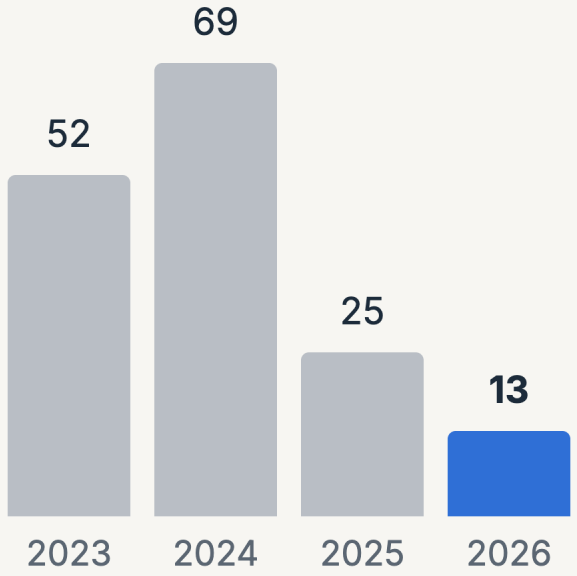

## Crimes

2026: 232 · +13% vs 2025




## Ordinance & parking

2026: 13 · −48% vs 2025




Source: St Helens Municipal Court, Offense By Year reports, cases filed Jan 1–Oct 31; run Nov 6, 2026

# Violations: up 128 cases, spread across many offenses

**+45%**

410 violations filed in 2026, vs 282 in 2025

Speeding had the largest single increase (+30). State dog violations also rose, from 4 to 22.

| Offense | 2025 | 2026 | Change |
|---|---|---|---|
| Violation of Speed Limit | 18 | 48 | +30 |
| Fail to Renew Vehicle Registration | 3 | 16 | +13 |
| Driving Uninsured | 71 | 83 | +12 |
| Fail to Register Vehicle | 13 | 25 | +12 |
| No Operator’s License | 20 | 30 | +10 |
| Fail to Carry Proof of Insurance | 11 | 20 | +9 |
| Driving While Suspended | 92 | 83 | −9 |

Source: St Helens Municipal Court, Offense By Year reports, cases filed Jan 1–Oct 31; run Nov 6, 2026

# Crimes: up 27 cases, mostly criminal trespass

**+13%**

232 crimes filed in 2026, vs 205 in 2025

Criminal Trespass II rose by 20, to its highest level in four years. DUII and reckless driving held steady.

| Offense | 2025 | 2026 | Change |
|---|---|---|---|
| Criminal Trespass II | 11 | 31 | +20 |
| Harassment | 8 | 14 | +6 |
| Driving While Suspended (misd.) | 4 | 10 | +6 |
| DUII | 42 | 41 | −1 |
| Reckless Driving | 31 | 29 | −2 |
| Theft III | 32 | 30 | −2 |
| Theft II | 12 | 7 | −5 |

Source: St Helens Municipal Court, Offense By Year reports, cases filed Jan 1–Oct 31; run Nov 6, 2026

# Ordinance & parking: down 81% since 2024, for two reasons

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cases in 2026, down from 69 in 2024

Parking citations fell from 46 to 10 in 2025 and stayed there. Dog cases moved to state statute (*filed in the Violations report).

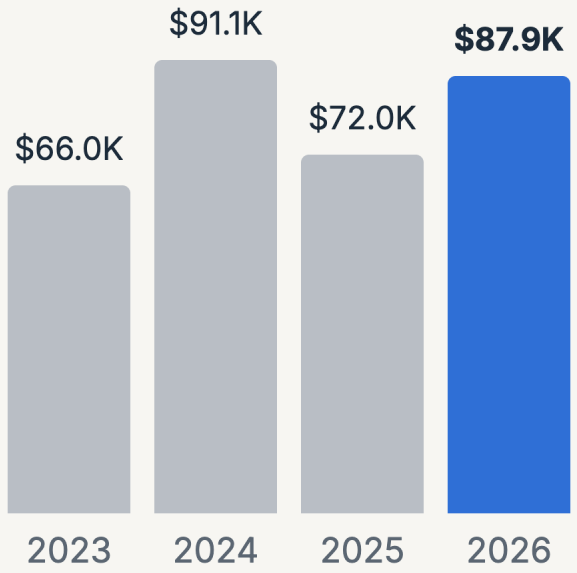
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| Nuisance and other | 4 | 3 | 2 | 3 |
| Total | 52 | 69 | 25 | 13 |
| State dog violations* | 0 | 8 | 4 | 22 |

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# Revenue fell 12% to $162,329 as crimes revenue dropped

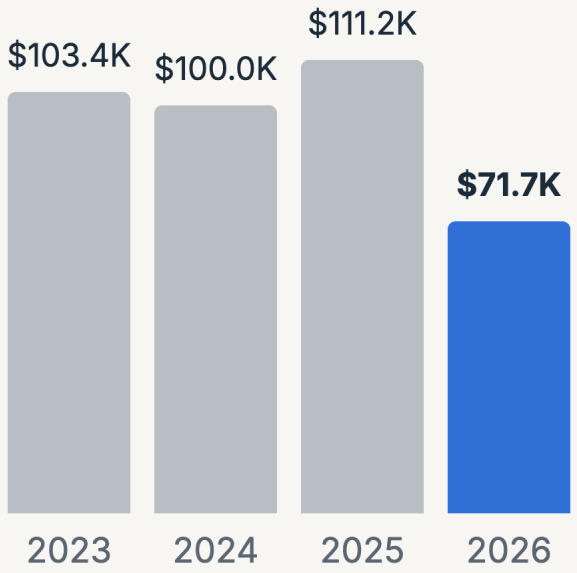
## Violations

2026: $87,949 · +22% vs 2025



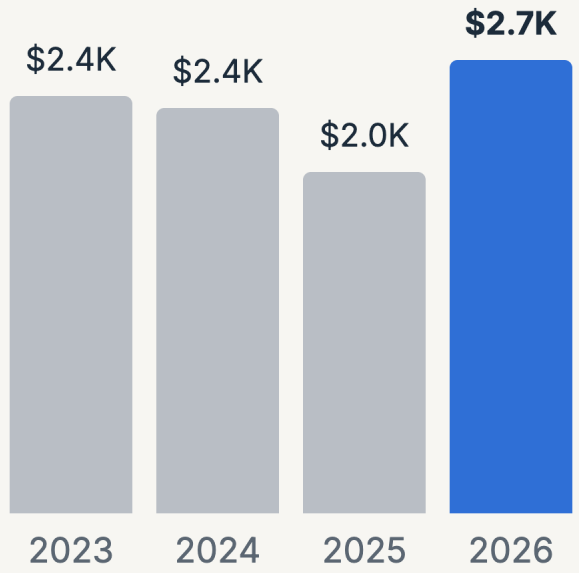

## Crimes

2026: $71,720 · −35% vs 2025




## Ordinance & parking

2026: $2,660 · +33% vs 2025




Source: St Helens Municipal Court, Revenue By Offense Type reports, transactions Jan 1–Oct 31; run Nov 6, 2026

# Crimes revenue: down $39,457, mostly fewer bonds applied

**−35%**

$71,720 in 2026, vs $111,177 in 2025

Bonds applied fell from $26,275 to $2,635. Payments fell from $83,951 to $68,246.

| Transaction type | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|
| Payments* | $119,084 | $77,359 | $83,951 | $68,246 |
| Bonds applied | $12,346 | $23,125 | $26,275 | $2,635 |
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| Disbursements out | ($30,976) | ($806) | ($1,215) | ($20) |
| Total | $103,360 | $99,957 | $111,177 | $71,720 |

*2023 includes a one-time $28,842 restitution payment in a single case, paid in full at once and disbursed to the victim. It is not in that year's total.

Source: St Helens Municipal Court, Revenue By Offense Type reports, transactions Jan 1–Oct 31; run Nov 6, 2026

# Takeaways

- Total filings are back near 2023 levels after the 2024 peak and the 2025 dip.
- Traffic violations account for 63% of 2026 filings and drove most of the increase.
- Criminal trespass is the crime type to watch: 31 cases, up from 11.
- Revenue is down 12% ($162,329), mostly because far fewer bonds were applied in criminal cases.
- Questions for staff: why did parking citations fall from 46 to 10, and bonds applied from $26,275 to $2,635?

# Request: $500 per month more for each defense attorney

**$3,000**
current flat fee per attorney, per month

**Oct 2024**
last increase

**$3,500**
proposed fee per attorney, per month

Added cost for both attorneys: **$1,000 per month, or $12,000 per year**, taking the annual total from $72,000 to $84,000.

Criminal filings, the attorneys' caseload, are up 13% this year (232 vs 205). Requested if there is room in the budget.

Source: Court contract terms; Offense By Year reports, cases filed Jan 1–Oct 31

ST HELENS MUNICIPAL COURT · CITY COUNCIL UPDATE

# Case filings & revenue, January–October 2023 to 2026

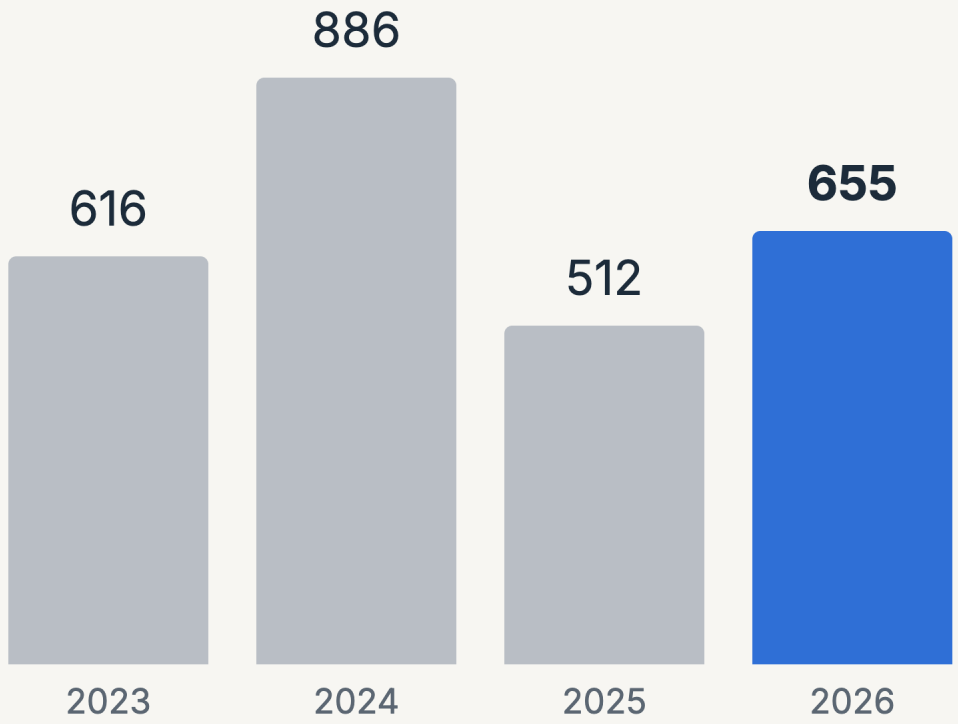
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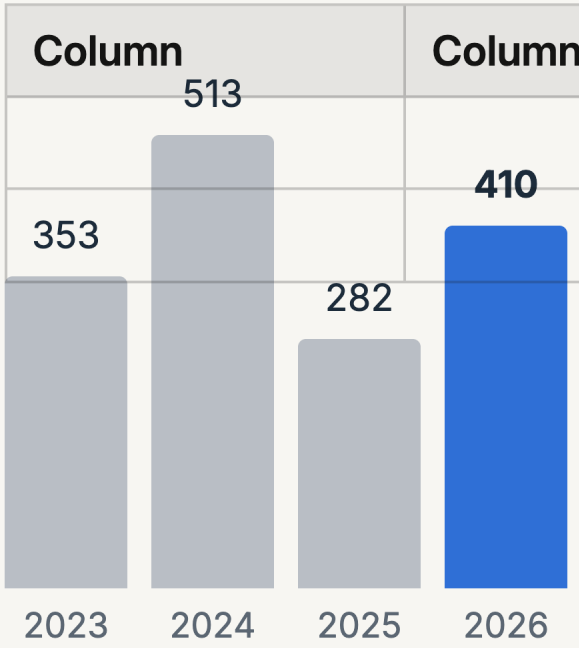



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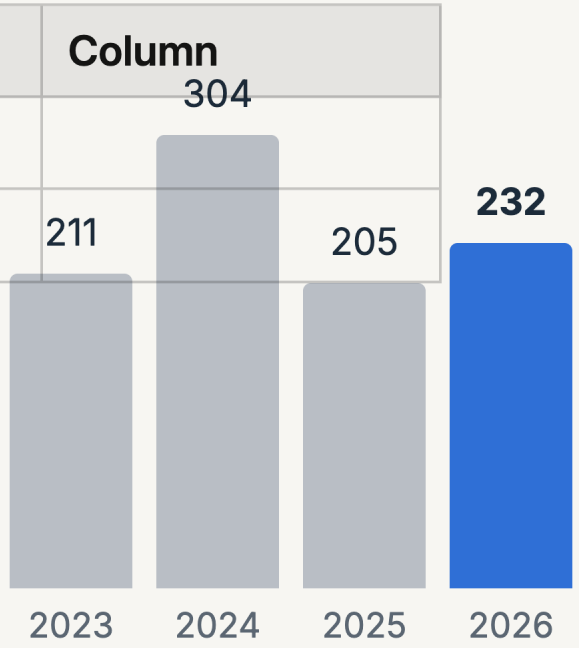
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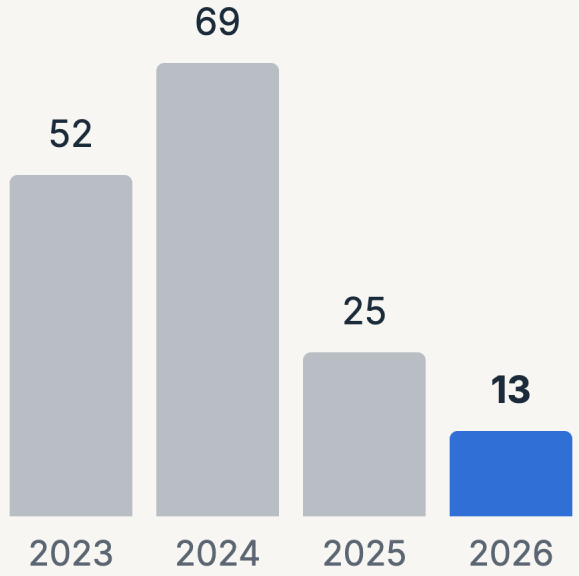

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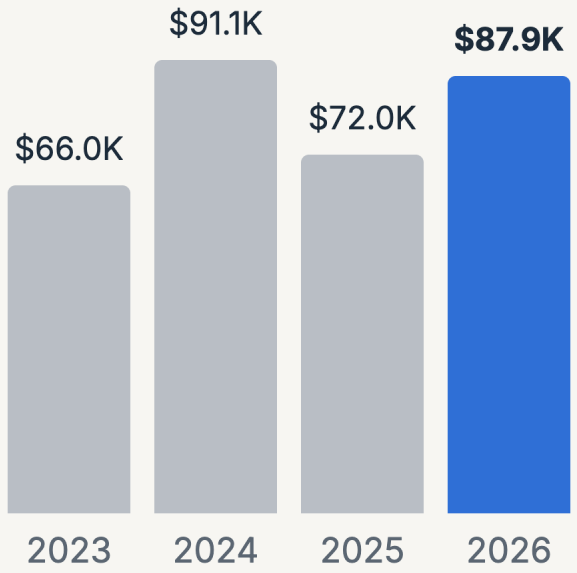
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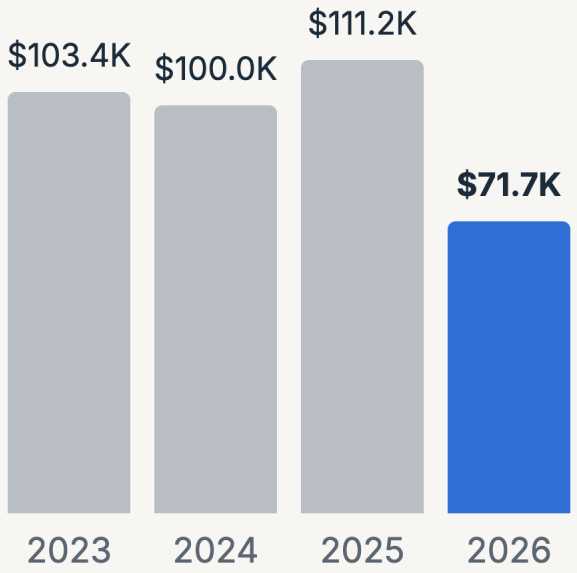
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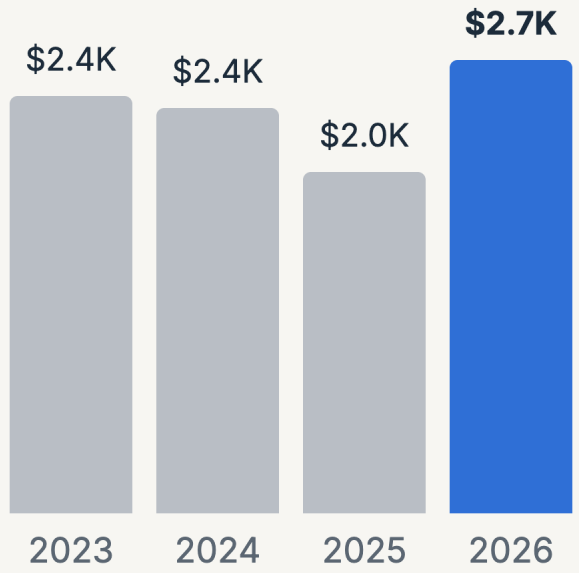

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Source: Court contract terms; Offense By Year reports, cases filed Jan 1–Oct 31

# Offense By Year Report

Municipal Court

11/6/2026 2:58:36 PM

**Violations For Filed Date From 01/01/2026 To 10/31/2026**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-033.045 | CONTEMPT OF COURT | 1 | | | | | | | | | | | | 1 |
| 201201-162.315 | Resisting Arrest | 1 | 1 | 1 | | | | | | 1 | | | | 4 |
| 201201-163.160 | Assault IV | | 1 | 1 | | | | | | | | | | 2 |
| 201201-163.160A | Attempted Assault IV | | | | | | 4 | | | | | | | 4 |
| 201201-163.160A | Attempted Assault IV - Domestic Violence | | | | 2 | | | | | | 1 | | | 3 |
| 201201-163.160D\ | Assault IV - Domestic Violence | 1 | | | | | | | | | | | | 1 |
| 201201-163.190 | Menacing | 1 | | | | | 1 | | | | | | | 2 |
| 201201-163.190D\ | Menacing - Domestic Violence | | | | | 1 | | | | | | | | 1 |
| 201201-163.195 | Recklessly Endangering Another Person | 2 | | | | | | | | 1 | 1 | | | 4 |
| 201201-163.545 | Child Neglect II | | 1 | | | | | | | | 1 | | | 2 |
| 201201-164.043 | Theft III | 5 | 3 | | 1 | 1 | 2 | 3 | 12 | 1 | 2 | | | 30 |
| 201201-164.045 | Theft II | | 2 | 1 | 1 | | 1 | 1 | | 1 | | | | 7 |
| 201201-164.245 | Criminal Trespass II | 2 | 5 | 1 | 4 | 4 | | 1 | 1 | 12 | 1 | | | 31 |
| 201201-164.255 | Criminal Trespass I | | 1 | 1 | | 1 | | | | | 1 | | | 4 |
| 201201-164.255A | Attempted Criminal Trespass I | | | | 1 | | | | | | | | | 1 |
| 201201-164.335 | Reckless Burning | 4 | | | | | | | | 1 | | | | 5 |
| 201201-164.345 | Criminal Mischief III | | 1 | | | | | | | | | | | 1 |
| 201201-164.354 | Criminal Mischief II | 4 | 1 | | | | | | 2 | 1 | | | | 8 |
| 201201-165.572 | Interference with Making a Report | | | | | | | | 1 | | | | | 1 |
| 201201-166.025 | Disorderly Conduct II | 1 | | | 1 | 1 | 2 | 1 | 2 | | | | | 8 |
| 201201-166.065 | Harassment | | 2 | 1 | | | 5 | 2 | 3 | | 1 | | | 14 |
| 201201-166.065D\ | Harassment - Domestic Violence | 1 | | | 2 | 1 | | | | | | | | 4 |
| 201201-166.065D\ | Harassment - Domestic Violence -A Misd. | | | | | | | | | | 1 | | | 1 |
| 201201-166.250 | Unlawful Possession of a Firearm | | | | | | | | 1 | | | | | 1 |
| 201201-166.270 | Felon in Possession of a Restricted Weapon | | | | | | 1 | | 1 | | | | | 2 |
| 201201-167.325 | Animal Neglect II | | | | | | | | 2 | | | | | 2 |
| 201201-609.098 | Maintaining Dangerous Dog | | | | | | | 1 | | | | | | 1 |
| 201201-811.140 | Reckless Driving | 7 | 2 | 1 | 6 | 1 | 3 | | 3 | 4 | 2 | | | 29 |
| 201201-811.182 | DRIVING WHILE SUSPENDED - MISD | 3 | 1 | | 1 | 2 | | | 1 | 1 | 1 | | | 10 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-811.700 | Failure to Perform Duties of a Driver | | | 3 | 2 | | | 1 | | | 1 | | | |
| 201201-813.010 | Driving Under the Influence of Intoxicants | 6 | 4 | 1 | 5 | 2 | 3 | 1 | 5 | 8 | 6 | | | 41 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Report Totals:** | 39 | 25 | 11 | 26 | 14 | 22 | 11 | 34 | 31 | 19 | | | 232 |

# Offense By Year Report

Municipal Court

11/6/2026 2:57:05 PM

**Violations For Filed Date From 01/01/2025 To 10/31/2025**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-033.045 | CONTEMPT OF COURT | | 1 | | | | | | | | | | | 1 |
| 201201-162.145 | Escape III | 1 | | | | | | | | | | | | 1 |
| 201201-162.315 | Resisting Arrest | | | | | | | | 1 | | 1 | | | 2 |
| 201201-162.385 | False Information to Police for Citation or Warrant | | | | | | | | | 1 | | | | 1 |
| 201201-163.160 | Assault IV | | | | | | | 1 | | | | | | 1 |
| 201201-163.160A | Attempted Assault IV | | | | | | | 1 | | | | | | 1 |
| 201201-163.160D\ | Assault IV - Domestic Violence | | | | 2 | | | | | | | | | 2 |
| 201201-163.190 | Menacing | 1 | | | | | | 2 | | | | | | 3 |
| 201201-163.195 | Recklessly Endangering Another Person | | | 1 | | 2 | 2 | | | | | | | 5 |
| 201201-164.043 | Theft III | 1 | 2 | 5 | 2 | 2 | 1 | 10 | 4 | 3 | 2 | | | 32 |
| 201201-164.045 | Theft II | 2 | | | 1 | | 1 | 2 | 3 | 3 | | | | 12 |
| 201201-164.125 | Theft of Services | | | | | | 1 | | | | | | | 1 |
| 201201-164.245 | Criminal Trespass II | | 1 | | 1 | 2 | 1 | 5 | 1 | | | | | 11 |
| 201201-164.255 | Criminal Trespass I | 3 | | | 2 | | 1 | | 3 | | | | | 9 |
| 201201-164.354 | Criminal Mischief II | 1 | | 1 | 1 | 1 | 1 | | | | | | | 5 |
| 201201-164.775 | Deposit of Trash within 100 Yards of Waters | | | | | | | | 1 | | | | | 1 |
| 201201-164.805 | Offensive Littering | | 1 | | | | 1 | | 1 | | | | | 3 |
| 201201-165.570 | Improper Use of the Emergency Communication System | | | | 1 | | | | | | | | | 1 |
| 201201-165.572 | Interference with Making a Report | | | | | 1 | | 1 | | | | | | 2 |
| 201201-166.025 | Disorderly Conduct II | 1 | 1 | | 1 | 1 | | 1 | 2 | | | | | 7 |
| 201201-166.065 | Harassment | 3 | | | 1 | | | 3 | 1 | | | | | 8 |
| 201201-166.065D\ | Harassment - Domestic Violence | | | | 2 | 1 | | | | | | | | 3 |
| 201201-166.065D\ | Harassment - Domestic Violence -A Misd. | 1 | | | | | | 2 | | | | | | 3 |
| 201201-166.250 | Unlawful Possession of a Firearm | | | | 2 | | | | | | | | | 2 |
| 201201-166.270 | Felon in Possession of a Restricted Weapon | | | | | | | 1 | | | | | | 1 |
| 201201-811.140 | Reckless Driving | | 4 | 3 | 7 | 6 | 4 | 2 | 1 | 2 | 2 | | | 31 |
| 201201-811.182 | DRIVING WHILE SUSPENDED - MISD | 1 | | 1 | | | | 1 | | 1 | | | | 4 |
| 201201-811.700 | Failure to Perform Duties of a Driver | | | 1 | 2 | 1 | 2 | 2 | 1 | 1 | | | | 10 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-813.010 | Driving Under the Influence of Intoxicants | 5 | 4 | 4 | 9 | 5 | 5 | 4 | 1 | 3 | 2 | | | |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Report Totals:** | 20 | 14 | 16 | 34 | 22 | 20 | 38 | 20 | 14 | 7 | | | 205 |

# Offense By Year Report

Municipal Court

11/6/2026 2:56:04 PM

**Violations For Filed Date From 01/01/2024 To 10/31/2024**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-033.045 | CONTEMPT OF COURT | | | | | | 1 | | 1 | | | | | 2 |
| 201201-162.145 | Escape III | | | | 1 | | | | | | | | | 1 |
| 201201-162.315 | Resisting Arrest | 1 | 2 | | | 1 | 1 | | 1 | 1 | 1 | | | 8 |
| 201201-162.375 | Initiating False Report | | | | | 1 | 2 | | | | | | | 3 |
| 201201-162.385 | False Information to Police for Citation or Warrant | | 2 | | | | | | | | | | | 2 |
| 201201-163.160 | Assault IV | | 1 | 2 | 1 | | 1 | | | | | | | 5 |
| 201201-163.160A | Attempted Assault IV | | | | 1 | | | | | | | | | 1 |
| 201201-163.160D\ | Assault IV - Domestic Violence | 2 | 1 | 1 | 1 | 2 | | | 4 | | | | | 11 |
| 201201-163.190 | Menacing | | | | 1 | | | | | | 1 | | | 2 |
| 201201-163.190D\ | Menacing - Domestic Violence | | | | | | | | 1 | | | | | 1 |
| 201201-163.195 | Recklessly Endangering Another Person | 1 | 3 | | | | | 1 | | 2 | 3 | | | 10 |
| 201201-163.208 | Attempted Assault on a Public Safety Officer | | 1 | | | | | | | | | | | 1 |
| 201201-164.043 | Theft III | 5 | 1 | 3 | 2 | | 5 | 2 | 2 | 2 | 2 | | | 24 |
| 201201-164.045 | Theft II | 5 | 3 | 2 | 3 | 2 | | 2 | 2 | 1 | 2 | | | 22 |
| 201201-164.245 | Criminal Trespass II | 5 | 1 | 1 | 1 | 1 | 4 | 1 | 4 | 5 | 1 | | | 24 |
| 201201-164.255 | Criminal Trespass I | 1 | | 1 | | | | | 1 | | 2 | | | 5 |
| 201201-164.255A | Attempted Criminal Trespass I | | | 1 | | | | | | | | | | 1 |
| 201201-164.272 | Unlawful Entry into Motor Vehicle | | | | | | 1 | | | | | | | 1 |
| 201201-164.335 | Reckless Burning | | | | | | 2 | | | | | | | 2 |
| 201201-164.345 | Criminal Mischief III | | | | | | | | | | 1 | | | 1 |
| 201201-164.354 | Criminal Mischief II | | 2 | 2 | 1 | | 1 | | | 1 | 3 | | | 10 |
| 201201-166.025 | Disorderly Conduct II | 1 | 2 | 1 | 3 | 4 | 1 | 1 | 2 | | 2 | | | 17 |
| 201201-166.065 | Harassment | 2 | 1 | 2 | 5 | 2 | 5 | | | 1 | 1 | | | 19 |
| 201201-166.065D\ | Harassment - Domestic Violence | 2 | 1 | 1 | | 2 | | | 4 | | | | | 10 |
| 201201-609.098 | Maintaining Dangerous Dog | | | | | | | | | | 1 | | | 1 |
| 201201-811.140 | Reckless Driving | 4 | 4 | 3 | 4 | 4 | 5 | 2 | 1 | 2 | 2 | | | 31 |
| 201201-811.182 | DRIVING WHILE SUSPENDED - MISD | 6 | 3 | 1 | 7 | | | 1 | 1 | 3 | | | | 22 |
| 201201-811.700 | Failure to Perform Duties of a Driver | | 2 | | 2 | 1 | 2 | | | 1 | 1 | | | 9 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-813.010 | Driving Under the Influence of Intoxicants | 7 | 8 | 7 | 4 | 8 | 11 | 4 | 2 | 2 | 4 | | | 76 |
| 201201-819.430 | Trafficking in Vehicles with Destroyed/Altered ID Numbers | | | | | | 1 | | | | | | | 1 |
| **Report Totals:** | | 42 | 38 | 28 | 37 | 28 | 43 | 14 | 26 | 21 | 27 | | | 304 |

# Offense By Year Report

Municipal Court

11/6/2026 2:52:51 PM

**Violations For Filed Date From 01/01/2023 To 10/31/2023**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-033.045 | CONTEMPT OF COURT | | | | 1 | | | 1 | | | | | | 2 |
| 201201-162.145 | Escape III | | | | | | | | | | 2 | | | 2 |
| 201201-162.235 | Obstructing Governmental or Judicial Administration | | | | 1 | | | | | | | | | 1 |
| 201201-162.315 | Resisting Arrest | 1 | | 1 | | | | 1 | | | 2 | | | 5 |
| 201201-163.160 | Assault IV | 1 | | 1 | | | | | | | | | | 2 |
| 201201-163.160A | Attempted Assault IV | | | | | | | | | 1 | | | | 1 |
| 201201-163.160D\ | Assault IV - Domestic Violence | | | | | | | | | 2 | 1 | | | 3 |
| 201201-163.190 | Menacing | | | 1 | | | | | | | | | | 1 |
| 201201-163.190D\ | Menacing - Domestic Violence | | | 1 | | | | | | 2 | | | | 3 |
| 201201-163.195 | Recklessly Endangering Another Person | 5 | 4 | | 1 | 2 | | | 1 | | 3 | | | 16 |
| 201201-164.043 | Theft III | | | 2 | 2 | | | | | 2 | 4 | | | 10 |
| 201201-164.045 | Theft II | | | 1 | 1 | 1 | | 1 | 1 | 2 | 3 | | | 10 |
| 201201-164.135 | Attempted Unauthorized Use of a Vehicle | | | 1 | | | | | | | | | | 1 |
| 201201-164.245 | Criminal Trespass II | | | 3 | | | 1 | | 4 | | 1 | | | 9 |
| 201201-164.255 | Criminal Trespass I | 1 | | | | | | | 1 | 1 | 2 | | | 5 |
| 201201-164.354 | Criminal Mischief II | 1 | | 1 | 1 | | | 2 | 2 | | 1 | | | 8 |
| 201201-164.805 | Offensive Littering | | | | | | | 1 | | | | | | 1 |
| 201201-165.572 | Interference with Making a Report | | | | | | | | | | 1 | | | 1 |
| 201201-166.025 | Disorderly Conduct II | | | 1 | | 1 | 1 | 1 | | 3 | 1 | | | 8 |
| 201201-166.065 | Harassment | 1 | 4 | 1 | 2 | 1 | | 1 | 1 | 1 | 1 | | | 13 |
| 201201-166.065A | Harassment - A Misdemeanor | | | | 1 | | | 1 | | | | | | 2 |
| 201201-166.065D\ | Harassment - Domestic Violence | | | | | | | | | 3 | | | | 3 |
| 201201-166.240 | Carrying a Concealed Weapon | | | | | | | | | 1 | | | | 1 |
| 201201-166.250 | Unlawful Possession of a Firearm | | | | | | | | | | 1 | | | 1 |
| 201201-166.270 | Felon in Possession of a Restricted Weapon | | | | | | | | | 2 | | | | 2 |
| 201201-471.410 | Providing Liquor to a Person Under 21 | | | | 1 | | | | | | | | | 1 |
| 201201-807.620 | False Information to Police | | | | | | | | | | 2 | | | 2 |
| 201201-811.140 | Reckless Driving | 3 | 2 | 1 | 6 | 1 | | 3 | 1 | 1 | 9 | | | 27 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-811.182 | DRIVING WHILE SUSPENDED - MISD | 4 | 2 | 1 | 1 | | 1 | 1 | 1 | 4 | 2 | | | |
| 201201-811.540 | Fleeing or Attempting to Elude | | | | | | | 1 | | | | | | 1 |
| 201201-811.700 | Failure to Perform Duties of a Driver | | 1 | | | | | | 1 | | | | | 2 |
| 201201-813.010 | Driving Under the Influence of Intoxicants | 9 | 4 | 2 | 11 | 4 | | 5 | 1 | 4 | 10 | | | 50 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Report Totals:** | 26 | 17 | 18 | 29 | 10 | 3 | 19 | 14 | 29 | 46 | | | 211 |

# Offense By Year Report

Municipal Court

11/6/2026 3:04:12 PM

**Violations For Filed Date From 01/01/2026 To 10/31/2026**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-163.577 | Failure to Supervise Child | | | | | | | | 1 | | | | | 1 |
| 201201-164.805V | Offensive Littering - Reduced to a Violation | | | | | | | | | 1 | | | | 1 |
| 201201-609.060 | Dog Running at Large | | 2 | | 2 | | | | | | | | | 4 |
| 201201-609.095 | Dog as Public Nuisance | 5 | 2 | 2 | 4 | 1 | 1 | | | | | | | 15 |
| 201201-609.100 | Unlicensed Dog | | | 2 | 1 | | | | | | | | | 3 |
| 201201-803.300 | Fail to Register Vehicle | 7 | | | 1 | 3 | 4 | 3 | 2 | 4 | 1 | | | 25 |
| 201201-803.455 | Fail to Renew Vehicle Registration | 3 | | 1 | 2 | | 2 | 3 | 3 | 1 | 1 | | | 16 |
| 201201-803.505 | Fail to Carry Registration Card | | | | | | 1 | | | | | | | 1 |
| 201201-803.540 | Fail to Display Plates | 1 | | | 1 | 1 | | 1 | 1 | 1 | | | | 6 |
| 201201-803.550 | Illegal/Alt Display of Plates | | 1 | 1 | | 1 | 2 | | 1 | 1 | 1 | | | 8 |
| 201201-803.560 | Improper Display of Validating Stickers | | | 1 | | | 1 | | | | | | | 2 |
| 201201-803.635 | Improper Use of Temp. Reg/Permit | | | | | | | 1 | | | | | | 1 |
| 201201-806.010 | Driving Uninsured | 13 | 2 | 8 | 6 | 9 | 6 | 11 | 10 | 13 | 5 | | | 83 |
| 201201-806.012 | Fail to Carry Proof of Insurance | | | | 4 | 4 | 2 | 5 | 3 | 2 | | | | 20 |
| 201201-807.010 | No Operator's License | 3 | 1 | 1 | 4 | 1 | 4 | 9 | 1 | 5 | 1 | | | 30 |
| 201201-811.025 | Fail to Yield to Ped on Sidewalk | | | | | | 1 | | | | | | | 1 |
| 201201-811.028 | Failure to Stop and Remain Stopped for a Pedestrian | | | | | | | 1 | 1 | | | | | 2 |
| 201201-811.100 | Violation of the Basic Rule | | | | | | | | | | 1 | | | 1 |
| 201201-811.111 | Violation of Speed Limit | 6 | | 2 | 4 | | 7 | 6 | 3 | 15 | 5 | | | 48 |
| 201201-811.135 | Careless Driving | | | | 1 | | | 1 | | | | | | 2 |
| 201201-811.135A | Careless Driving - Class A | | | | | | | | | | 1 | | | 1 |
| 201201-811.145 | Fail to Yield to Emergency Vehicle | 1 | | | | | | | | | | | | 1 |
| 201201-811.175 | Driving While Suspended - Violation | 11 | 2 | 6 | 6 | 7 | 14 | 8 | 10 | 13 | 6 | | | 83 |
| 201201-811.210 | Fail to Use Safety Belt | | | 1 | | 2 | 4 | 2 | 1 | | 1 | | | 11 |
| 201201-811.210(B | Failure to Use Child Safety Seat | 1 | | 1 | | | | | | | | | | 2 |
| 201201-811.265 | Fail to Obey a Traffic Control Device | | 1 | | 4 | 3 | 4 | 3 | 2 | 4 | 2 | | | 23 |
| 201201-811.280 | Fail to Yield Right of Way | | | | 1 | | | | | | | | | 1 |
| 201201-811.285 | Fail to Yield Right of Way - Merging | | | | | | | | | 1 | | | | 1 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-811.370 | Fail to Drive within Lane | | | | | | | | 2 | | | | |
| 201201-811.507 | Operating a Motor Vehicle While Using a Mobile Communication Device | | 2 | | | | | | | | | | 2 |
| 201201-811.507-1 | Driving While Using Mobile Communication Device - 1st offense | | 1 | | 2 | | | 2 | 1 | | | | 6 |
| 201201-811.520 | Unlawful or Fail to Use Lights | | | | | | | | 1 | | | | 1 |
| 201201-813.095 | Refusal to Take Test for Intoxicants | | | | | | | 2 | | | | | 2 |
| 201201-813.095(b | Refusal of Urine Test | | | | | | | 1 | | | | | 1 |
| 201201-815.220 | Obstruction of Vehicle Windows | | 1 | | | | | | | | | | 1 |
| 201201-815.270 | Operating Vehicle Loaded or Equipped to Obstruct Driver | | | | | | | | 1 | | | | 1 |
| 201201-815.280 | Violation of Bicycle Equipment | | | | | | | 1 | | | | | 1 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Report Totals:** | 51 | 11 | 30 | 41 | 34 | 53 | 54 | 45 | 66 | 25 | | | 410 |

# Offense By Year Report

Municipal Court

11/6/2026 3:03:01 PM

**Violations For Filed Date From 01/01/2025 To 10/31/2025**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-163.577 | Failure to Supervise Child | | | | | 1 | | 1 | | | | | | 2 |
| 201201-609.060 | Dog Running at Large | | | | | | | | | | 2 | | | 2 |
| 201201-609.095 | Dog as Public Nuisance | | | | 2 | | | | | | | | | 2 |
| 201201-803.300 | Fail to Register Vehicle | 4 | 3 | | 2 | 2 | 2 | | | | | | | 13 |
| 201201-803.455 | Fail to Renew Vehicle Registration | 1 | | | 1 | 1 | | | | | | | | 3 |
| 201201-803.540 | Fail to Display Plates | | | | 1 | 3 | 2 | | 1 | | | | | 7 |
| 201201-803.550 | Illegal/Alt Display of Plates | | | | | | 1 | | | | 1 | | | 2 |
| 201201-803.560 | Improper Display of Validating Stickers | | | | 1 | | | | | | | | | 1 |
| 201201-806.010 | Driving Uninsured | 8 | 6 | 2 | 11 | 9 | 15 | 6 | 5 | 6 | 3 | | | 71 |
| 201201-806.012 | Fail to Carry Proof of Insurance | 1 | | 1 | 2 | 3 | 1 | 1 | | 1 | 1 | | | 11 |
| 201201-807.010 | No Operator's License | 3 | 3 | 1 | | 1 | 3 | 2 | 4 | 2 | 1 | | | 20 |
| 201201-811.028 | Failure to Stop and Remain Stopped for a Pedestrian | | | | | 1 | | | | | | | | 1 |
| 201201-811.111 | Violation of Speed Limit | 4 | 1 | | 1 | 6 | | 2 | 1 | 1 | 2 | | | 18 |
| 201201-811.135 | Careless Driving | | 1 | 1 | 1 | | 1 | | 1 | | | | | 5 |
| 201201-811.135A | Careless Driving - Class A | | 1 | 1 | 1 | | | | | | | | | 3 |
| 201201-811.175 | Driving While Suspended - Violation | 10 | 16 | 2 | 10 | 7 | 15 | 14 | 8 | 8 | 2 | | | 92 |
| 201201-811.210 | Fail to Use Safety Belt | | | | | | | | 2 | | | | | 2 |
| 201201-811.265 | Fail to Obey a Traffic Control Device | 1 | 4 | 1 | 2 | 2 | 1 | 4 | | 2 | 1 | | | 18 |
| 201201-813.095 | Refusal to Take Test for Intoxicants | | 1 | 1 | | 1 | | | | | 1 | | | 4 |
| 201201-813.602(2 | Failure to Install Ignition Interlock Device | | | | | | 2 | | | | | | | 2 |
| 201201-814.020 | Pedestrian Fail Obey Traffic Control Device | | | | | | | | | 1 | 1 | | | 2 |
| 201201-814.040 | Fail to Yield to Vehicle (Pedestrian) | | | | | | | | | 1 | | | | 1 |
| **Report Totals:** | | 32 | 36 | 10 | 35 | 37 | 43 | 30 | 22 | 22 | 15 | | | 282 |

# Offense By Year Report

Municipal Court

11/6/2026 3:01:57 PM

**Violations For Filed Date From 01/01/2024 To 10/31/2024**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-162.385V | False Information to Police - reduced to violation | | | 1 | | | | | | | | | | 1 |
| 201201-471.430 | Minor in Possession of Alcohol | 1 | | 1 | 1 | | | | | | | | | 3 |
| 201201-475C.317 | Minor in Possession of Marijuana | | | | 1 | 1 | | | | | | | | 2 |
| 201201-609.095 | Dog as Public Nuisance | | | 1 | | | | | | 3 | 4 | | | 8 |
| 201201-803.300 | Fail to Register Vehicle | | 1 | 1 | 2 | 3 | 5 | 4 | 1 | 2 | 1 | | | 20 |
| 201201-803.455 | Fail to Renew Vehicle Registration | 1 | | | 1 | 1 | 2 | | 1 | | | | | 6 |
| 201201-803.505 | Fail to Carry Registration Card | 2 | | | | | 1 | 1 | | | | | | 4 |
| 201201-803.540 | Fail to Display Plates | | 2 | | 1 | 1 | 1 | | 1 | | | | | 6 |
| 201201-803.550 | Illegal/Alt Display of Plates | 2 | | | | | 2 | | | 1 | | | | 5 |
| 201201-803.560 | Improper Display of Validating Stickers | | | | | | 2 | 1 | | 1 | | | | 4 |
| 201201-806.010 | Driving Uninsured | 17 | 11 | 25 | 15 | 12 | 26 | 7 | 7 | 4 | 3 | | | 127 |
| 201201-806.012 | Fail to Carry Proof of Insurance | 1 | 1 | | 6 | 4 | 6 | 1 | | 3 | | | | 22 |
| 201201-806.055V | False Information about Liability Ins. - Violation | 1 | | | | | | | | | | | | 1 |
| 201201-807.010 | No Operator's License | 5 | 3 | 2 | 6 | 2 | 5 | 1 | 4 | 6 | 2 | | | 36 |
| 201201-807.610 | Providing MV to Unqualified Driver | | | | | | 1 | | | | | | | 1 |
| 201201-811.028 | Failure to Stop and Remain Stopped for a Pedestrian | | | | 1 | | | | | | | | | 1 |
| 201201-811.100 | Violation of the Basic Rule | | | | | | 9 | | | | | | | 9 |
| 201201-811.111 | Violation of Speed Limit | 3 | 4 | 1 | 7 | 9 | 10 | 8 | 3 | 5 | | | | 50 |
| 201201-811.125 | Speed Racing | | 1 | | | | | | | | 1 | | | 2 |
| 201201-811.135 | Careless Driving | | 1 | | | | 4 | | | | 1 | | | 6 |
| 201201-811.135A | Careless Driving - Class A | 1 | 1 | 1 | | 1 | 1 | | | | | | | 5 |
| 201201-811.170 | Open Container Violation | | | | | | 1 | 1 | | | | | | 2 |
| 201201-811.175 | Driving While Suspended - Violation | 15 | 14 | 21 | 9 | 13 | 15 | 6 | 17 | 14 | 8 | | | 132 |
| 201201-811.210 | Fail to Use Safety Belt | | | 1 | | | 1 | | | | | | | 2 |
| 201201-811.265 | Fail to Obey a Traffic Control Device | 2 | | 2 | 6 | 1 | 6 | 4 | 3 | 1 | 3 | | | 28 |
| 201201-811.280 | Fail to Yield Right of Way | | | | | | | | | 1 | | | | 1 |
| 201201-811.335 | Unlawful or Unsignaled Turn | | | | | | | 1 | 1 | | | | | 2 |
| 201201-811.350 | Dangerous Left Turn | | | | | 1 | | | | | 1 | | | 2 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-811.370 | Fail to Drive within Lane | | | | | 2 | | | | | | | | |
| 201201-811.480 | Illegal Backing | | | 1 | | | 1 | | | | | | | 2 |
| 201201-811.507-1 | Driving While Using Mobile Communication Device - 1st offense | | | | 1 | | | | 1 | | | | | 2 |
| 201201-811.520 | Unlawful or Fail to Use Lights | 1 | | 1 | | | | | | | | | | 2 |
| 201201-811.555 | Illegal Stopping/Parking | | | | | | | | | 1 | | | | 1 |
| 201201-813.095 | Refusal to Take Test for Intoxicants | 2 | | | | 3 | | 2 | | 1 | | | | 8 |
| 201201-813.602(2 | Failure to Install Ignition Interlock Device | 3 | | 1 | 1 | | | | 1 | | | | | 6 |
| 201201-814.020 | Pedestrian Fail Obey Traffic Control Device | | | | | 1 | | | | | | | | 1 |
| 201201-815.020 | Operation of Unsafe Vehicle | | | 1 | | | | | | | | | | 1 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Report Totals:** | 54 | 42 | 59 | 59 | 50 | 104 | 36 | 41 | 42 | 26 | | | 513 |

# Offense By Year Report

Municipal Court

11/6/2026 3:00:14 PM

**Violations For Filed Date From 01/01/2023 To 10/31/2023**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-471.430 | Minor in Possession of Alcohol | 1 | | | | | | | | | 2 | | | 3 |
| 201201-475C.377 | Using Marijuana in a Public Place | | | | | | | | 1 | | 1 | | | 2 |
| 201201-803.300 | Fail to Register Vehicle | | 1 | 2 | | | 1 | 1 | | 2 | 1 | | | 8 |
| 201201-803.455 | Fail to Renew Vehicle Registration | | | 1 | | | | | 1 | | 3 | | | 5 |
| 201201-803.540 | Fail to Display Plates | | | | | | | | 1 | | | | | 1 |
| 201201-803.550 | Illegal/Alt Display of Plates | | 1 | | | | | | | | | | | 1 |
| 201201-803.560 | Improper Display of Validating Stickers | 1 | | | | | | | | | | | | 1 |
| 201201-806.010 | Driving Uninsured | 9 | 15 | 15 | 7 | 7 | 24 | 11 | 10 | 15 | 13 | | | 126 |
| 201201-806.012 | Fail to Carry Proof of Insurance | | | 3 | | | 2 | | 1 | 2 | 4 | | | 12 |
| 201201-806.055V | False Information about Liability Ins. - Violation | | | | | | | | | 1 | | | | 1 |
| 201201-807.010 | No Operator's License | 1 | 3 | 1 | 1 | | 2 | 3 | 1 | | 3 | | | 15 |
| 201201-807.420 | Fail to Change Address | | | | | | | | | | 1 | | | 1 |
| 201201-811.100 | Violation of the Basic Rule | | | | | 1 | | | | 1 | | | | 2 |
| 201201-811.111 | Violation of Speed Limit | 1 | 1 | 1 | 2 | 1 | 4 | 1 | 2 | 2 | 4 | | | 19 |
| 201201-811.135 | Careless Driving | | 1 | | | 1 | | | | | 1 | | | 3 |
| 201201-811.135A | Careless Driving - Class A | | | 2 | 1 | | | | | | | | | 3 |
| 201201-811.145 | Fail to Yield to Emergency Vehicle | 1 | | | | | | 1 | | | | | | 2 |
| 201201-811.175 | Driving While Suspended - Violation | 7 | 13 | 16 | 3 | 10 | 27 | 4 | 12 | 14 | 10 | | | 116 |
| 201201-811.210 | Fail to Use Safety Belt | | | 1 | | | | | | | | | | 1 |
| 201201-811.255 | Permit Unlawful Operation of Vehicle | | | | | | | | 1 | | | | | 1 |
| 201201-811.265 | Fail to Obey a Traffic Control Device | 1 | | 3 | 1 | 1 | 2 | | 3 | 1 | 1 | | | 13 |
| 201201-811.275 | Fail to Yield R-O-W at Uncontrolled Intersection | | | | | | 1 | | | | | | | 1 |
| 201201-811.335 | Unlawful or Unsignaled Turn | | | 1 | | | | | | | | | | 1 |
| 201201-811.410 | Unsafe Passing on Left | | | | 1 | | | | | | | | | 1 |
| 201201-811.505 | Fail to Stop When Emerging From Driveway | | | | | 1 | | | | | | | | 1 |
| 201201-811.700V | Failure to Perform the Duties of a Driver - Reduced to Violation | | | | 1 | | | | | | | | | 1 |
| 201201-813.095 | Refusal to Take Test for Intoxicants | | 1 | 1 | | | 2 | | | 1 | | | | 5 |
| 201201-813.602(2 | Failure to Install Ignition Interlock Device | 2 | 1 | | | | | | | 1 | | | | 4 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **201201-814.020** | **Pedestrian Fail Obey Traffic Control Device** | | | | | **1** | | | | | | | **1** |
| **201201-818.300** | **Operating with Sifting or Leaking Load** | | | | | | | **1** | | | | | **1** |
| **201201-821.190** | **Unlawful Operation of ATV on Highway** | | | | | | | | | **1** | | | **1** |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Report Totals:** | **24** | **37** | **47** | **17** | **22** | **66** | **21** | **34** | **40** | **45** | | | **353** |

# Offense By Year Report

Municipal Court

11/6/2026 3:16:14 PM

**Violations For Filed Date From 01/01/2026 To 10/31/2026**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-12.22.030 | Camping on Public Property | | | | | | | | | 1 | | | | 1 |
| 201201-8.12.070 | Attractive Nuisance | 1 | | | | | | | | | | | | 1 |
| 201201-8.12.150(2 | Keeping of Junk | 1 | | | | | | | | | | | | 1 |
| 201201HC | Violation of Handicapped Parking Zone | | | 1 | 2 | | | | 1 | | | | | 4 |
| 201201OT | Parking Violation - Overtime | | | | | | 1 | | | | | | | 1 |
| 201201P100 | Parking Violation $100 | | | | | | | 1 | 1 | 1 | | | | 3 |
| 201201P50 | Parking Violation $50 | | | | | | | | 1 | 1 | | | | 2 |
| **Report Totals:** | | 2 | | 1 | 2 | | 1 | 1 | 3 | 3 | | | | 13 |

# Offense By Year Report

Municipal Court

11/6/2026 3:13:03 PM

**Violations For Filed Date From 01/01/2025 To 10/31/2025**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-10.04.150( | Prohibited Parking | | | | | | | 2 | | | | | | 2 |
| 201201-6.04.040(2 | Dog at Large | | | | | 3 | | 1 | | | | | | 4 |
| 201201-6.04.040(3 | Dog as a Public Nuisance | | | 1 | | | | | | | 1 | | | 2 |
| 201201-6.04.060(1 | Aggressive Dog at Large | | | 1 | | 1 | | | | | | | | 2 |
| 201201-6.04.060(1 | Dangerous Animal | | | | | 2 | | 1 | | | | | | 3 |
| 201201-609.035 | Potentially Dangerous Dog | | | | 2 | | | | | | | | | 2 |
| 201201-8.12.150(2 | Keeping of Junk | | | | | | | 1 | 1 | | | | | 2 |
| 201201P25 | Parking Violation $25 | 1 | | 4 | | | | 2 | | | | | | 7 |
| 201201P50 | Parking Violation $50 | | | | | | | | | 1 | | | | 1 |
| **Report Totals:** | | 1 | | 6 | 2 | 6 | | 7 | 1 | 1 | 1 | | | 25 |

# Offense By Year Report

Municipal Court

11/6/2026 3:11:27 PM

**Violations For Filed Date From 01/01/2024 To 10/31/2024**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-10.12.030( | Violation Time Limits - RV on Street More Than 5 Days in 30-day Period | | | | | | | | | | 1 | | | 1 |
| 201201-12.22.030 | Camping on Public Property | | | | | | | | | | 1 | | | 1 |
| 201201-6.04.020(1 | Unlicensed Dog | | | | | 1 | | | | | | | | 1 |
| 201201-6.04.020(2 | Disease Control | | | | | 1 | | | | | | | | 1 |
| 201201-6.04.040(2 | Dog at Large | | | | | 4 | | 1 | 4 | | | | | 9 |
| 201201-6.04.040(3 | Dog as a Public Nuisance | | | | | | | | 2 | | | | | 2 |
| 201201-6.04.060(1 | Aggressive Dog | | | | | 1 | | 1 | | 1 | 1 | | | 4 |
| 201201-6.04.060(5 | Aggressive Dog Compliance | | | | | 1 | | | | | | | | 1 |
| 201201-6.04.080 | Animal Facility Licensing | | | | | | | | 1 | | | | | 1 |
| 201201-609.035 | Potentially Dangerous Dog | | | | | | | | | 1 | | | | 1 |
| 201201-8.12.050(6 | Nuisance Violation - Odor | | | | | | | | | 1 | | | | 1 |
| 201201-8.12.150(2 | Keeping of Junk | | | | | | 1 | | | | | | | 1 |
| 201201HC | Violation of Handicapped Parking Zone | | | | | | | | | 2 | 1 | | | 3 |
| 201201OT | Parking Violation - Overtime | | 16 | | | | | 1 | | | 1 | | | 18 |
| 201201P100 | Parking Violation $100 | 1 | 2 | | | | | | | | | | | 3 |
| 201201P25 | Parking Violation $25 | 1 | 3 | 2 | 3 | | 2 | | 1 | 2 | 2 | | | 16 |
| 201201P250 | Parking Violation $250 | | | | | 1 | | | | | | | | 1 |
| 201201P50 | Parking Violation $50 | | | | 2 | | | | 1 | 1 | | | | 4 |
| **Report Totals:** | | 2 | 21 | 2 | 5 | 9 | 3 | 3 | 9 | 8 | 7 | | | 69 |

# Offense By Year Report

Municipal Court

11/6/2026 3:10:00 PM

**Violations For Filed Date From 01/01/2023 To 10/31/2023**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-6.04.020(1 | Unlicensed Dog | | | | | | | | | | 2 | | | 2 |
| 201201-6.04.040(2 | Dog at Large | | | | | | | | | 1 | 1 | | | 2 |
| 201201-6.04.060(1 | Aggressive Dog | | | | | 1 | | 1 | 1 | | | | | 3 |
| 201201-6.04.060(1 | Aggressive Dog at Large | | | | | | | | 1 | | | | | 1 |
| 201201-6.04.080 | Animal Facility Licensing | 1 | | | | | | | | | | | | 1 |
| 201201-8.12.050(2 | Debris on Private Property | | | | | | | | | | 1 | | | 1 |
| 201201-8.12.050(6 | Nuisance Violation - Odor | | | | | 1 | | | | | | | | 1 |
| 201201-8.12.150(2 | Keeping of Junk | | | | | 1 | | 1 | | | | | | 2 |
| 201201OT | Parking Violation - Overtime | | 1 | 15 | | 8 | | | | | | | | 24 |
| 201201P100 | Parking Violation $100 | 1 | | | | | | 1 | | | 2 | | | 4 |
| 201201P25 | Parking Violation $25 | | | 1 | 3 | | | | 1 | | | | | 5 |
| 201201P250 | Parking Violation $250 | | | | | | | | | | 1 | | | 1 |
| 201201P50 | Parking Violation $50 | | | 1 | | 1 | | | 3 | | | | | 5 |
| **Report Totals:** | | 2 | 1 | 17 | 3 | 12 | | 3 | 6 | 1 | 7 | | | 52 |

# Offense By Year Report

Municipal Court

11/6/2026 2:58:36 PM

**Violations For Filed Date From 01/01/2026 To 10/31/2026**

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-033.045 | CONTEMPT OF COURT | 1 | | | | | | | | | | | | 1 |
| 201201-162.315 | Resisting Arrest | 1 | 1 | 1 | | | | | | 1 | | | | 4 |
| 201201-163.160 | Assault IV | | 1 | 1 | | | | | | | | | | 2 |
| 201201-163.160A | Attempted Assault IV | | | | | | 4 | | | | | | | 4 |
| 201201-163.160A | Attempted Assault IV - Domestic Violence | | | | 2 | | | | | | 1 | | | 3 |
| 201201-163.160D\ | Assault IV - Domestic Violence | 1 | | | | | | | | | | | | 1 |
| 201201-163.190 | Menacing | 1 | | | | | 1 | | | | | | | 2 |
| 201201-163.190D\ | Menacing - Domestic Violence | | | | | 1 | | | | | | | | 1 |
| 201201-163.195 | Recklessly Endangering Another Person | 2 | | | | | | | | 1 | 1 | | | 4 |
| 201201-163.545 | Child Neglect II | | 1 | | | | | | | | 1 | | | 2 |
| 201201-164.043 | Theft III | 5 | 3 | | 1 | 1 | 2 | 3 | 12 | 1 | 2 | | | 30 |
| 201201-164.045 | Theft II | | 2 | 1 | 1 | | 1 | 1 | | 1 | | | | 7 |
| 201201-164.245 | Criminal Trespass II | 2 | 5 | 1 | 4 | 4 | | 1 | 1 | 12 | 1 | | | 31 |
| 201201-164.255 | Criminal Trespass I | | 1 | 1 | | 1 | | | | | 1 | | | 4 |
| 201201-164.255A | Attempted Criminal Trespass I | | | | 1 | | | | | | | | | 1 |
| 201201-164.335 | Reckless Burning | 4 | | | | | | | | 1 | | | | 5 |
| 201201-164.345 | Criminal Mischief III | | 1 | | | | | | | | | | | 1 |
| 201201-164.354 | Criminal Mischief II | 4 | 1 | | | | | | 2 | 1 | | | | 8 |
| 201201-165.572 | Interference with Making a Report | | | | | | | | 1 | | | | | 1 |
| 201201-166.025 | Disorderly Conduct II | 1 | | | 1 | 1 | 2 | 1 | 2 | | | | | 8 |
| 201201-166.065 | Harassment | | 2 | 1 | | | 5 | 2 | 3 | | 1 | | | 14 |
| 201201-166.065D\ | Harassment - Domestic Violence | 1 | | | 2 | 1 | | | | | | | | 4 |
| 201201-166.065D\ | Harassment - Domestic Violence -A Misd. | | | | | | | | | | 1 | | | 1 |
| 201201-166.250 | Unlawful Possession of a Firearm | | | | | | | | 1 | | | | | 1 |
| 201201-166.270 | Felon in Possession of a Restricted Weapon | | | | | | 1 | | 1 | | | | | 2 |
| 201201-167.325 | Animal Neglect II | | | | | | | | 2 | | | | | 2 |
| 201201-609.098 | Maintaining Dangerous Dog | | | | | | | 1 | | | | | | 1 |
| 201201-811.140 | Reckless Driving | 7 | 2 | 1 | 6 | 1 | 3 | | 3 | 4 | 2 | | | 29 |
| 201201-811.182 | DRIVING WHILE SUSPENDED - MISD | 3 | 1 | | 1 | 2 | | | 1 | 1 | 1 | | | 10 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 201201-811.700 | Failure to Perform Duties of a Driver | | | 3 | 2 | | | 1 | | | 1 | | | |
| 201201-813.010 | Driving Under the Influence of Intoxicants | 6 | 4 | 1 | 5 | 2 | 3 | 1 | 5 | 8 | 6 | | | 41 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Report Totals:** | 39 | 25 | 11 | 26 | 14 | 22 | 11 | 34 | 31 | 19 | | | 232 |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:08:28 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2026 To 10/31/2026**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC MISD** | | | | | | |
| Adjustment | Adjustment | 1 | $0.00 | $25.66 | $0.00 | $25.66 |
| Applied Bond | | 14 | $1,035.00 | $0.00 | $0.00 | $1,035.00 |
| Disbursement | | 1 | $0.00 | $0.00 | ($20.00) | ($20.00) |
| Payments | P | 259 | $14,697.75 | $0.00 | $0.00 | $14,697.75 |
| | **NON-TRAFFIC MISD** | **275** | **$15,732.75** | **$25.66** | **($20.00)** | **$15,738.41** |
| **ORDINANCE-MISD** | | | | | | |
| Payments | P | 5 | $168.81 | $0.00 | $0.00 | $168.81 |
| | **ORDINANCE-MISD** | **5** | **$168.81** | **$0.00** | **$0.00** | **$168.81** |
| **TRAFFIC-MISD** | | | | | | |
| Adjustment | Adjustment | 2 | $0.00 | $308.40 | $0.00 | $308.40 |
| Applied Bond | | 8 | $1,100.00 | $0.00 | $0.00 | $1,100.00 |
| Forfeited Bond | | 1 | $500.00 | $0.00 | $0.00 | $500.00 |
| Payments | P | 461 | $53,379.57 | $0.00 | $0.00 | $53,379.57 |
| Work Crew | Work Crew | 5 | $0.00 | $525.00 | $0.00 | $525.00 |
| | **TRAFFIC-MISD** | **477** | **$54,979.57** | **$833.40** | **$0.00** | **$55,812.97** |
| | **Report Totals:** | **757** | **$70,881.13** | **$859.06** | **($20.00)** | **$71,720.19** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:07:33 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2025 To 10/31/2025**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC MISD** | | | | | | |
| Adjustment | Adjustment | 9 | $0.00 | $1,015.25 | $0.00 | $1,015.25 |
| Applied Bond | | 93 | $10,285.00 | $0.00 | $0.00 | $10,285.00 |
| Bond Credit Reversal | | 6 | ($500.00) | $0.00 | $0.00 | ($500.00) |
| Disbursement | | 16 | $0.00 | $0.00 | ($1,027.25) | ($1,027.25) |
| Forfeited Bond | | 1 | $625.00 | $0.00 | $0.00 | $625.00 |
| Payments | P | 457 | $23,275.19 | $0.00 | $0.00 | $23,275.19 |
| TRANSFER TO A/P | XAP | 2 | ($8.00) | $0.00 | $0.00 | ($8.00) |
| | **NON-TRAFFIC MISD** | **584** | **$33,677.19** | **$1,015.25** | **($1,027.25)** | **$33,665.19** |
| **ORDINANCE-MISD** | | | | | | |
| Payments | P | 4 | $368.69 | $0.00 | $0.00 | $368.69 |
| | **ORDINANCE-MISD** | **4** | **$368.69** | **$0.00** | **$0.00** | **$368.69** |
| **TRAFFIC-MISD** | | | | | | |
| Adjustment | Adjustment | 7 | $0.00 | $806.81 | $0.00 | $806.81 |
| Applied Bond | | 56 | $15,865.00 | $0.00 | $0.00 | $15,865.00 |
| Disbursement | | 2 | $0.00 | $0.00 | ($120.00) | ($120.00) |
| Payments | P | 761 | $60,307.22 | $0.00 | $0.00 | $60,307.22 |
| TRANSFER TO A/P | XAP | 1 | ($60.00) | $0.00 | $0.00 | ($60.00) |
| Work Crew | Work Crew | 4 | $0.00 | $344.00 | $0.00 | $344.00 |
| | **TRAFFIC-MISD** | **831** | **$76,112.22** | **$1,150.81** | **($120.00)** | **$77,143.03** |
| | **Report Totals:** | **1419** | **$110,158.10** | **$2,166.06** | **($1,147.25)** | **$111,176.91** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:06:29 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2024 To 10/31/2024**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC MISD** | | | | | | |
| Adjustment | Adjustment | 6 | $0.00 | $264.92 | $0.00 | $264.92 |
| Applied Bond | | 64 | $8,631.11 | $0.00 | $0.00 | $8,631.11 |
| Disbursement | | 7 | $0.00 | $0.00 | ($606.00) | ($606.00) |
| Forfeited Bond | | 4 | $2,384.00 | $0.00 | $0.00 | $2,384.00 |
| Payments | P | 314 | $18,494.56 | $0.00 | $0.00 | $18,494.56 |
| | **NON-TRAFFIC MISD** | **395** | **$29,509.67** | **$264.92** | **($606.00)** | **$29,168.59** |
| **TRAFFIC-MISD** | | | | | | |
| Adjustment | Adjustment | 1 | $0.00 | $14.05 | $0.00 | $14.05 |
| Applied Bond | | 64 | $12,175.00 | $0.00 | $0.00 | $12,175.00 |
| Bond Credit Reversal | | 3 | ($690.00) | $0.00 | $0.00 | ($690.00) |
| Disbursement | | 4 | $0.00 | $0.00 | ($200.00) | ($200.00) |
| Forfeited Bond | | 1 | $625.00 | $0.00 | $0.00 | $625.00 |
| Payments | P | 605 | $58,864.02 | $0.00 | $0.00 | $58,864.02 |
| | **TRAFFIC-MISD** | **678** | **$70,974.02** | **$14.05** | **($200.00)** | **$70,788.07** |
| | **Report Totals:** | **1073** | **$100,483.69** | **$278.97** | **($806.00)** | **$99,956.66** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 3:25:48 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2023 To 10/31/2023**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC MISD** | | | | | | |
| Adjustment | Adjustment | 20 | $0.00 | $1,873.02 | $0.00 | $1,873.02 |
| Applied Bond | | 30 | $4,091.25 | $0.00 | $0.00 | $4,091.25 |
| Disbursement | | 15 | $0.00 | $0.00 | ($2,073.64) | ($2,073.64) |
| Forfeited Bond | | 2 | $1,000.00 | $0.00 | $0.00 | $1,000.00 |
| Payment Transfer | | 1 | $125.00 | $0.00 | $0.00 | $125.00 |
| Payments | P | 474 | $27,347.33 | $0.00 | $0.00 | $27,347.33 |
| | **NON-TRAFFIC MISD** | **542** | **$32,563.58** | **$1,873.02** | **($2,073.64)** | **$32,362.96** |
| **TRAFFIC-MISD** | | | | | | |
| Adjustment | Adjustment | 5 | $0.00 | $602.95 | $0.00 | $602.95 |
| Applied Bond | | 14 | $4,255.00 | $0.00 | $0.00 | $4,255.00 |
| Disbursement | | 4 | $0.00 | $0.00 | ($28,842.48) | ($28,842.48) |
| Forfeited Bond | | 2 | $3,000.00 | $0.00 | $0.00 | $3,000.00 |
| NSF/Hot Check | NSF | 1 | ($150.00) | $0.00 | $0.00 | ($150.00) |
| Payments | P | 612 | $91,736.65 | $0.00 | $0.00 | $91,736.65 |
| Refund of overage payment - manual check | Manual Refund | 1 | ($35.00) | $0.00 | $0.00 | ($35.00) |
| Work Crew | Work Crew | 4 | $0.00 | $430.00 | $0.00 | $430.00 |
| | **TRAFFIC-MISD** | **643** | **$98,806.65** | **$1,032.95** | **($28,842.48)** | **$70,997.12** |
| | **Report Totals:** | **1185** | **$131,370.23** | **$2,905.97** | **($30,916.12)** | **$103,360.08** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:13:24 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2026 To 10/31/2026**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC VIOL** | | | | | | |
| Adjustment | Adjustment | 14 | $0.00 | $1,578.48 | $0.00 | $1,578.48 |
| Payments | P | 118 | $4,215.80 | $0.00 | $0.00 | $4,215.80 |
| TRANSFER TO A/P | XAP | 11 | $0.00 | $0.00 | ($1,234.47) | ($1,234.47) |
| | **NON-TRAFFIC VIOL** | **143** | **$4,215.80** | **$1,578.48** | **($1,234.47)** | **$4,559.81** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 65 | $0.00 | $3,290.38 | $0.00 | $3,290.38 |
| Payments | P | 2499 | $79,582.63 | $0.00 | $0.00 | $79,582.63 |
| Work Crew | Work Crew | 15 | $0.00 | $516.00 | $0.00 | $516.00 |
| | **TRAFFIC** | **2579** | **$79,582.63** | **$3,806.38** | **$0.00** | **$83,389.01** |
| | **Report Totals:** | **2722** | **$83,798.43** | **$5,384.86** | **($1,234.47)** | **$87,948.82** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:12:23 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2025 To 10/31/2025**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC VIOL** | | | | | | |
| Adjustment | Adjustment | 2 | $0.00 | $83.60 | $0.00 | $83.60 |
| Disbursement | | 2 | $0.00 | $0.00 | ($805.26) | ($805.26) |
| Payments | P | 68 | $2,920.77 | $0.00 | $0.00 | $2,920.77 |
| | **NON-TRAFFIC VIOL** | **72** | **$2,920.77** | **$83.60** | **($805.26)** | **$2,199.11** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 56 | $0.00 | $1,649.96 | $0.00 | $1,649.96 |
| Applied Bond | | 5 | $240.00 | $0.00 | $0.00 | $240.00 |
| Payments | P | 1935 | $68,300.95 | $0.00 | $0.00 | $68,300.95 |
| TRANSFER TO A/P | XAP | 19 | ($907.85) | $0.00 | $0.00 | ($907.85) |
| Work Crew | Work Crew | 31 | $0.00 | $565.00 | $0.00 | $565.00 |
| | **TRAFFIC** | **2046** | **$67,633.10** | **$2,214.96** | **$0.00** | **$69,848.06** |
| | **Report Totals:** | **2118** | **$70,553.87** | **$2,298.56** | **($805.26)** | **$72,047.17** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:10:54 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2024 To 10/31/2024**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC VIOL** | | | | | | |
| Adjustment | Adjustment | 1 | $0.00 | $25.00 | $0.00 | $25.00 |
| Payments | P | 54 | $929.30 | $0.00 | $0.00 | $929.30 |
| | **NON-TRAFFIC VIOL** | **55** | **$929.30** | **$25.00** | **$0.00** | **$954.30** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 69 | $0.00 | $4,262.09 | $0.00 | $4,262.09 |
| Applied Bond | | 6 | $650.00 | $0.00 | $0.00 | $650.00 |
| NSF/Hot Check | NSF | 1 | ($50.00) | $0.00 | $0.00 | ($50.00) |
| Payments | P | 2315 | $85,780.76 | $0.00 | $0.00 | $85,780.76 |
| Refund of overage payment - manual check | Manual Refund | 1 | ($78.00) | $0.00 | $0.00 | ($78.00) |
| TRANSFER TO A/P | XAP | 13 | ($425.00) | $0.00 | $0.00 | ($425.00) |
| | **TRAFFIC** | **2405** | **$85,877.76** | **$4,262.09** | **$0.00** | **$90,139.85** |
| | **Report Totals:** | **2460** | **$86,807.06** | **$4,287.09** | **$0.00** | **$91,094.15** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:09:44 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2023 To 10/31/2023**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC VIOL** | | | | | | |
| Adjustment | Adjustment | 1 | $0.00 | $11.64 | $0.00 | $11.64 |
| Payments | P | 28 | $325.56 | $0.00 | $0.00 | $325.56 |
| | **NON-TRAFFIC VIOL** | **29** | **$325.56** | **$11.64** | **$0.00** | **$337.20** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 58 | $0.00 | $2,889.42 | $0.00 | $2,889.42 |
| Applied Bond | | 36 | $1,765.00 | $0.00 | $0.00 | $1,765.00 |
| Distribution Adjustment | | 4 | $0.00 | $0.00 | $0.00 | $0.00 |
| Payment Transfer | | 8 | ($125.00) | $0.00 | $0.00 | ($125.00) |
| Payments | P | 1735 | $60,539.65 | $0.00 | $0.00 | $60,539.65 |
| Work Crew | Work Crew | 10 | $0.00 | $601.25 | $0.00 | $601.25 |
| | **TRAFFIC** | **1851** | **$62,179.65** | **$3,490.67** | **$0.00** | **$65,670.32** |
| | **Report Totals:** | **1880** | **$62,505.21** | **$3,502.31** | **$0.00** | **$66,007.52** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:13:24 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2026 To 10/31/2026**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC VIOL** | | | | | | |
| Adjustment | Adjustment | 14 | $0.00 | $1,578.48 | $0.00 | $1,578.48 |
| Payments | P | 118 | $4,215.80 | $0.00 | $0.00 | $4,215.80 |
| TRANSFER TO A/P | XAP | 11 | $0.00 | $0.00 | ($1,234.47) | ($1,234.47) |
| | **NON-TRAFFIC VIOL** | **143** | **$4,215.80** | **$1,578.48** | **($1,234.47)** | **$4,559.81** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 65 | $0.00 | $3,290.38 | $0.00 | $3,290.38 |
| Payments | P | 2499 | $79,582.63 | $0.00 | $0.00 | $79,582.63 |
| Work Crew | Work Crew | 15 | $0.00 | $516.00 | $0.00 | $516.00 |
| | **TRAFFIC** | **2579** | **$79,582.63** | **$3,806.38** | **$0.00** | **$83,389.01** |
| | **Report Totals:** | **2722** | **$83,798.43** | **$5,384.86** | **($1,234.47)** | **$87,948.82** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:12:23 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2025 To 10/31/2025**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC VIOL** | | | | | | |
| Adjustment | Adjustment | 2 | $0.00 | $83.60 | $0.00 | $83.60 |
| Disbursement | | 2 | $0.00 | $0.00 | ($805.26) | ($805.26) |
| Payments | P | 68 | $2,920.77 | $0.00 | $0.00 | $2,920.77 |
| | **NON-TRAFFIC VIOL** | **72** | **$2,920.77** | **$83.60** | **($805.26)** | **$2,199.11** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 56 | $0.00 | $1,649.96 | $0.00 | $1,649.96 |
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| Payments | P | 1935 | $68,300.95 | $0.00 | $0.00 | $68,300.95 |
| TRANSFER TO A/P | XAP | 19 | ($907.85) | $0.00 | $0.00 | ($907.85) |
| Work Crew | Work Crew | 31 | $0.00 | $565.00 | $0.00 | $565.00 |
| | **TRAFFIC** | **2046** | **$67,633.10** | **$2,214.96** | **$0.00** | **$69,848.06** |
| | **Report Totals:** | **2118** | **$70,553.87** | **$2,298.56** | **($805.26)** | **$72,047.17** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:10:54 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2024 To 10/31/2024**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
|---|---|---|---|---|---|---|
| **NON-TRAFFIC VIOL** | | | | | | |
| Adjustment | Adjustment | 1 | $0.00 | $25.00 | $0.00 | $25.00 |
| Payments | P | 54 | $929.30 | $0.00 | $0.00 | $929.30 |
| | **NON-TRAFFIC VIOL** | **55** | **$929.30** | **$25.00** | **$0.00** | **$954.30** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 69 | $0.00 | $4,262.09 | $0.00 | $4,262.09 |
| Applied Bond | | 6 | $650.00 | $0.00 | $0.00 | $650.00 |
| NSF/Hot Check | NSF | 1 | ($50.00) | $0.00 | $0.00 | ($50.00) |
| Payments | P | 2315 | $85,780.76 | $0.00 | $0.00 | $85,780.76 |
| Refund of overage payment - manual check | Manual Refund | 1 | ($78.00) | $0.00 | $0.00 | ($78.00) |
| TRANSFER TO A/P | XAP | 13 | ($425.00) | $0.00 | $0.00 | ($425.00) |
| | **TRAFFIC** | **2405** | **$85,877.76** | **$4,262.09** | **$0.00** | **$90,139.85** |
| | **Report Totals:** | **2460** | **$86,807.06** | **$4,287.09** | **$0.00** | **$91,094.15** |

# Revenue By Offense Type

St. Helens Municipal Court

11/6/2026 4:09:44 PM

Original Offense Type

**Transaction Totals For Transaction Date From 01/01/2023 To 10/31/2023**

| Transaction Description | Trans Code | Count | Amount | Non cash | Disbursement | Total |
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| Payments | P | 28 | $325.56 | $0.00 | $0.00 | $325.56 |
| | **NON-TRAFFIC VIOL** | **29** | **$325.56** | **$11.64** | **$0.00** | **$337.20** |
| **TRAFFIC** | | | | | | |
| Adjustment | Adjustment | 58 | $0.00 | $2,889.42 | $0.00 | $2,889.42 |
| Applied Bond | | 36 | $1,765.00 | $0.00 | $0.00 | $1,765.00 |
| Distribution Adjustment | | 4 | $0.00 | $0.00 | $0.00 | $0.00 |
| Payment Transfer | | 8 | ($125.00) | $0.00 | $0.00 | ($125.00) |
| Payments | P | 1735 | $60,539.65 | $0.00 | $0.00 | $60,539.65 |
| Work Crew | Work Crew | 10 | $0.00 | $601.25 | $0.00 | $601.25 |
| | **TRAFFIC** | **1851** | **$62,179.65** | **$3,490.67** | **$0.00** | **$65,670.32** |
| | **Report Totals:** | **1880** | **$62,505.21** | **$3,502.31** | **$0.00** | **$66,007.52** |

# City Prosecutor's Quarterly Report

Prepared by: Samuel Erskine, City Prosecutor | To: Mayor Massey and City Council Members
Date: November 10, 2026 | Reporting Period: August 11 – November 10, 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 | 294 |
| Total cases referred | 242 | 290 | 232 | 250 | 262 | 351 | 272 | 200 |
| Total cases charged | 184 | 190 | 195 | 175 | 167 | 245 | 161* | 140 |
| Jury trials held | 8 | 0 | 0 | 2 | 2 | 4 | 2 | 4 |

**This number is close to the final number for the year, but there are still a small handful of cases pending additional evidence or further review.*

**Observations:** As reflected in earlier quarterly reports for this calendar year, criminal case volume for 2026 has declined somewhat in terms of the number of cases referred for prosecution. Between now and the end of the calendar year, it seems likely that the total number of cases referred will approach 2021 levels, but it is still likely to remain the lowest year of this statistical table if current referral trends continue. Despite that, the ratio of cases charged to cases referred may end up being one of the highest of any statistical period, which perhaps reflects a better-trained or more experienced police force.

**Court operations:** The court continues to operate smoothly and is staffed with two public defense attorneys who provide representation for the bulk of the defendants charged. The number of trials held this year reflects ongoing health in the court's ability to summon and manage the logistics of juries, as well as a proactive and engaged defense bar, which are both important markers of court health from my perspective.

**Non-prosecution items:** Refinement and ongoing work to ensure efficient and effective processing of court, police, and prosecution related public records requests continues. I welcome the continued opportunity to engage in improvement in the city's processes with respect to the handling of records requests and am happy to assist the city in any capacity that I can. Should the city council and/or administration be interested, I would be happy to provide the city with an overview of my current role in the process and to make suggestions for areas where I believe there may be room for further improvement.

**Closing:** As always, I welcome any questions regarding this report or other municipal court operations, and I continue to be grateful for the opportunity to assist the city in my work as the city prosecutor.

Respectfully submitted,

Samuel Erskine
City Prosecutor
City of St. Helens

# REPORT TO COUNCIL

Public Works Department Report

| | |
|---|---|
| **Meeting Date** | November 18, 2026 |
| **Prepared by** | Mouhamad Zaher - Public Works Director |
| **Department** | Public Works |
| **Reporting Period** | November 2026 |
| **CC** | Erik Finch - City Administrator |

## Divisions Included

Engineering | Information Technology | Public Works Operations | Water Quality

# Executive Summary

October activity centered on capital-project delivery, regulatory compliance, public infrastructure maintenance, treatment-system reliability, and citywide technology support. Engineering advanced pavement management, transportation, sewer, stormwater, and reservoir work. Public Works Operations maintained core services with no reported injuries or accidents. Water Quality responded to equipment and pump-station issues while sustaining treatment operations. Information Technology supported multiple facilities while preparing for a time-sensitive police CJIS audit and addressing aging systems.

## Citywide Highlights

- **Engineering** We started using the CVYL pavement-assessment platform to support data-driven ranking of future paving projects and submitted the annual Mercury TMDL implementation report to DEQ on October 1.

- **Public Works Operations** We read 5,308 water meters, completed 45 utility locates, swept 398 miles of streets, cleaned 1,600 feet of sanitary sewer, and completed 30 fleet-maintenance requests.

- **Water Quality** We maintained wastewater, filtration, and pump-station systems; inspected the Columbia River outfall; repaired or stabilized multiple aerator and pump issues; and used 2,233 gallons of sodium hypochlorite.

- **Information Technology** We opened 20 tickets, closed 15, installed two supported copiers, assisted with the new police building and RMS work, and continued phone-system and cybersecurity planning.

### Public Works Performance

| Area | October Result | Management Significance |
|---|---|---|
| Safety | 0 lost-time injuries; 0 accidents | Strong Operations safety performance |
| Utility service | 5,308 meters; 45 locates; 26 delinquent actions | Core customer-service workload completed |
| Street maintenance | 398 miles swept | High seasonal leaf and event-support workload |
| IT service | 20 opened; 15 closed; 15+ outstanding | Backlog remains amid competing priorities |
| Treatment chemical | 2,233 gallons sodium hypochlorite | 63 gallons above the prior month |
| Engineering coordination | 43 meetings | Significant project and stakeholder workload |

### Leadership Attention

| | |
|---|---|
| **TIME-SENSITIVE** | Police CJIS audit is scheduled for November 19. MFA and broader police technology readiness remain key compliance concerns. |
| **COMPLIANCE** | The final Temperature TMDL Plan was due November 9, including shade targets, streamside evaluation, and the Salmonberry Reservoir sampling plan. |
| **FUNDING** | The 5MG reservoir property acquisition must advance while the City administers a $1 million federal CPF grant and protects future funding eligibility. |
| **CAPACITY** | Engineering regulatory workload and citywide IT support demands continue to compete with capital delivery and routine service. |

## Engineering Division

Engineering focused on capital delivery, development review, pavement asset management, TMDL implementation, and grant-supported water infrastructure. The division reported 43 meetings during October and identified ongoing staffing, funding, regulatory, and property-acquisition pressures.

### Key Accomplishments

- Launched the CVYL AI pavement-assessment platform to evaluate citywide pavement conditions and prioritize future rehabilitation work.
- Completed and submitted the annual Mercury TMDL Implementation Report to DEQ on October 1.
- Advanced the Sanitary Sewer Capacity Upgrades project into preconstruction, with submittals and RFIs underway and construction anticipated in December or January.
- Completed appraisal services for the reservoir siting project and continued federal grant setup for the reservoir project.

### Capital Project Status

| Program or Project | Status | October Update and Next Step |
|---|---|---|
| N 6th and Columbia improvements P 540 | Completion | Work is nearing completion. |
| CCMH Gable Road improvements P 542 | Completion | Work is nearing completion. |
| Police Station improvements P 526 | Construction | Public improvements are in progress. |

| Program or Project | Status | October Update and Next Step |
|---|---|---|
| N 5th and Wyeth improvements P 543 | Review | Plans approved; construction permit and bonding in progress. |
| Sanitary Sewer Capacity Upgrades S 679 | Preconstruction | Contract executed; submittals and RFIs underway; inspection consultant procurement in progress. |
| S 2nd and Cowlitz sewer S 686 | Design | Design is in progress. |
| Waterfront Landslide SD 204 | Procurement | Soil-nail wall identified as viable; design-build services RFP in development. |
| Sand Island Tree Planting SD 205 | Design procurement | Soliciting design proposals for the DEQ supplemental environmental project. |
| Industrial Business Park culvert SD 206 | Planning | Early planning and design stage. |
| Park Street watermain W 487 | Bid phase | Report states bid advertisement was planned for October 7. |
| Reservoir project W 488 | Grant setup | Federal CPF grant documentation is being established. |
| Transportation System Plan R 714 | In progress | Update continues to advance. |
| St Helens to Scappoose Trail R 725 | In progress | Project continues to advance. |
| 2027 Pavement Rehabilitation R 731 | Planning | Early prioritization using the CVYL platform. |

### Compliance and Operational Risks

- **Reservoir property acquisition:** negotiations and grant administration are consuming significant staff time; delay could affect the project schedule and use of awarded funds.
- **Mercury and Temperature TMDLs:** monitoring, evaluation, outreach, reporting, and strategy development require dedicated long-term staff and funding capacity.
- **Firlock sewer infrastructure:** septic failures may require public sewer conversion, owner coordination, technical evaluation, and a potential Local Improvement District.
- **Temperature TMDL:** final plan due November 9; required components include temperature strategies and milestones, shade targets, streamside evaluation, and Salmonberry Reservoir sampling.

## 2 Information Technology

Information Technology supported four facilities while managing police compliance work, phone-system reliability, hardware lifecycle needs, public-records requests, and major new-building and software initiatives. The report repeatedly notes that available staffing is insufficient for the support needs of Police and the Library.

## Service Overview

| Metric | October Result | Interpretation |
|---|---|---|
| Facilities requiring onsite support | 4 | Ongoing multi-site coverage |
| Tickets opened | 20 | New service demand |
| Tickets closed | 15 | Most monthly intake resolved |
| Outstanding tickets | 15+ | Backlog remains |
| New copiers | 2 | Utility Billing and Community Center installed under support contract |

## Priority Risks and Decisions

| | |
|---|---|
| **CJIS AUDIT** | Audit moved to November 19. Police MFA and broader readiness work remain incomplete and require coordinated support. |
| **PHONE SYSTEM** | Rain-related failures on the aging CenturyLink copper PRI continue. A cloud-based replacement could improve reliability and reduce recurring cost. |
| **POWER PROTECTION** | Server-room UPS batteries require replacement and follow-up on unresolved battery issues. |

## Department and Facility Needs

| Area | Current Activity | Identified Need |
|---|---|---|
| Police | CJIS preparation, RMS deployment, police-building coordination | MFA; approximately 12 to 15 replacement computers; dedicated support and sustainable shared-system funding |
| Public Works | Phone routing and SCADA access discussions | Vendor coordination and funding for secure remote access to additional SCADA systems |
| City Hall | New administrator setup and Utility Billing copier | UPS work and approximately 10 replacements across Building, Planning, and Finance |
| Court | Weekly jail hearings and court-day support | Approximately 6 replacement computers and reliable onsite support |
| Library | Staff, public, and Maker Space technology | Approximately 10 to 12 replacements and disposal of obsolete abandoned equipment |
| Recreation | New copier and loaner equipment | Approximately 4 desktops and 1 to 2 laptops |
| Council | Phones, laptop support, and chambers AV | Replace 2 chambers computers and improve meeting-system reliability |

# 3 Public Works Operations

Public Works Operations maintained essential water, sewer, storm, street, park, facility, fleet, and utility-support services. Crews completed seasonal leaf response, event support, preventive sewer maintenance, safety work, and multiple infrastructure repairs with no reported accidents or lost-time injuries.

## Current Completed and Future Work

| Timeframe | Work Item | Status |
|---|---|---|
| Current | Street lines, parking markings, and curblines | Painting throughout the city |
| Current | Ranney Well 3 Pump 12 | Electrical repairs |
| Current | 18th and Columbia storm main | Replace approximately 60 feet |
| Completed | Tree Farm roads | Graded and mowed from Pittsburgh to Pinkney |
| Completed | Salmonberry Lake access | Removed berms, graded parking, and installed no-shooting signs |
| Future | Well 2 flowmeter and 14-inch valve | Installation planned |
| Future | Well 2 Pump 5 | Pull and rebuild planned |
| Future | 18th Street storm main | Replace approximately 50 feet of 8-inch main |

## Operational Performance

| Service Area | October Work Performed |
|---|---|
| Water | Pulled Pump 7 for Water Quality and completed multiple shutoff and meter-box replacements. |
| Sewer | Cleaned 1,600 feet of sanitary main at Oak Estates; CCTV warranty inspection at Columbia and 5th; vacuumed Lift Stations 1 and 2; repaired catch basin and pipe at 295 S 4th. |
| Storm | Cleaned catch basins and storm ditches of leaves and debris. |
| Streets | Painted lines and curbs; supported Halloweentown; swept leaves citywide; completed 398 miles of sweeping. |
| Parks | Maintained restrooms, trash cans, and dog-bag stations; addressed trees, graffiti, waterfront bollards, event needs, and Library lighting. |
| Facilities | Replaced chevron sign and relocated radar speed signs at Police request. |
| Fleet | Completed 30 equipment-maintenance requests and replaced a vandalized fuel tank. |
| County crew | Mowed, weeded, and cleared vegetation in public and stormwater areas. |

### Monthly Metrics

| Metric | Result | Metric | Result |
|---|---|---|---|
| Utility locates | 45 | Water meters read | 5,308 |
| Delinquent actions | 26 | Regular water samples | 15 |
| Data logs | 3 | Backflow notices | 87 |
| Fleet requests | 30 | Street sweeping | 398 miles |
| Lost-time injuries | 0 | Accidents | 0 |

### Personnel Safety and Off-Hour Response

- Ryan Powers accepted the Public Works Supervisor position; Utility I candidates were interviewed.
- Training included aerial and scissor-lift refreshers, municipal-code training, lockout and tagout recertification, and confined-space recertification.
- After-hours calls included a traffic signal outage, water on and off requests, a restroom septic alarm, damaged signage, loss of water, large-leak response, and removal of two dead deer.

## Water Quality Division

Water Quality sustained wastewater treatment, drinking-water filtration, pump-station operation, disinfection supply, and pretreatment coordination. October included several corrective-maintenance events involving aerators, controls, pumps, doors, communications, and air-drying equipment.

### Wastewater Plant

- Team responded to a failed sensor on Headworks Screen 1; the unit remained operational.
- Team stabilized Primary Aerator 3 after a tie-down cable failure severed electrical wiring; new wiring remains necessary.
- Team advanced American Construction performed a diving inspection of the Columbia River outfall on Oct 23.
- Team secured primary aerators with stainless-steel chain on October 26.

### Water Filtration Facility

- Team resolved a Comcast outage that temporarily interrupted phones and SCADA on October 2.
- Team adjusted the raw-water turbidimeter after a high-flow alarm and calibrated the pH probe and all turbidimeters on October 30.
- Team tracked an air dryer requiring repair and continued west-door sensor troubleshooting with American Security.
- Team reset Rack 5 after an abnormal BWR shutdown and received the monthly chlorine delivery.

### Pump Stations and Call-Outs

| Location or Date | Issue | Response or Status |
|---|---|---|
| PS 1 and 2 October 5 | Grease in wet wells | Wet wells vacuumed. |
| PS 2 October 6 | Pressure gauge replacement | Pumps bypassed to complete work. |
| PS 7 October 12 to 14 | Pump, controller, ultrasound, and generator issues | Troubleshooting completed; generator battery replaced. |
| PS 11 October 12 | Air pump failed | Spare installed and station returned to service. |
| PS 11 October 21 to 23 | Breaker tripped when Pump 1 started; bad impeller found | Pump locked out, pulled with Operations, and spare installed. |

### Chemical Use Pretreatment and Training

| Measure | October | Prior Month | Change |
|---|---|---|---|
| Sodium hypochlorite used | 2,233 gal | 2,170 gal | 63 gal increase |

- Team worked with ORPET on filtering and discharge and with Arcadia on laboratory procedures and reporting requirements.
- Team attended Pall training on October 14 and PFAS training on October 20.

## Management & Department Priorities

The following items represent the most consequential near-term actions identified across the four departmental reports.

| Priority | Lead Area | Target or Trigger | Management Focus |
|---|---|---|---|
| CJIS audit readiness and police MFA | IT and Police | November 19 | Confirm accountable owners, close compliance gaps, and document audit readiness. |
| Temperature TMDL final plan | Engineering | Due November 9 | Confirm submission and resource ongoing implementation commitments. |
| Reservoir property and grant | Engineering | Active | Advance acquisition while protecting CPF compliance and future funding. |
| Sanitary Sewer Capacity Upgrades | Engineering | Start December or January | Complete inspection procurement and maintain preconstruction controls. |
| Phone-system replacement | IT | Quote and planning | Compare cloud options, reliability, transition cost, and recurring savings. |
| UPS and hardware lifecycle | IT and departments | Budget planning | Replace batteries and prioritize approximately 44 to 49 computers. |

| Priority | Lead Area | Target or Trigger | Management Focus |
|---|---|---|---|
| Firlock sewer strategy | Engineering | Planning | Evaluate technical alternatives, owner coordination, funding, and LID feasibility. |
| Treatment and pump reliability | Water Quality and Operations | Ongoing | Close aerator wiring, air dryer, door sensor, and pump follow-up. |
| Storm and water repairs | Operations | Upcoming | Deliver planned storm-main, flowmeter, valve, and pump work. |
| Staff capacity | Leadership | Ongoing | Align engineering and IT workload with staffing and service expectations. |

# STAFF REPORT

| | |
|---|---|
| Meeting Date: | November 18, 2026 |
| Author: | Jacob Graichen, City Planner |
| Department: | Community Development |
| Division: | Planning |
| Subject: | Proposed ORD No. 3327 |
| Type of Item: | Ordinance |
| CC: | City Administrator |

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**Introduction:** Proposed Ordinance No. 3327 is on the Council's November 18, 2026 Regular Session for first reading.

**Background:** This Ordinance is for a zone change of property consisting of three St. Helens lots. The property is occupied by a church and is within a residential neighborhood.

The property owner applied for a zone change, a somewhat routine matter. However, given changes to state law that took effect in July, the zone change decision was processed administratively instead of through the Planning Commission for recommendation and Council for a decision prior to the Ordinance readings.

This is described in the Ordinance and especially in Attachment A of the Ordinance in the Regular Session packet.

Given deviation from zoning change practice of the last many decades, I thought it wise to note why this is different. Basically, it reflects Oregon's ever changing land use laws.

**Staff Analysis:** The administrative decision was not appealed and thus became final. This Ordinance follows the final decision.

**Budget Impact:** n/a

**Alternatives:** The ordinance officially changes the city's Zoning District Map and is the final step following administrative approval of the matter.

**Requested Action:** Adopt the Ordinance with the normal first and second readings.

**Attachments:** None (see proposed Ordinance No. 3327 in the Regular Session packet)

# STAFF REPORT (Conversion of a police officer position to a Records Specialist position)

Date: October 14, 2026
Author: Matthew Smith – Chief of Police
Department: St. Helens Police Department
Subject: Records Specialist position
CC: City Administrator – Erik Finch

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**Introduction:**

The St. Helens Police Department is currently operating with a single Records Specialist, who also serves as the Property/Evidence officer for the police department. This single employee also performs all court ordered expungements, receives all criminal action and civil subpoenas, and transcribed all police reports. This employee is also responsible for answering all telephone calls to the police department and assisting all citizens who come to the police department lobby seeking service.

The volume of work exceeds what a single employee can reasonably perform during a 40-hour work week.

**Background:**
There had been two Records Specialists budgeted during the 2024/2025 fiscal year. One position was eliminated as a cost savings measure. However, over the last three months, it has become clear that the volume of work exceeds what a single employee can reasonable complete.

Even if staff reductions occur soon, court ordered expungements, criminal action and civil subpoenas will still arrive at the police department, and evidence will need to be processed. One of the largest challenges is satisfying discovery requests on pending criminal investigations. These must be fulfilled in a timely manner, with most of the requests being body worn camera footage.

Our current, experienced Records Specialist is the ideal employee to handle the critical discovery requests, report transcriptions, and court ordered expungements. The second Records Specialist can handle all the telephone calls, assist citizens when they come to the police department for service, and can process recovered evidence.

**Budget Impact:**
No Budget Impact. The sworn officer position is budgeted and will be eliminated once approved. This would actually result in a cost savings, as a Records Specialist is a less expensive full-time employee than a police officer.

**Staff Recommendation:**
Approve and authorize the hiring of a Records Specialist position and eliminate the open police officer position.

# STAFF REPORT

| | |
|---|---|
| Meeting Date: | November 18, 2026 |
| Author: | Lisa Scholl, Deputy City Recorder |
| Department: | Administration |
| Division: | City Recorder |
| Subject: | Toy N Joy Auction Donation Request |
| Type of Item: | Action |
| CC: | City Administrator Erik Finch |

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**Introduction:**
Request from the Toy N Joy Auction Committee for a donation of an auction item.

**Background:**
The annual Toy N Joy Dinner and Auction is a fundraising event that supports the purchase and distribution of toys, clothing, and food for children and families during the holiday season.

Over the past six years, the City has donated at least two $100 gift certificates annually to be applied toward City utility bills.

**Staff Analysis:**
None.

**Budget Impact:**
To be determined based on the donation approved by Council.

**Staff Recommendation:**
Staff recommends that Council review the request and determine whether to provide a donation.

**Attachment:**
- Toy N Joy Auction Donation Request

RECEIVED
OCT 15 2026
CITY OF ST. HELENS

# Toy n Joy Auction Donation Request

Thanks for your steadfast support of our annual Toy n Joy auction in past years! This year marks our 44th year of conducting this benefit auction which has enabled our Committee to support toys, clothing, and food for many children and their families during the holiday season and beyond. This year's dinner and auction will be held on Saturday, December 5th at the Fairgrounds pavilion with the theme of "Arctic Nights & Northern Lights," and we would love to see you there! As in the past, we ask for donations from local area businesses, organizations, and individuals for the auction. Donations can be an item or items for the live or silent auction, or simply a cash donation or gift certificate. All donors will be recognized at the auction.

Organizations we distribute the auction proceeds to include the following.

Columbia River Fire and Rescue Volunteer Association (Toys)

Columbia Pacific Food Bank (food)

St. Helens Kiwanis Holiday Hope Program (holiday meals)

St. Helens Daybreakers Kiwanis (teen support)

Thank you in advance for your kind consideration of this request. Please contact Jay Tappan at 503-369-0189 for any questions or to pick-up your donation.

Warmest Regards,

*Jay M. Tappan*

Jay M. Tappan

Tax ID#: 93-0909740

City of St. Helens

# RESOLUTION NO. 2107

## A RESOLUTION OF THE CITY OF ST. HELENS, OREGON, ADOPTING AN UPDATED TECHNOLOGY, ARTIFICIAL INTELLIGENCE AND TELEWORK POLICIES AND PROCEDURES HANDBOOK, AND SUPERSEDING RESOLUTION NO. 1901 AND SECTION 2 OF RESOLUTION NO. 1922

**WHEREAS**, artificial intelligence tools, including generative AI, are now widely available and can help City staff serve residents more efficiently; and

**WHEREAS**, those tools also carry risks, including inaccurate outputs, exposure of confidential information, bias and new public records obligations; and

**WHEREAS**, prompts and outputs used for City business are public records under the Oregon Public Records Law, ORS Chapter 192; and

**WHEREAS**, cities of similar size, including Lebanon, New Hampshire, and Ellensburg and Wenatchee, Washington, have adopted AI use policies built on human accountability, data protection, transparency and records compliance; and

**WHEREAS**, the City adopted its Technology & Telework Policies & Procedures Handbook by Resolution No. 1901 on October 21, 2020, and amended it by Section 2 of Resolution No. 1922 on June 2, 2021, and that handbook does not address artificial intelligence, multi-factor sign-in, unauthorized devices or network misuse in enough detail; and

**WHEREAS**, an updated handbook is attached as Exhibit A;

**NOW, THEREFORE, the City of St. Helens resolves as follows:**

**Section 1.** The City Council adopts the Technology, Artificial Intelligence and Telework Policies & Procedures Handbook attached as Exhibit A. It supersedes the handbook adopted by Resolution No. 1901 and the amendment to it made by Section 2 of Resolution No. 1922. Section 1 of Resolution No. 1922, amending the Personnel Policies and Procedures Handbook, remains in effect.

**Section 2.** The handbook applies to City employees, contractors, volunteers, the Mayor, City Councilors and members of City boards and commissions when they use City technology or do City business.

**Section 3.** The City Administrator may issue procedures under the handbook and update its approved AI tool list. The City Administrator will report to the Council at least once a year on City technology security, site inspections and AI use.

**Section 4.** This resolution takes effect upon adoption.

**Approved and adopted** by the City Council on November 18, 2026, by the following vote:

Ayes: Chilton, Sundeen, Gundersen, Hubbard, Massey

Nays: None

Abstains: None

_____
Jessica Chilton, Council President

ATTEST:

_____
Erik Finch, City Administrator

# City of St. Helens

## Technology, Artificial Intelligence & Telework Policies & Procedures Handbook

Adopted by Resolution No. 2107

[Date of adoption]

Supersedes the Technology & Telework Policies & Procedures Handbook adopted by Resolution No. 1901 on October 21, 2020, as amended by Resolution No. 1922 on June 2, 2021

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## 1.0 Purpose

The City of St. Helens recognizes the need for computers and other technology devices and the vital role they play in assisting City employees, officials, vendors/contractors, and volunteers in delivering exceptional public services. The City provides computers and other technology devices as tools and it is expected that these tools will be used in an appropriate manner at all times. The primary purpose of computers and other technology devices is to assist in the conduct of business with the City. All information and communication on such systems is the property of the City, and there is no expectation of privacy. This policy outlines the responsibilities of those who work for and on behalf of the City – including elected officials – in contributing to the maintenance and protection of its equipment, systems and information.

## 2.0 Definitions

**Virus.** Malicious computer code that reproduces itself on the same computer.

**Worm.** A malicious program designed to take advantage of vulnerability in an application or an operating system in order to enter a computer. A worm can use a network to send copies of itself to other devices also connected to the network.

**Confidential or sensitive information.** Information used by City officials or employees in representing the City in pending legal matters or negotiations of any type which would put the City at a disadvantage in the negotiation process should the information be disseminated. Additionally, this includes personnel information, health information, and financial information regarding any employee of the City.

**Organizational account.** The City-issued user account Microsoft 365 used to sign in to City email, files and systems.

**Multi-factor authentication (MFA).** A sign-in method that requires a second proof of identity, such as a code or app prompt, in addition to a password.

Definitions that apply to artificial intelligence are in Section 18.3.

## 3.0 Operational Standards

The use of computers and other technology devices is intended for official City business. Any usage on City devices and software is, by law, public information and may be monitored by the City. All users are reminded that electronic communications and internet access is subject to all applicable federal, state and local laws, regulations, ordinances, or policies. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents, and software.

## 4.0 Security Practices

End users have a responsibility for security. This includes maintaining the integrity of security profiles by not releasing passwords to other persons, visually displaying passwords, and not leaving their workstation unattended with “logged in” security access available to other persons. Users may need to periodically change their password to ensure security integrity. The City reserves the right to bypass individual passwords at any time and to monitor the use of the system by users. Users must not interfere with others’ work or with the performance of the computer, both hardware and software. These actions include but are not limited to attempting to elicit, access and/or use passwords, creation of additional unauthorized user passwords, entering closed areas of the network, or inappropriately accessing or altering City records.

The City of St. Helens reserves the right to limit or deny access to certain electronic communications services as a security precaution.

All employees, officials, vendors/contractors, and volunteers who are granted access to the City computer/communication systems will be required to sign a Device Use Agreement indicating that the employee, official, vendor/contractor, or volunteer has received a copy of this policy and that they agree to be bound by said policy.

Viruses and other malicious code can spread quickly if appropriate precautions are not taken:

1. Be suspicious of messages sent by people not known by you.
2. Do not open attachments that seem suspicious or out of the ordinary.
3. Disable features in emails that automatically preview messages before opening them.
4. Do not forward chain letters; simply delete them.

### 4.1 Accounts, Sign-In and Access to City Documents

- Each user is issued one City organizational account. City email, files and systems are used only through that account.
- **Access to City working documents, shared drives and systems requires the user to be signed in with their City organizational account.** City documents may not be opened, downloaded, stored or shared through personal accounts, personal email or personal cloud storage.
- Multi-factor authentication (MFA) is required for all City accounts and all remote access. Users must not approve a sign-in prompt they did not start, and must report one to IT.
- City documents are shared outside the City only through City-approved sharing links, limited to named recipients with an expiration date.
- Access is set by job need and reviewed at least once a year. Access ends within 24 hours of separation.
- Shared or generic accounts require IT approval and a named owner.
- Screens are locked when a user steps away and lock automatically after 15 minutes of inactivity.

## 5.0 Remote Access

Remote access to City systems is maintained for selected users. City remote access systems are restricted only to those users who show a demonstrated necessity to access data or applications while away from City offices and only for City business. Remote access is provided only through City VPN / approved remote access and requires MFA. Use of remote access for anything other than official business will result in immediate removal as a remote user, and if appropriate, disciplinary action.

Authorizing an employee to use remote access services and technologies is not an approval for overtime or work from home. All overtime and work from home must be approved in accordance with the applicable labor agreement and the policies of the City.

## 6.0 Rules for Technology Equipment Use

The following rules are designed for proper use of City-owned devices, electronic communications, and internet access systems. They apply to City-owned equipment and to any device used to access City systems or connect to the City network.

1. The electronic communications system hardware is City property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the City. They are not private property of any employee or user. The confidentiality of any message should not be assumed.
2. City devices, electronic communications, and internet access systems shall not be used for transmitting or receiving messages that violate the City's policies prohibiting harassment or workplace violence. Attempting and/or sending any message anonymously where identification is required is a violation of this policy. Receipt of any messages violating these policies shall be reported immediately by the recipient to their supervisor.
3. Violating any federal, state, or local law (including copyright laws) is prohibited.
4. Vandalizing any hardware, software, computer, electronic communications, or internet access is prohibited.
5. Users should not tell anyone their password. Passwords should not be recorded where they may be found. Users should not use anyone else's password. Attempting to access and/or use another person's password is strictly prohibited. The creation of additional unauthorized passwords or user IDs is prohibited. The exception to this rule would be when a known Information Technology staff member is troubleshooting a problem with a user on their device.
6. The system is reserved solely for the conduct of the business of the City. It may not be used to solicit or proselytize for commercial activity, religious, or political causes and outside organizational interest. City systems may not be used for conducting private business activities except at public access network points. The system shall not be used for private fundraising activities.
7. Broadcast of network-wide non-business-related emails is prohibited.
8. **Authorized devices.** Only City-owned or IT-approved devices may connect to the City's internal network, including wired network ports and staff Wi-Fi.
    - Devices that need approval include personal laptops, tablets and phones, routers, Wi-Fi extenders, network switches, smart or internet-connected devices and USB storage. Standard keyboards, mice and headsets do not.
    - Personal phones and visitor devices may use COSH Public Wi-Fi only. Personal phones may reach City email only through the approved app with MFA.
9. Streaming can also adversely affect network speed and internet bandwidth which is considered a city resource and be a distraction and interfere with completing work for not only the employee streaming but also surrounding co-workers' consent. Downloading, viewing, or streaming video on City-owned equipment for personal use is prohibited without supervisor approval in writing along with verbal consent from your surrounding coworkers who may overhear you. This includes, without limitation, YouTube videos, movies, TV shows, Sports, and music streaming.

    Streaming services on City-owned equipment during breaks, lunches, or non-working time are not a permissible use of City-owned equipment and should be avoided. Employees are allowed to stream services during breaks/lunches/or non-working time on their personal devices that can be connected to public-provided WiFi.

    The City recognizes that it may hold public meetings during regular working hours (i.e., City Council Work Sessions, Boards and Commissions, Special Meetings, etc.) and that some employees may be required to watch streamed meetings. If an employee is not

asked by their supervisor to attend the meeting for discussion or listening purposes, then the employee should not be streaming the meeting during work hours.

If downloading, viewing, or streaming is required for your work; please notify your supervisor so they are aware and acknowledge that use of a streaming service will be allowed during work hours. Please also inform your surrounding co-workers so they are aware that you are streaming for work purposes.

10. **Site inspections.** The City will conduct periodic physical site inspections of City facilities to identify unauthorized devices. Inspections may be announced or unannounced. IT may also scan the network for devices it does not recognize.
    - Inspections cover City property: offices, workstations, network closets, meeting rooms and City-owned equipment. They do not cover personal belongings such as bags, vehicles or personal phones.
    - An unauthorized device that is found is disconnected and treated as a possible security incident. If City data may be on it, IT holds it for review and notifies the owner.
    - IT reports inspection results to the City Administrator. A summary is included in the annual technology report to Council.

## 7.0 Software Installation and Use

The City Administrator/Manager or appropriate IT person may grant specific exceptions to this section based upon organizational needs and resources. The installation of any software on any City computer and/or file servers shall be installed by the technology support staff. This is necessary to ensure appropriate configuration of the software; protection from computer viruses; and possession of appropriate software licenses. The technology support staff will install only licensed copies of application software within the network environment. Users shall not install software that is not authorized by IT. Reproduction of copyrighted software will not be done without appropriate source license documentation and permission.

## 8.0 Personal Use

Personal use of City equipment and/or communications technology is permitted by users who are authorized by their supervisor for use in any of the following situations:

- Performs City-related work from home.
- Performs City-related work while engaged in travel away from City facilities.

The use of City equipment in these circumstances must not be subjected to unusual wear or performance degrading conditions not normally part of the user's work involving equipment.

## 9.0 Monitoring and No Expectation of Privacy

All messages sent over City devices, electronic communications, and internet access systems are the property of the City. The City reserves the right to review, audit, intercept, access, and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the City without permission of the user.

## 10.0 Technology Acquisition

All procurement requests shall be forwarded to the technology support staff for review and approval. This is required to ensure appropriate standardization of products and technology to facilitate support, operational performance, and training. With hardware and software components, these are issues of network integration, which have to be reviewed. In addition, acquisitions of technology resources should conform to existing purchasing policies and procedures including ORS chapters 279, 279A, 279B, 279C, and any related administrative or local rules. Acquisition of AI tools also follows Section 18.12.

## 11.0 Lost, Stolen, or Damaged Equipment

Users shall promptly report any loss, damage to, or unserviceable condition of any City-issued devices and equipment to their supervisor. When a City device is reported to be damaged or lost, an investigation will be conducted by the City regarding the loss or damage. The use of damaged or unserviceable City equipment shall be discontinued as soon as practicable and replaced with comparable, serviceable City technology equipment as soon as available.

## 12.0 Violations and Network Misuse

Improper use of the City network includes:

- Connecting an unauthorized device or giving network access to someone who is not authorized.
- Getting around security controls, for example by disabling antivirus, using unapproved VPNs or proxies, or changing device settings set by IT.
- Entering systems, folders or data without a work reason or authorization.
- Sharing passwords or MFA codes or using someone else's account.
- Moving City data to personal accounts, personal devices or unapproved tools, including unapproved AI tools.
- Running software or traffic that harms network performance or security, such as file-sharing programs, crypto-mining or unapproved remote-control software.
- Using the network for illegal activity, harassment, private business or political campaigning.

Any violation of this policy may lead to loss of computer services and other consequences. Consequences depend on the severity of the violation, how often it has happened, whether it was intentional and its effect on City systems.

| Who | Consequences |
|---|---|
| Employees | Immediate suspension of access when needed to protect City systems. Progressive discipline up to and including termination, consistent with the Personnel Policies & Procedures Handbook and any applicable collective bargaining agreement. |
| Elected and appointed officials | Suspension of access when needed to protect City systems; referral to the City Council under Council rules / Code of Ethics. |
| Contractors and vendors | Loss of access; contract remedies, including termination and recovery of the City's costs. |
| Volunteers, interns and guests | Loss of access and end of the volunteer or guest arrangement. |

| Who | Consequences |
|---|---|
| Any user | Unauthorized access, damage or data theft may be referred to law enforcement under ORS 164.377. The City may seek recovery of damages. |

Users report suspected violations to their supervisor or IT. The City will not retaliate against a good-faith report.

## 13.0 Email Use

1. Each staff member and official will be assigned a unique email address that is to be used while conducting City business via email. The unique email address assigned to an employee is the property of the City. An individual may only use their assigned email address while employed by the City, for City business.
2. The City retains the right to intercept, monitor, review, and disclose any and all messages composed, sent, or received.
3. All email systems are City property. All messages stored on City systems or composed, sent, or received by any staff or official are the property of the City. Furthermore, all messages composed, sent, or received by any person using City-provided equipment are property of the City. Emails are not the property of any employee or official.
4. Email systems are intended to be used for business purposes only. Personal use of City email systems is strictly prohibited.
5. Privately owned email accounts may not be used to conduct City business. If a work-related message is received in a private account, the user must promptly forward it to their City account and conduct any reply from the City account. Private accounts used this way may be subject to public disclosure and retention requirements.
6. All communications via email in connection with the transaction of public business constitute public records except under certain circumstances. Electronic communications, like other public records, must be available upon request to any individual, agency, or organization, unless the information is legally exempt from disclosure.
7. Except as specifically designated below, City staff and officials are prohibited from using City email accounts to send or receive:
    a. Information about actual or potential claims and litigation involving the City;
    b. The intellectual property of others, without written permission;
    c. Photographs of employees or members of the public, without written permission;
    d. Any personal, sensitive or confidential information;
    e. Computer viruses or other harmful programs;
    f. “Chain letters” or junk mail;
    g. Material or comments that are derogatory to any individual or group, or of a defamatory, threatening or harassing nature;
    h. Racist, sexist, and other disparaging language about a group of people;
    i. Obscene, pornographic, or offensive or illegal materials or links;
    j. Sexual comments about, or directed to, anyone; or

k. Any communication for any other purpose which is illegal, against City policy, or contrary to the City's interest.

This prohibition does not apply to attorney-client communications between City staff and officials and the City Attorney or other City staff and officials designated to assist with legal matters.

## 14.0 Email Records Retention

1. The City must maintain and preserve records in compliance with the Oregon Public Records Law. The Public Records Law applies regardless of whether the email communication is sent from a public or private email address.
2. The retention of records stored in electronic systems, including email, is governed by the City's retention schedule and OAR Chapter 166, Division 200. If you have a question regarding the retention of a record, please contact the City Recorder.

## 15.0 Social Media Use

1. Social media includes blogs, Facebook, Twitter, YouTube, and other similar accounts.
2. The City shall identify those employees authorized to use social media on behalf of the City. Only those employees who are authorized shall engage in social media activities on behalf of the City. The City Manager/Administrator or designee shall maintain a list of authorized social media users.
3. All social media accounts shall be created using a City-issued email address, whenever possible. Some social media sites prohibit creation of a government "page" without the use of a personal account. In those instances, the City should provide a process for transition of page management in the event that the person holding the primary personal account associated with the page leaves the City. This will ensure that:
   a. Personal and professional communications are separated;
   b. The City can back up public conversations because the City owns and controls the email address;
   c. The City can access the site when the employee is out on vacation or otherwise away from the office or leaves employment with the City; and
   d. The City can determine that the site is legitimately the City's and not a rogue site generated from a private email address.
4. The City shall notify users and visitors to the social media site that the purpose of the site is to facilitate communication between the City and the public. Each site shall contain the following message:

   *This site is created by the City of St. Helens. This site is intended to serve as a mechanism for communication between the public and the City of St. Helens on all topics relevant to City business. The City of St. Helens reserves the right to remove comments or postings that violate any applicable laws. Postings to this site are public records of the City of St. Helens and may be subject to disclosure under the Oregon Public Records Law. The City of St. Helens does not endorse nor sponsor any advertising posted by the social media host, that the social media is a private site, or the privacy terms of the site apply. The City of St. Helens does not guarantee reliability and accuracy of any third-party links.*

   If a social media platform cannot host the full disclosure, a link should be placed on the platform to a City webpage that will list the full disclosure language.

5. Where possible, all social media sites will display the City's logo for consistency and authenticity.
6. Social media posts made on official City pages are considered public records, including comments made on those posts.
7. The City, its staff, and officials shall not discriminate against public speech based on content or viewpoint. The City, its staff, and its officials may not engage in viewpoint discrimination on City-operated social media pages. Viewpoint discrimination is described as a speech act that is treated differently by a government entity based on the viewpoint it expresses. All persons who wish to "friend," "follow," "re-tweet," etc. must be allowed to do so on a social media platform operated by the City.
8. The following content posted by the public may be removed:
    a. Comments not topically related to the particular article being commented upon;
    b. Comments in support of or opposition to political campaigns or ballot measures;
    c. Profane language or content;
    d. Content that promotes, fosters, or perpetuates discrimination upon the basis of race, religion, gender identity, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law;
    e. Inappropriate sexual content or links to inappropriate sexual content;
    f. Solicitations of commerce, e.g., ads;
    g. Conduct or encouragement of illegal activity;
    h. Private and confidential information;
    i. Information that may tend to compromise the safety or security of the public or public systems; or
    j. Content that violates a legal ownership interest of any other party.

    These guidelines shall be displayed to all users or made available by hyperlink. Any content removed must be retained, including the time, date, and identity of the poster when available.
9. To establish an official City social media account, it must be approved by the City Administrator/Manager or their designee.
10. Review is required by an identified authority (City Administrator or their designee) for all posts or comments on behalf of the government.

## 16.0 Social Media Records Retention

1. The City must maintain and preserve social media records in compliance with the Oregon Public Records Law. The Public Records Law applies regardless of whether the social media site is hosted by the City or a third party.
2. Those engaged in social media activities must be familiar with the City's records retention schedule. Any posted original content that is not a copy of a preexisting City record must be captured and maintained by saving a copy and providing it to the City's records custodian.
3. Social media content shall be retained by composing and retaining the message in local software and noting the time and date posted, or by capturing screenshots of the post

once it is on the page. The City may use third-party software that can coordinate multiple social media accounts and capture social media content automatically for the City.

4. **Non-Original Social Media Content Maintained Elsewhere.** Any posted content that is a copy of a City record that exists in another location does not need to be separately preserved, provided that the original content is being retained in compliance with the appropriate City retention schedule and media preservation requirements. Employees should use social media applications exclusively as a mechanism for providing the public with links or references to content that is maintained as an official City record elsewhere. Links or references posted to social media accounts are considered convenience copies which need to be retained only “as needed” or “until superseded.” All comments, likes, shares, etc. on City social media are stored and maintained based on Oregon public retention laws.
5. **Original Social Media Content.** Any posted original content that constitutes a City record and that is not preserved and retained elsewhere in compliance with the appropriate City retention schedule must be captured by the City and retained according to the appropriate schedule and preservation requirements. The person who posts the content is responsible for retaining and preserving the record.
    a. **Speeches/Statements/News Releases/Program Activity Records.** Content that contains written or photographed accounts of a City event, or summary of such events posted to social media, is considered statements and reports for retention purposes and should be retained generally for two years from the time it is “published.” If these posts contain policy or historically significant content, they must be retained permanently.
    b. **Correspondence.** Incoming messages from the public that arrive via a City social media account should be treated as correspondence. Messages completely unrelated to the City’s activities do not need to be retained. If the message relates to the City’s activities or functions, it must be captured and retained per the retention category that most closely corresponds to the content of the message. Staff are advised to respond to the correspondence via email or other “offline” messaging methods and, if possible, communicate directly with the individual and maintain that correspondence.
    c. **Content Associated with a Specific Function or Activity.** Information received from the public in response to social media posts used as a public entry point to solicit specific information – such as conducting a poll, launching a process or placing an order – should be retained along with the other records associated with that function or activity using the appropriate retention schedule.

## 17.0 Teleworking

Teleworking allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The City of St. Helens considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a City-wide benefit, and it in no way changes the terms and conditions of employment with the City of St. Helens.

Teleworking can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement may be discontinued at will and at any time at the request of either the telecommuter or the City. During a City Emergency Declaration, the City shall provide at least a thirty (30) day notice of any change to a teleworking agreement to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. During normal times of operation, the City shall provide at least a fifteen (15) day notice of any change to a teleworking agreement to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. If a telecommuting arrangement is terminated, the supervisor shall provide the employee a written explanation including the reasons why the arrangement is being terminated. The revocation or termination of a telecommuting arrangement shall not be disciplinary in nature.

### 1. Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the City of St. Helens a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

An employee or the City may initiate a request to enter into a telework agreement.

Before entering into any telecommuting agreement, the employee and their supervisor, with the assistance of the City Administrator/Manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

a. **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
b. **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
c. **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
d. **Tax and other legal implications.** The employee must determine any tax or legal implications under federal, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, along with the City Administrator/Manager, a draft telecommuting agreement will be prepared and signed by all parties, and a teleworking period will commence.

If a telework agreement is denied, the supervisor shall provide the employee with a written denial including the reasons why teleworking is not a viable option. Decisions to allow for a teleworking agreement or not shall not be arbitrary or capricious and are subject to the grievance process in the Collective Bargaining Agreement or complaint process in the Personnel Rules, whichever applies.

Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

## 2. Equipment

On a case-by-case basis, the City of St. Helens will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phones and data lines, and other office equipment) for each telecommuting arrangement. IT Services will serve as resources in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determination as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for business purposes only. The telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.

The City of St. Helens will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The City will reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job. If an employee has internet connectivity issues where they are teleworking, accommodations may be requested to their supervisor for the City to make hotspots available to the employee, paid for by the City.

The employee will establish an appropriate work environment within their home for work purposes. The City of St. Helens will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to home office space.

## 3. Security

Telecommuting employees are held to the same information security expectations as employees working at the office, and must also follow these requirements:

- Telework is done on City-issued devices. A personal device may be used only with IT approval, only through approved web access with MFA, and without downloading City files.
- Remote connections go through City VPN / approved remote access with MFA.
- Home Wi-Fi must be password-protected with WPA2 or stronger encryption, with the router's default password changed. Public Wi-Fi is used only through the City VPN.
- City documents stay in City systems. They are not saved to personal computers, USB drives or personal cloud storage, or forwarded to personal email.
- City documents are printed at home only when needed. Confidential printouts are kept in locked storage and are shredded or returned to the office.
- City devices are for the employee's use only, not other household members. Screens are locked when unattended.
- Lost or stolen devices and suspected security incidents are reported to IT the same day.
- City devices are returned or presented for inspection on request, and the equipment inventory is confirmed each year.
- Telework agreements reference this handbook, and teleworkers sign the Appendix D acknowledgement again when it changes.

## 4. Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The City of St. Helens will provide each telecommuter with a safety checklist that must be completed at least once per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the City's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

### 5. Time Worked

Employees who are not exempt from overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked. Employees must receive advance approval from their supervisor for any overtime work.

### 6. Ad-Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

## 18.0 Use of Artificial Intelligence

### 18.1 Purpose

The City of St. Helens uses artificial intelligence (AI) to serve residents better and to give staff time back for higher-value work. This section sets the rules that keep that use secure, accurate, lawful and open to the public.

### 18.2 Scope

This section applies to:

- All City employees, volunteers, interns and contractors who do City work.
- The Mayor, City Councilors and members of City boards and commissions, as adopted by Council Resolution No. [____].
- Any AI tool used for City business, on City or personal devices and accounts.

This section does not cover AI built into ordinary software that only does spell-check, grammar suggestions, spam filtering or similar background functions.

### 18.3 Definitions

- **Artificial intelligence (AI):** software that produces content, predictions, recommendations or decisions from data it has been trained on.
- **Generative AI:** AI that creates text, images, audio, video or code from a prompt. Examples are Microsoft Copilot, ChatGPT, Claude and Gemini.
- **Approved tool:** an AI tool listed in Appendix E as approved by the City Administrator.

- **Confidential information:** any information exempt from disclosure under the Oregon Public Records Law (ORS 192.311 to 192.478), and any personal, personnel, medical, financial, legal-privileged, law-enforcement or security information.
- **Prompt:** the text, files or other input a user gives an AI tool.
- **Output:** what the AI tool produces in response.

### 18.4 Principles

City use of AI follows five principles.

1. **People are accountable.** AI assists staff. It does not make decisions, and the person who uses it owns the result.
2. **Accuracy first.** AI can be wrong while sounding certain. Outputs are checked before use.
3. **Protect residents' information.** Confidential information never goes into a tool that is not approved for it.
4. **Be open with the public.** The City says when AI did substantial work on public-facing content and keeps AI records as public records.
5. **Fairness.** Staff watch for biased or discriminatory outputs and do not use AI where bias could affect someone's rights or services.

### 18.5 Approved Tools

- Staff may use only approved tools for City business, through City organizational accounts.
- Personal or free consumer AI accounts may not be used for City business.
- The starting approved tool is Microsoft 365 Copilot Chat under the City's Microsoft license, signed in with City credentials. Other tools are added only through the review in Section 18.12.
- The City Administrator keeps the approved list in Appendix E and publishes it on the City website.

### 18.6 Permitted Uses

Staff are encouraged to use approved tools for work like:

- Drafting and editing letters, emails, staff reports, notices and web content.
- Summarizing long documents, meeting packets, public comment and research.
- Translating or simplifying text into plain language, with review by a person.
- Analyzing data that is not confidential and building spreadsheets, charts and formulas.
- Brainstorming, outlining and preparing presentations.
- Writing or checking code and scripts, tested before use.

### 18.7 Prohibited Uses

AI may not be used to:

1. Make or substantially decide hiring, discipline, performance evaluations, promotions or terminations.
2. Make final decisions on permits, benefits, code enforcement, utility billing disputes or any other matter affecting a person's rights, services or money.

3. Identify people through facial recognition, or monitor residents or employees, unless the Council has authorized that use separately.
4. Create images, audio or video of a real person without their consent, or create content meant to deceive.
5. Produce legal advice or legal interpretations without review by the City Attorney.
6. Do anything that violates law, City policy or a vendor's terms of use.

### 18.8 Data Protection

- Do not enter confidential information into any AI tool unless that tool is approved for that type of data in Appendix E.
- Assume anything entered into a tool that is not approved may be stored, seen by the vendor or used to train its model.
- Remove names, addresses, account numbers and other identifying details when a task does not need them.
- Report any accidental entry of confidential information to IT / the City Administrator the same day.

### 18.9 Human Review and Accountability

- A person must review and verify every AI output before it is used for City business. That includes checking facts, figures, citations, legal references and tone.
- The employee who uses an output is responsible for it, the same as if they wrote it.
- Supervisors stay responsible for the work their teams produce.

### 18.10 Disclosure

- When AI generated or substantially changed a public-facing document, image, video or audio, the City says so. A short note works: "Prepared with assistance from AI and reviewed by City staff."
- AI-generated images, video and audio are always labeled.
- No disclosure is needed for routine help like editing, summarizing for internal use or checking grammar.
- Any chatbot or automated system that talks with residents must tell them they are talking with AI and how to reach a person.

### 18.11 Public Records

- Prompts and outputs related to City business are public records under ORS 192.005 and may have to be disclosed.
- AI work that becomes part of a City record, like a staff report, notice or policy, is kept under the retention schedule for that record.
- Prompts and drafts used only for brainstorming are treated as transitory / per the City's retention schedule, as confirmed by the City Recorder.
- Approved tools must let the City find and export prompt and output history when a records request requires it.

### 18.12 Review of New Tools and Uses

- Any department that wants a new AI tool, or an AI feature in software the City already uses, asks IT / the City Administrator before buying or turning it on.

- The review covers security, how the vendor stores and uses City data, records export, accessibility, cost and fit with this section.
- Higher-risk uses, including anything that touches residents directly or uses confidential data, also need City Attorney review and City Administrator approval.
- New AI vendor contracts include terms that bar the vendor from training on City data and require breach notice.
- The City keeps a public list of approved AI tools and what each is used for (Appendix E).

### 18.13 Training

- Employees complete short AI training before using approved tools, and a refresher each year.
- Training covers this section, checking outputs, protecting data, spotting bias and records duties.

### 18.14 Elected and Appointed Officials

- The Mayor, Councilors and board and commission members follow Sections 18.5 through 18.11 when they use AI for City business.
- Officials use City organizational accounts for City business so records can be kept and produced.

### 18.15 Compliance and Review

- Violations are handled under Section 12.0, Violations and Network Misuse.
- The City Administrator reviews this section at least once a year and reports to Council on City AI use, tools and any incidents.
- The City Administrator may issue procedures and update Appendix E without amending this handbook.

# Appendix A: Examples of Use

## Examples of Permissible Device Use

The following are examples of allowable device use, so long as the permissible use requirements are met:

- Uses the Internet to view City job announcements.
- Uses the Internet to check weather or commute information.
- Uses City computer to take online job-related training courses preapproved by their supervisor.
- Uses City computer to read the newspaper during breaks.

## Examples of Non-Allowable Device Use

The following are examples of device uses that are not allowed. This list is not intended to be all-inclusive. Additionally, any use that is not expressly allowed is considered to be non-allowable.

- Uses the internet to track personal investment portfolio.
- Uses City-provided cell phone to make non-City-related calls.
- Uses the internet to access nude or sexually explicit materials.

When using City-provided technology devices, it is a good idea to ask yourself this question: Can I directly support a work purpose for this use? If you have questions as to what constitutes City business, please ask your supervisor.

## Appendix B: Social Media User Guidelines

The City of St. Helens encourages the public to share thoughts as they relate to the topics being discussed on the City's social media sites. The views expressed in visitor comments reflect those of the comment's author and do not necessarily reflect the official positions of the City of St. Helens. Public comments are considered public information and may be subject to monitoring, moderation and disclosure to third parties. Users shall refrain from posting and the City of St. Helens reserves the discretion to remove:

a. Comments not topically related to the particular article being commented upon;
b. Comments in support of or opposition to political campaigns or ballot measures;
c. Profane language or content;
d. Content that promotes, fosters, or perpetuates discrimination upon the basis of race, religion, gender identity, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law;
e. Inappropriate sexual content or links to inappropriate sexual content;
f. Solicitations of commerce, e.g., ads;
g. Conduct or encouragement of illegal activity;
h. Private and confidential information;
i. Information that may tend to compromise the safety or security of the public or public systems; or
j. Content that violates a legal ownership interest of any other party.

These user guidelines may be subject to modification at any time.

## Appendix C: Teleworking Safety Checklist

| # | Item | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Workspace is away from noise, distractions and is devoted to work needs? | | | |
| 2 | Workspace accommodates workstation, equipment, and related material? | | | |
| 3 | Floors are clear and free from hazards? | | | |
| 4 | File drawers are not top-heavy and do not open into walkways? | | | |
| 5 | Phone lines and electrical cords are secured under desk, along wall, away from heat? | | | |
| 6 | Temperature, ventilation, and lighting are adequate? | | | |
| 7 | All stairs with four and more steps are equipped with handrails? | | | |
| 8 | Carpets are well-secured to the floor and free of frayed or worn seams? | | | |
| 9 | There is a working smoke detector in the workspace area? | | | |
| 10 | A home multi-use fire extinguisher is available, and you know how to use it? | | | |
| 11 | Walkways, aisles, and doorways are unobstructed? | | | |
| 12 | Workspace is kept free of trash, clutter, and flammable liquids? | | | |
| 13 | All radiators and portable heaters are located away from flammable items? | | | |
| 14 | You have an evacuation plan, so you know what to do in the event of a fire? | | | |
| 15 | Sufficient electrical outlets are accessible? | | | |
| 16 | Computer equipment is connected to a surge protector? | | | |
| 17 | Electrical system is adequate for office equipment? | | | |
| 18 | All electrical plugs, cords, outlets, and panels are in good condition? | | | |
| 19 | Equipment is placed close to electrical outlets? | | | |
| 20 | Extension cords and power strips are not daisy chained? | | | |
| 21 | Equipment is turned off when not in use? | | | |
| 22 | Your working chair is adequate and safe? | | | |
| 23 | There is sufficient lighting? | | | |
| 24 | You have an inventory of all City property that is confirmed by supervisor? | | | |
| 25 | Home Wi-Fi is password-protected and the router’s default password has been changed? | | | |

| # | Item | Yes | No | N/A |
|---|---|---|---|---|
| 26 | You connect to City systems only through the City VPN or approved remote access, with MFA? | | | |
| 27 | You are taking adequate steps to ensure data is secure when working and away? | | | |

# Appendix D: Policy Acknowledgement

## Technology, Artificial Intelligence & Telework Policies & Procedures Handbook Acknowledgement

My signature below indicates that I have received a copy of the City of St. Helens Technology, Artificial Intelligence & Telework Policies & Procedures Handbook and have read and understand my responsibilities as a user of the City's technology equipment, systems and resources, including approved AI tools. I understand that this policy is subject to change without notice and agree to abide by it and all subsequent changes. I also understand that if I am a City employee, violation of the policy may result in disciplinary action up to and including termination.

Printed Name: _____

Signature: _____

Date: _____

Department: _____

## Appendix E: Approved AI Tools

Maintained by the City Administrator under Section 18.5 and published on the City website.

| Tool | Approved uses | Data allowed | Owner | Date approved |
|---|---|---|---|---|
| Microsoft 365 Copilot Chat | Drafting, summarizing, analysis of non-confidential data | Non-confidential City data only | IT | [Date] |
| [ ] | [ ] | [ ] | [ ] | [ ] |

# STAFF REPORT

**Meeting Date:** November 18, 2026
**Author:** Erik Finch, City Administrator
**Subject:** Appointment of Primary City Attorney Services Provider
**Type of Item:** Action

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**Introduction**

The attorney who has served as the lead attorney for the City's legal services under a contract with Jordan Ramis, P.C., is transitioning to a new position, creating the need to identify a provider for ongoing City Attorney services. City staff reviewed the City's existing legal service arrangements and requested proposals from two legal services providers capable of providing municipal legal services.

**Background**

The City currently utilizes a variety of legal service providers for municipal legal matters. With the end of Ms. Wigod's contract with Jordan Ramis, staff evaluated the City's future legal service needs and requested proposals from two qualified providers already under contract: Local Government Personnel Services, a program of Lane Council of Governments (LGPS/LCOG) and Jordan Ramis PC. Both providers demonstrated the qualifications and experience necessary to serve the City but offered different strengths, service models, and areas of expertise. Copies of those proposals are included with this agenda memorandum.

Staff reviewed each proposal, including attorney qualifications, municipal law experience, service capacity, subject matter expertise, and billing rates. The review focused on the City's need for responsive day-to-day legal counsel, labor and employment expertise, municipal law support, and overall cost-effectiveness.

**Staff Analysis**

Based on the evaluation, staff determined that LGPS/LCOG is best positioned to serve as the City's primary City Attorney services provider. LGPS/LCOG offers a municipal-law-focused, team-based service model that provides access to attorneys with expertise across a variety of legal disciplines relevant to local government operations. Areas of strength include labor and employment law, collective bargaining, public records

compliance, general municipal law, litigation coordination, and police-related legal matters.

LGPS/LCOG also provides greater service capacity, reporting availability of up to 180 hours per month through its legal team. Staff believe this model will provide consistent support while ensuring adequate coverage for City Council, staff, and operational needs. Staff recommend designating a lead attorney within LGPS/LCOG to serve as the City's primary point of contact and City Attorney for Council-related activities.

In addition to experience and capacity considerations, LGPS/LCOG's proposed billing rates of $242 per hour for legal services and $265 per hour for litigation and arbitration matters are substantially lower than the rates proposed by Jordan Ramis PC, which range from $325 to $450 per hour. Staff believe this structure provides the City with significant long-term cost savings while maintaining access to experienced municipal legal counsel.

Jordan Ramis PC remains a valuable legal resource due to its extensive expertise in specialized practice areas including land use, environmental law, real estate, public contracting, construction law, and development-related matters. Staff recommends retaining the ability to utilize Jordan Ramis and other specialized counsel when matters require subject matter expertise beyond the scope of routine City Attorney services.

**Budget Impact**

Selection of LGPS/LCOG as the City's primary legal services provider is anticipated to reduce overall legal service costs due to lower hourly billing rates while maintaining access to specialized outside counsel when necessary. Actual expenditures will depend on the volume and complexity of legal matters requiring assistance.

**Requested Action**

Move to appoint LGPS/LCOG as the City's primary provider of City Attorney services and authorize the City Administrator to negotiate an amendment to the City’s current with LPGS/LCOG, including designation of a lead attorney responsible for City Council support and coordination of legal services. The appointment will take effect when Council approves the amendment, which staff anticipate bringing to Council at its December 16, 2026, City Council meeting. Until then, legal services will continue under the City’s existing agreement with Jordan Ramis, P.C. The lead attorney will prepare to transition open matters to LGPS/LCOG, including a written list of open matters and transfer of files. The City will retain the ability to engage specialized legal counsel, including Jordan Ramis PC, as needed for matters involving land use, environmental regulation, real estate, public contracting, construction law, and other specialized legal issues.

**Attachments:** LGPS/LCOG Proposal
Jordan Ramis PC Proposal

A Program of
Lane Council of Governments

# CITY ATTORNEY SERVICES PROPOSAL

## CITY OF ST. HELENS, OREGON

*A coordinated legal team for the City's full range of municipal needs*

**Prepared by**
Local Government Personnel Services (LGPS)
Lane Council of Governments (LCOG)
Eugene, Oregon

November 2026

# Proposal Overview

Local Government Personnel Services (LGPS), a program of Lane Council of Governments (LCOG), offers the City of St. Helens a coordinated municipal legal services model supported by a team of attorneys with complementary experience. Rather than relying on a single attorney to address every issue, the City would have access to an organized legal team, with Emily Farrell serving as the managing attorney and primary point of coordination.

This team approach is designed to provide continuity, responsiveness, and access to focused experience across general municipal counsel, labor relations, litigation, contracts, public records, and related matters. Work can be assigned according to the nature and complexity of each issue, with lead counsel and supporting attorneys working collaboratively under a coordinated structure. LGPS currently maintains legal service relationships with more than 30 public-sector clients simultaneously, demonstrating the depth of its ongoing municipal practice and its experience managing a substantial portfolio of active client matters.

# The LGPS Team

### Emily Farrell – Managing Attorney / Lead Attorney

Provides overall leadership of LGPS legal services, serves as the designated relationship attorney, coordinates assignments across the legal team, engages the City's legal portfolio, and maintains communication with City leadership and staff related to legal matters. Emily provides strategic leadership and guidance on all legal matters associated with LGPS legal services to ensure continuity, consistency, and compliance.

### Pierre Robert –Labor Negotiations Attorney

Engages labor relations strategy and collective bargaining, including negotiation preparation and representation, contract interpretation, grievance matters, and labor arbitration support. Pierre also provides HR technical assistance related to employment law, performance management and discipline, as well as union relationship management.

### James A. Funk ("Jim") – Litigation and Municipal Legal Support

Provides litigation support and coordination, contract review and advice, labor and grievance arbitration support, and additional municipal legal services based on the City's needs. Jim's varied background includes skills that provide exceptional legal counsel on matters related to contract management, public works contracting and escalation, and arbitration/litigation leadership.

### Jeffrey Armand – Additional Legal Support

Provides additional legal capacity, including legal research, public records and litigation-related support, and assistance with labor and grievance arbitration matters.

# Proposed Service Model

LGPS proposes a coordinated, team-based model in which the City has a clear primary relationship attorney and access to multiple attorneys with complementary areas of focus. Emily Farrell would oversee the overall relationship, coordinate work assignments, and help ensure that matters are directed to the attorney best suited to handle them. Attorneys may serve as lead counsel or supporting counsel depending on the matter and the City's needs.

The model is intended to provide a practical and cost-conscious approach to municipal legal services, as well as continuity of operations over time. The City and LGPS can work together to prioritize matters, determine appropriate staffing, and use internal team resources before engaging outside counsel when specialized expertise is needed.

## Scope of Legal Services

The proposed team is structured to support the practice areas identified by the City in its October 28, 2026 request:

**General city attorney services:** Council and commission meetings and work sessions; ordinances and resolutions; legal opinions; charter and code interpretation; ethics and conflicts; open meetings; staff check-ins; Council orientation materials; and third-party subpoena responses.

**Real property and acquisition:** Purchases, sales, leases, easements, title matters, surplus property, and right-of-way issues, subject to assignment and confirmation of specialized coverage.

**Land use:** Permits and appeals, LUBA matters, code amendments, annexation, and development agreements, subject to assignment and confirmation of specialized coverage.

**Public records:** Public records request review, exemptions and redactions, petitions to the District Attorney, and litigation under ORS chapter 192.

**Police liability and law enforcement defense:** Coordination and support concerning claims and suits involving officers or the Police Department, including matters involving 42 U.S.C. § 1983, use of force, the Oregon Tort Claims Act, and internal investigations. The City's existing CIS/insurance carrier arrangements and any applicable defense-counsel approvals will need to be confirmed. LGPS would provide legal support to back-up litigation counsel appointed by insurance carrier.

**General civil litigation and outside counsel coordination:** Tort, contract, and other civil matters by or against the City; appeals; litigation support; and identification, retention, and oversight of outside counsel when specialized representation is required.

**Employment and labor:** Collective bargaining with AFSCME and the Police Association; grievances and arbitration; discipline; whistleblower and retaliation matters; public agency employment policies and procedures; and hiring and separation advice.

**Public contracting, finance, and election law:** Public contracting under ORS chapters 279A–279C; intergovernmental agreements; local option levies; utility rates; bonds; and related municipal advice.

**Other municipal matters:** Additional municipal legal needs may be evaluated and assigned based on attorney experience, availability, and the need for specialized outside counsel.

## Communication, Coordination, and Reporting

Regular participation in City Council meetings and work sessions, as requested and scheduled with the City.

Ongoing coordination with City staff through scheduled check-ins and direct communication on active matters.

Monthly reporting on open matters and billing activity to support transparency and effective management of the City's legal portfolio.

Collaborative, practical problem-solving that considers the City's priorities, available resources, and budget objectives.

Coordination and oversight of outside counsel when a matter requires expertise or capacity beyond the LGPS team.

## Transition and Implementation

LGPS would work with the City to establish an organized transition plan, confirm the City's priority matters, identify existing deadlines and upcoming Council needs, and determine the appropriate lead and supporting attorneys for each area. The transition would include review of available matter files and background materials, coordination with current or prior counsel as authorized by the City, and establishment of communication and reporting practices.

Any change to the existing scope or terms of service would be documented through a written amendment or other appropriate agreement. This working draft does not propose or assume a change to the City's current agreement.

# Consolidated Attorney Questionnaire and Roster

The following consolidates the information supplied by the four proposed attorneys.

| Attorney / title / office | Bar admissions | Practice areas (lead/support) | Public-sector experience | Trial / arbitration experience | Rate | Capacity / response |
|---|---|---|---|---|---|---|
| Emily Farrell<br>Chief of Operations & Managing Attorney<br>Eugene, OR | Oregon 2012 (OSB 123126); U.S. District Court for Oregon | Lead: A, B, D, G, H, I.<br>Support: C, E, F, I. | 30+ independent public-sector clients in past 5 years; cities, counties, municipal agencies and public universities. Managing Attorney accountable for LGPS legal services. Significant labor relations, strategic management, employment & contract law | Primary role is labor and contract negotiations, municipal law; provides strategic guidance and leadership support, particularly labor arbitration, and oversees litigation services by other attorneys. | $242/hr legal;<br>$265/hr litigation/arbitration/ mediation | Team capacity up to 180 hrs/month (1.0 FTE), depending on City needs; multiple attorneys assigned by expertise. |
| Pierre Robert<br>Principal Attorney<br>Eugene, OR | Oregon 1992 (OSB 921238); U.S. District Court for Oregon (circa 1994); Ninth Circuit not stated | Some A and D experience; more E, F, G and I; no B, C or H. | Labor relations for 15–20 Oregon cities, 4 Oregon counties and 4 special districts. | Lead counsel in 15 criminal and 5 civil jury/court trials; 6–7 labor arbitrations to decision. | $242/hr legal;<br>$265/hr litigation/arbitration/ mediation | Limited; labor practice is full. |
| James A. Funk<br>Attorney / Partner<br>Medford, OR | Oregon 2024 (OSB 242314); Iowa 2023; federal admissions listed as NA | A-L; C-S/L; D-L; E-S; F-L; G-S/L; H-L. | LCOG clients: 4 municipal agencies in FY26. Significant contracting and litigation experience in private sector | 19 Oregon litigation matters,<br>18 Jackson County arbitrations,<br>5 Iowa litigation matters.<br>A separate roster entry reports 32 total; figures are not reconciled. | $242/hr legal;<br>$265/hr litigation/arbitration/ mediation | 80+ hrs/month; email/phone within 1 business day; general requests typically 1–2 weeks; urgent requests as needed. |
| Jeffrey Armand<br>LGPS Consultant<br>Portland, OR | Oregon 2026 | A-S; D-L; E-S; F-S; G-S. | Lane Council of Governments – labor law consultant. | Supporting three current and active arbitration matters | $242/hr legal;<br>$265/hr litigation/arbitration/ mediation | Flexible |
| James Chaney<br>Principal Attorney<br>Eugene, OR | Oregon 2012 (OSB 113534) | A-S; B-L; D-S; H-L. | Principal Attorney specializing in land use issues. | Lead counsel in 6 court trials. | $242/hr legal;<br>$265/hr litigation/arbitration/ mediation | Flexible |

# EMILY ANN FARRELL

LGPS CHIEF OF OPERATIONS | MANAGING ATTORNEY
859 WILLAMETTE STREET, SUITE 500 | EUGENE, OR 97401
PH: 541-682-3638 | F: 541-682-4099 | WWW.LCOG.ORG | EFARRELL@LCOG-OR.GOV


## EDUCATION

**Cornell University**
*School of Industrial and Labor Relations* ▪ ***Diversity & Inclusion Certificate***

**University of Oregon School of Law**
***Doctor of Jurisprudence*** ▪ ***Business Law Stmt. of Completion***

***Honors:***

- Ruby R. Vale National Corporate Moot Court Competition: Quarter-finalist 2008; Coach 2009

**University of Oregon**
***Bachelor of Arts*** ▪ *Major: Spanish* ▪ *Minor: Political Science*

## AFFILIATIONS

**Oregon State Bar**

- *Member, Oregon State Bar (OSB No. 123126)*
- *OSB Labor & Employment Section*
- *OSB Government Law Section*

**Certified to practice before the Federal District Court of Oregon**

## RELEVANT EXPERIENCE

**Lane Council of Governments (LCOG)** **Oct. 2025-Present**
***LGPS Chief of Operations and Managing Attorney;*** *Eugene, OR*

- Serve as Chief of Operations and Managing Attorney for LGPS program within LCOG to lead the agency's legal and HR practice team to provide legal advice, labor negotiations, investigations, and support related to labor and employment, human resources services, labor and employment, executive placement/interim executive services, and fiscal consultation for government agencies, colleges/universities, throughout Oregon
- Serve as chief labor negotiator and client representative to negotiate binding collective bargaining agreements on behalf of varying LGPS clients including contract negotiations for clients relating to police, fire, general service, social service, and educational service represented employees.
- Provide leadership in drafting and vetting contract language, analyzing impact, providing strategic and tactical advisement, strike planning and mitigation, and strike operational engagement. Provide legal advice to public agencies and nonprofits regarding application of federal and state employment laws; provide legal review and advisement related to personnel policies and practices
- Provide city attorney and county legal services to municipal governments, agencies, educational service districts and institutions statewide. Includes preparation, review, approval, interpretation, and enforcement of city contracts including construction contracts, consultant contracts, land acquisition and property purchase or lease agreements, special agreements and labor contracts, public records and public meetings laws, employee escalations and various municipal law matters

**Oregon State University** **Aug. 2023-Nov. 2025**
***Director of Employee & Labor Relations;*** *Corvallis, OR*

- Served as lead labor negotiator and university representative to negotiate binding agreements on behalf of the University including contract negotiations, drafting and vetting contract language, analyzing impact, strike coordination, and providing strategic and tactical advisement relating to the university's five unions representing roughly 7,000 employees
- Led labor negotiations relating to multiple collective bargaining units including academic, graduate employee, and police union contracts simultaneously while managing through the university's first long-term strike (nearly a month) and maintaining operational continuity during this time

- Provided interpretation on labor contracts and agreements on behalf of the University and represented the University as the lead representative at labor management meetings, grievance proceedings, potential arbitrations, and other labor-related meetings with each of the university's five unions
- Held accountability for Employee and Labor Relations team and provided in-the-moment guidance on employee and labor relations matters including discipline, coaching, leadership development and support, management training, and served as senior leader and primary contact for employee escalations
- Provided leadership to HR Strategic Partner (HR Business Partner) team ensuring direct support for HR and supervisory needs within each of eleven colleges at the university serving over 9,000 regular and administrative employees and 7,800 student hourly employees
- Oversaw the Protected Leaves and University Human Resources Compliance teams ensuring university compliance with federal and state protected leaves (FMLA, OFLA, OPFML), international employment, training compliance, and background check compliance
- Served as decisionmaker on employee related Title IX and Office of Equal Opportunity and Access investigations, reviewed draft and final investigation reports and drafted final determination pursuant to the institution's decision-making process. Facilitated subsequent administrative and employee actions related to outcomes of final determination

**Centene Corporation (Trillium Community Health Plans-Oregon)** **May 2022-Nov. 2023**
***Senior Director of Operations/Health Equity Administrator;*** *Eugene, OR*

- Served as Medicaid Contract Administrator and Non-Discrimination Complaint Coordinator under Oregon Health Authority CCO Contract and worked closely with Compliance and Grievance business units to ensure communication and implementation of contract notices and revisions
- Served as Medicaid Health Equity Administrator under Oregon Health Authority CCO Contract and provided leadership and management to re-define, define, implement, and evaluate strategies to achieve equitable access and reduce disparities and inequities in clinical and quality outcomes—including disparities in care, cultural, linguistic, and access to care needs
- Led a team of strategic business contributors that provided community outreach and engagement; drove health equity initiatives; managed relationships with state and local government agencies and community benefit organizations; and supported operational/state reporting, strategic, and business analysis for Health Equity and Community Outreach & Engagement initiatives
- Developed best practices related to Health Equity and DEI throughout the organization—including Human Resources (HR) best practices in recruitment, retention, and compensation structures through a lens of equity and advocated for change when disparities were identified; promoted inclusiveness and ensured continued compliance with government regulations while promoting strategic innovation in employment practices
- Collaborated with federal, state, county, and local agencies, and community benefit organizations to promote services that improve health outcomes, decrease health disparities, and reduce the costs of care. Partner with community, regional, and statewide organizations and stakeholders to identify opportunities to collaborate to improve delivery of culturally competent programs and services

**Lane Council of Governments** **Nov. 2018-May 2022**
***Interim-Director: Government Services*** *(Concurrent September 14, 2021-January 24, 2022); Eugene, OR*
***Director: Senior and Disability Services*** *(Nov. 2018-May 2022); Eugene, OR*

- Principal responsibility for the planning, operation, direction, budget, and review of the Senior & Disability Services Division of Lane Council of Governments, which included Division staff of roughly 240 employees and annual Division budget of over $32 million
- Served as lead negotiator for the Division in the collective bargaining process with Union and administered the Division's labor contract; managed and monitored complex contracts and grants
- Directed preparation and administration of the Division's budget based on staffing and resource requirements, divisional objectives, and goals; drove innovation in addressing classification and

compensation discrepancies for existing employees and pressed for data-driven analysis of root cause inequities both within the existing structure of the organization and how the organization engaged in the public sector

- Provided managerial leadership and conducted/oversaw the selection, training, evaluation, and discipline of Division's staff including navigating labor issues, personnel challenges, performance management, and strategic change management through a lens of equity--pushing HR toward innovation and inspiring strategic HR change management in recruitment, classification/compensation, retention, and discipline/employment transitions
    - Implemented telework and remote operational policies to protect staff and consumers during pandemic; built "cohort hiring model" and restructured hiring practices to build equity and stability within the division, driving positive morale, savings, and opportunity for division-wide expansion

**Farrell Legal, LLC** **Nov. 2012-Jan. 2020**

***Attorney at Law: Owner;*** *Eugene, OR*

- Managed successful private legal practice focusing on transactional law including contract negotiation, business, and real estate, in addition to estate planning, probate, senior legal services, landlord-tenant; practice opened in 2012 and continued concurrently with employment at UO & LCOG through 2020
- Negotiated high-value real estate/business development contracts; drafted purchase/sale agreements, promissory notes, & leases; drafted/served eviction notices; addressed real estate disputes
- Served as faculty for independent educational institutions in providing regular Continuing Education Seminars on legal issues such as estate planning, residential landlord/tenant law, and family law
- Represented business clients by drafting complex business contracts; negotiated and drafted settlement agreements, purchase/sale agreements, operating agreements; and counseled clients through business formation, business planning, and continuity of operations plans
- Represented clients in advanced estate planning: revocable living trusts, special/supplemental needs trusts; wills, advance healthcare directives and powers of attorney; probate caseload and trust administrations

**University of Oregon School of Law** **Feb. 2016-Nov. 2018**

***Associate Director,*** *(July-Dec 2017 Interim Co-director)* ***Ctr. for Career Plan. and Prof. Dev.;*** *Eugene, OR*

- Served on UO Law Equity Committee with accountability to develop the law school's Equity Plan, with specific focus on equity in hiring and retention practices, best practices for recruitment, and navigating internal issues of culture and community strategy
- Managed the Career Center's reporting obligations with both American Bar Association and National Association for Law Placement (Fall, 2017), lead participation in 3-year graduate satisfaction study
- Developed curriculum and proposal for Law Practice Management Program and Incubator; developed curriculum and taught course on Career Exploration and Professional Planning (Fall, 2017)
- Created organized, and presented educational workshops and panels regarding career paths and opportunities; performed substantial outreach and external relations efforts, including substantial work on cross-campus collaboration and building interdepartmental opportunities
- Served on Title IX Required Reporting Training Work Group (2017); UO Senate Ombuds Advisory Committee (2017-2018), Law School Committee for Community and Inclusion (2016-2018); subcommittee on Strategic Action (2017); Law School Curriculum Committee (2018-2019)

**Oregon State Legislature, Rep. Nancy Nathanson** **2013; Oct. 2014-Feb. 2015; 2018**

***Attorney Advisor/Legislative Aide****; Salem, OR*

- Served as a volunteer aide in 2013 while building legal practice; was asked to return as paid attorney/advisor in 2015. In 2018, I was also called to serve in advance of filing deadlines for 2019 session (See "Volunteer/Board Service" below)

- Reviewed draft legislation for practical feedback on interpretation/implementation including: HB 3399, passed and enrolled in June 2015 regarding court standards/reporting; bills relating to manufactured housing in low income and diverse communities, senior legal services, and firearms legislation

## VOLUNTEER/ BOARD SERVICE/ RECOGNITION

**Laurel Hill Center** **July 2024-Present**
*Board of Directors: Member*

**Eugene Human Rights Commission** **Jun. 2021-Sept. 2023**
*HRC Commissioner (April, 2023-Sept. 2023)*
*Economic Opportunities Workgroup (Member, 2021-2023; Co-chair 2022-2023)*

**Oregon Health Equity Alliance** **Sept. 2022-Sept. 2023**
*Policy Committee: Member*

**USAging (National Association for Area Agencies on Aging, previously N4A)** **Feb. 2019-May 2022**
*Board Member, Region X: Leadership Team (2021-2022); Grassroots & Public Policy Committee (2019-2021)*

**O4AD (Oregon Association for Area Agencies on Aging and Disabilities)** **Nov. 2018-May 2022**
*Chair (2021-2022); Vice-Chair (2020-2021); Board Member (2018-2022)*

**HIV Alliance** **Jan. 2016-2020**
*Executive Board: President (2019-2020); President-Elect (2017-2019); Board Member (2016-2020)*

**Additional Honors & Service:**

- *2018-2022: Trillium Community Health Plans Board of Directors, Vice-Chair (2021-2022), Exec Board (2020-2022)*
- *2019: Oregon State Department of Human Services, Underserved Populations Workgroup*
- *2018-2019: Pride Foundation, Scholarship Review Committee*
- *2018: Outstanding Young Alumni Award, UO School of Law*
- *2016-2018: Lane County Bar Association, Exec. Board (Secretary/Treasurer 2017-2018), Member (2016-2018)*
- *2016-2018: Oregon State Bar, Quality of Life Committee (2018), Legal Futures Innovation Task Force (2017), Incubator Subcommittee (2017), Paraprofessionals and Alt. Practice Subcommittee (2017)*
- *2015: Campaign for Equal Justice-Pro Bono Service Award*
- *2012-2018: Lane County Legal Aid & Advocacy Center: Senior Law Program, Volunteer Attorney*

# PIERRE L. ROBERT

859 WILLAMETTE ST, SUITE 500, EUGENE, OR 97401-2910
PROBERT@LCOG.ORG (541) 682-4043 WWW.LCOG.ORG

## EXPERTISE

- **Labor relations**
- **Employment law**
- **Labor law**
- **Arbitration**
- **Litigation**
- **Collective bargaining**

## PROFESSIONAL EXPERIENCE

**Principal Attorney for Labor Relations,** *Lane Council of Governments, Local Government Personnel Services (LGPS), Eugene, Oregon*, 2015 – Present

- Serve as lead spokesperson and legal advisor in collective bargaining on behalf of Oregon cities, counties, and special districts with public employee unions
- Advise and advocate for public employers to:
  - Defend or prosecute unfair labor practice complaints before the ERB;
  - Defend union grievances at arbitration;
  - Clarify bargaining units
- Provide labor relations trainings to managers in Oregon public employment
- Report news and events in Oregon public sector labor relations for the LGPS Newsletter

**Attorney,** *Kivel & Howard, LLP, Portland, Oregon*, 2012 – 2015

- Advised and advocated for businesses and individuals in employment law, real estate transactions/disputes, and contract law

**Assistant County Counsel IV,** *Lane County, Eugene, Oregon*, 2008 – 2011

- Represented the Board of Commissioners, agencies, and employees as lead counsel in legal actions against the county in state and federal courts
- Tried lawsuits of same in the Oregon Circuit Court and the Federal District Court of Oregon
- Tried labor disputes before private arbiters and the Oregon Employment Relations Board
- Designated legal advisor to Human Resources on personnel and collective bargaining issues
- Labor activities:
  - Served on management bargaining teams to negotiate successor contracts with AFSCME Council 75, and other unions
  - Defended the County in grievance arbitrations and against unlawful labor practice complaints before the Oregon Employment Relations Board

## AFFILIATIONS

- Member, Oregon State Bar Labor and Employment Law Section (OSB #921238)
- Certified to practice before the Federal District Court of Oregon

## SELECTED PUBLICATIONS

- Chapter 7 "Arbitration and Breach of Contract" Oregon BarBook "Labor & Employment Law in Oregon: Public Sector, 2025 Edition
- "Is the New 'Juneteenth' Holiday Automatic for our Union Employers?" LGPS Newsletter, June 2021
- "The Use of Sick Leave During the State's Public Health Emergency" LGPI Newsletter, March 2020
- "Oregon's New Workplace Protection Act" LGPI Newsletter, December 2019
- "The Role of Elected Officials in Labor Negotiations: How to Avoid Stepping Out of Your Lane." Local Focus Magazine, June 2017
- "Will HB 2544 End Expedited Bargaining?" LGPI Newsletter, March 2015

## EDUCATION/CREDENTIALS

**Doctor of Jurisprudence,** Willamette University College of Law, Salem, Oregon, 1980

**Bachelor of Arts,** French and Theatre Arts, Kalamazoo College, Kalamazoo, Michigan, 1992

**Certified Labor Relations Professional** by the National Public Employers Labor Relations Association (NPELRA) 2015

# JAMES A. FUNK

ATTORNEY | BUSINESS EXECUTIVE | NEGOTIATOR | MEDIATOR | ARBITRATOR
541.500.0446 | jfunk@sofamlaw.com

## PROFESSIONAL SUMMARY

Strategic attorney and business executive with 15+ years of experience at the intersection of law, business operations, contracting, negotiation, compliance, and enterprise risk management. Combines the legal judgment of a practicing attorney with substantial executive leadership experience managing complex commercial relationships, negotiating high-value agreements, resolving disputes, and advising senior leadership on legal and business strategy. Experienced in contract drafting and negotiation, litigation, mediation, arbitration, regulatory compliance, corporate governance, and general counsel services. Recognized for translating complex legal and business issues into practical solutions that protect organizational interests while advancing operational and strategic objectives.

## PROFESSIONAL EXPERIENCE

**Attorney at Law** | *Southern Oregon Family Law, LLC – Oregon* | *July 2024–Present*
*The Law Office of James A. Funk – Iowa* | *September 2023–December 2025*

- Represent individuals and businesses in litigation, negotiation, mediation, and other dispute-resolution proceedings.
- Provide boutique general counsel and strategic legal services to businesses, advising on commercial transactions, corporate governance, contracts, operational matters, compliance, risk management, and dispute avoidance.
- Consulting Attorney with Lane Council of Governments, providing as-needed support to Oregon municipalities.
- Draft, review, interpret, and negotiate commercial agreements and other legal instruments, balancing legal protections with clients' practical business objectives.
- Represent clients in mediation and negotiated settlements, developing resolution strategies based on legal exposure, economic considerations, and client objectives.
- Provide private mediation services, helping parties identify disputed issues, evaluate competing interests, and explore practical pathways toward resolution.
- Serve as a Court-Appointed Arbitrator for the Jackson County Circuit Court, independently evaluating legal and factual disputes and rendering decisions in contested matters.

**Chief Administrative Officer** | *Dignity Health Purchasing Network / CommonSpirit Health – Remote* | *July 2022–June 2023*

**Vice President** | *CommonSpirit Health – Des Moines, Iowa* | *July 2018–June 2023*

**Vice President** | *Emerus, Inc. – The Woodlands, Texas* | *July 2016–July 2018*

**Vice President** | *MultiCare Health System – Tacoma, Washington* | *July 2015–July 2016*

**Procurement Director / Director of Contracting** | *Houston Methodist / MultiCare Health System – Houston, Texas & Tacoma, Washington* | *2013–2015*

**Contracting Officer** | *Oregon Health & Science University – Portland, Oregon* | *November 2007–March 2013*

## EDUCATION & CREDENTIALS

### EDUCATION

Juris Doctor – Michigan State University College of Law, 2004
Master of Business Administration – Marylhurst University, 2008
Bachelor of Arts – Michigan State University, 1993

### BAR & PROFESSIONAL LEADERSHIP

Oregon State Bar
Iowa State Bar – Inactive
President – Jackson County Bar Association
Member – Oregon State Bar Ethics Committee
Court-Appointed Arbitrator – Jackson County Circuit Court

# Jeffrey Armand

4648 NE Hancock Street, Portland, OR 97213 | 202-695-0719 | jeff.armand@gmail.com


## EDUCATION

**University of Oregon School of Law** — **Eugene, OR**
J.D.; GPA: 3.36; Rank: 44th of 136 (top 33%) — **May 2026**
**Relevant Elective Coursework:** Employment Law, Labor Law

**Georgetown University** — **Washington, DC**
Graduate coursework in History; GPA: 3.78 — **2009 – 2011**

**Lamar University** — **Beaumont, TX**
B.A. in History; GPA: 3.35 — **August 2008**

## RELEVANT EMPLOYMENT EXPERIENCE

**Multnomah Defenders, Inc.** — **Portland, OR**
**Certified Law Student** — **August 2025 – July 2026**

- Represented misdemeanor clients in Multnomah Circuit Court as a public defender under supervision of managing attorney
- Requested and reviewed discovery, public records, and medical records
- Wrote and argued motions
- Worked with clients to develop strategy and prepare for trial or to enter plea
- Worked with assigned investigator to interview witnesses and collect evidence and public records

**Research & Writing Intern** — **May 2024 – January 2025**

- Researched, drafted, and edited motions in support of trial attorneys
- Assisted MDI investigators with public records requests

**University of Oregon School of Law** — **Eugene, OR**
**Research Assistant** — **July 2024 – May 2026**

- Edited and revised drafts for casebooks and articles for Criminal Law and Employment Law
- Assisted with research and data analysis of U.S. Supreme Court and Circuit Court Employment Law opinions

**Public Defender Services of Lane County, Inc.** — **Eugene, OR**
**Certified Law Student** — **January 2025 – May 2025**

- Represented assigned clients for DUII and DWS cases in Lane Circuit Court under supervision of managing attorney
- Requested and reviewed discovery, negotiated pleas, wrote and argued motions

**Thuemmel Uhle & Eder** — **Portland, OR**
**Office Manager/Legal Assistant** — **February 2019 – December 2022**

- Worked with attorneys to draft memos, demand letters, pleadings, and motions for personal injury and workers' compensation cases and DUII criminal defense cases
- Responsible for drafting, serving, and filing in Oregon and federal courts in accordance with Oregon and Federal Rules of Civil Procedure
- Prepared trial notebooks and exhibits for arbitrations and jury trials
- Drafted and submitted client medical records requests, discovery requests; provided responsive documents to opposing counsel discovery requests

# JAMES A. CHANEY

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JCHANEY@LCOG-OR.GOV (541) 682-2019 WWW.LCOG-OR.GOV

## WORK EXPERIENCE:

- Principal Attorney, Lane Council of Governments (2023–present)
- Assistant County Counsel, Lane County, Office of Legal Counsel (2012–2023)
- President and CEO, McKenzie Commercial Contractors, Inc. (1983–2008)
- Estimator and Project Manager, Hyland Bros. Construction, Inc. (1980–1983)
- Apprentice and Journeyman Carpenter, United Brotherhood of Carpenters (1972–1982)

## EDUCATION:

- Juris Doctor, University of Cincinnati College of Law (2011)
- Bachelor of Arts, Political Science, University of Oregon (2008)

## CERTIFICATIONS:

- Certified Construction Specifier
- Certified Construction Contract Administrator

## PUBLIC SERVICE:

- Oregon State Board of Architect Examiners: Board member (2006–2008, 2016–2022), Chair (2019, 2020)
- State of Oregon Construction Contractors Board: Board member (1991–1999), Chair (1997–1999)
- City of Eugene Historic Review Board (1989–1993)
- Lane County Building Appeals and Advisory Board: Chair (1986–1988)
- City of Eugene Building Code Board of Appeals (1983–1985)

## ORGANIZATIONAL AND PROFESSIONAL SERVICE:

- Oregon City Attorneys Association (2023–present)
- Executive Committee of the Construction Law Section of the Oregon State Bar (2019–present)
- Professional Land Surveyors of Oregon, associate member (2019–2024)
- American Public Works Association (2016–2023)
- Content Advisory Council for ConsensusDocs contract documents (2012–2019)
- Oregon County Counsels Association (2013–2023)
- Oregon State Bar (2011–present)
- Lane County Bar Association (2011–present)
- Associated General Contractors of America, Oregon chapter, Board member (2004–2007, 1998–2000)
- Construction Specifications Canada / Devis de Construction Canada (2000–present)
- Construction Specifications Institute (1983–present), National President (2000–2001)
- Eugene Builders Exchange (1983–2008), President (1985, 1991)
- American Arbitration Association, Construction Industry Panel (1984–1997)
- American Mensa, Ltd. (1983, 2008)

## AWARDS & RECOGNITION:

- Challenge Coin Excellence Award, Lane County (2022)
- Lane Ingenuity Award, Lane County (2016)
- Lifetime Member of the Construction Specifications Institute (2001)
- Frank Stanton Memorial Award for Service to the Construction Industry (1997, 2000)
- Fellow of the Construction Specifications Institute (1996)
- Continuing Excellence Award of the American Institute of Architects, S.W. Oregon chapter (1989, 1999)
- Employer of the Year, National Association of Women in Construction, Eugene chapter (1988)

## ARTICLES PUBLISHED:

- "Assessing the Impacts of Community Benefits Agreements," *Construction Law Newsletter*, 2019
- "Legislative Trends in Regulation of Architecture and Engineering Practice," *Construction Law Newsletter*, 2020
- "Don't Underestimate the Impact of Community Benefit Contracts," *Construction Law Newsletter*, 2021
- "You Drive on It, You Work on It, But What is It? Right of Way," *Construction Law Newsletter*, Fall 2022
- "The ADA at 33," *Construction Law Newsletter*, Fall 2023

# CITY OF ST. HELENS, OREGON

Office of the City Administrator · 265 Strand Street, St. Helens, OR 97051

## Scope of Legal Services Update and Request for Attorney Qualifications

**To:** Jordan Ramis, Attention: Peter Hicks

**From:** Erik Finch, City Administrator

**Date:** October 27, 2026

**Response due:** November 4th, 2026

**Re:** Scope of legal services update and request for attorney qualifications

### 1. Purpose

As you know, the City has had a lot of transition over the past several months. To help the City bring a fresh perspective and understanding to its legal services, the City requests updated information on the scope and staffing of legal services it obtains from its contracted firms. This is not a solicitation or request for proposals. It does not change your existing agreement with the City.

The City Charter authorizes the City Council to appoint a City Attorney, whether it is an employed individual or a contracted lawyer or firm. Currently the City utilizes a contracted firm model. The City asks its contracted firms to identify the attorneys available to provide the City Attorney services in each practice area below, along with their availability and relevant experience. The City will use this information to identify how to best proceed to make sure it has an organized structure for its city attorney services and where it may need additional assistance. In addition to the services outlined herein, the City Attorney shall provide regular participation in Council meetings and work sessions; ongoing coordination with City staff through scheduled check-ins; preparation of Council orientation materials; assistance with third-party subpoena responses; and identification, retention, and oversight of outside counsel when specialized expertise is required. The City will provide legal counsel with timely access to relevant records, policies, staff, and background information needed to support effective and efficient legal services.

Monthly reporting on open matters and billing activity is also expected to ensure transparency and effective management of the City's legal portfolio. The City and legal counsel will work collaboratively to identify practical, cost-efficient approaches to legal problem-solving that support the City's long-term goals and budget priorities.

### 2. Updated scope: practice areas

The City needs counsel available in the following areas. Use the codes in the roster in Attachment A.

| Code | Practice area | Typical work |
|---|---|---|
| A | General city attorney services | Council and commission meetings, ordinances and resolutions, legal opinions, charter and code interpretation, ethics and conflicts, open meetings |
| B | Real property and acquisition | Purchases, sales, leases, easements, title, surplus property, right-of-way |
| C | Land use | Permits and appeals, LUBA, code amendments, annexation, development agreements |
| D | Public records | Request review, exemptions and redaction, petitions to the District Attorney, litigation under ORS 192 |
| E | Police liability and law enforcement defense | Claims and suits against officers or the Police Department, including 42 U.S.C. § 1983, use of force, Oregon Tort Claims Act, and internal investigations (City is represented by CIS, but interested in knowing firm / agency experience) |

| Code | Practice area | Typical work |
|---|---|---|
| F | General civil litigation and managing outside counsel retained to represent the City in litigation | Tort, contract, and other suits by or against the City; appeals |
| G | Employment and labor | Collective bargaining with AFSCME and the Police Association, grievances, arbitration, discipline, whistleblower and retaliation claims, advice on public agency employment policies and procedures, hiring and firing. |
| H | Public contracting, finance, and election law | ORS chapters 279A to 279C, intergovernmental agreements, local option levies, utility rates, bonds |
| I | Other | Any other municipal specialty your firm offers, such as environmental, or utilities, or any other information on the firm's approach to city attorney services. |

## 3. Information requested

**For each attorney offered to the City:**

1. Name, title, and office location.
2. Oregon State Bar admission year, and admission to the U.S. District Court for the District of Oregon and the Ninth Circuit, if any.
3. The practice areas from Section 2 the attorney can cover, and whether as lead counsel or in a supporting role.
4. Up to three public agencies the attorney has represented in the last five years. For each, give the client type, the practice area and attorney's role.
5. First-chair trial or arbitration experience, with the number of matters taken to decision.
6. Current hourly rate.
7. Realistic capacity for City work, in hours per month, and typical response time for urgent requests.

**From the firm:**

1. A designated relationship attorney for the City.
    - Peter Hicks and David Rabbino will serve as the primary contact for the City.
2. Any current conflicts of interest involving the City, its officials, or parties likely adverse to it.
    - No current conflicts.
3. Whether the firm is approved defense counsel for City county Insurance Services (CIS) and, if so, in which practice areas.
    - The firm does not do work on behalf of CIS.
4. A current certificate of professional liability insurance.
    - See attached.
5. Any practice area in Section 2 the firm cannot cover.
    - The firm would not cover police liability and law enforcement defense, or traditional (union) labor law matters.
6. Cost effective approach to transitioning legal services from practitioners within the firm or from other firms.
    - The firm is willing to assist as needed with the transitioning legal services as requested by the City.
7. Experience or willingness to support the City evaluate and transition to in-house legal services, if desired by City Council.
    - The firm is also willing to support the City in evaluating and transitioning to in-house legal services as desired. As discussed, we understand that this may represent the most cost effective and efficient means of serving the City's existing legal needs.

## 4. Response and use

- **Format.** Complete the roster in Attachment A. Then attach a resume of one page or less for each attorney listed, covering the items in Section 3. A single PDF is preferred.
- **Submit to** Erik Finch, City Administrator, at efinch@sthelensoregon.gov by the response date above. Questions may go to the same address.
- **Existing agreements.** This request does not amend your current agreement with the City. Any change in scope or terms will be made by written amendment.
- **Public records.** Responses may be subject to disclosure under Oregon public records law. Do not include confidential client information.

Thank you for your continued service to the City of St. Helens.

## Attachment A: Attorney Roster

Firm: Jordan Ramis PC  Relationship attorney: Peter Hicks and David Rabbino

Practice area codes are from Section 2. Mark each code L for lead counsel or S for support, for example "A-L, E-S." Add rows as needed.

| Attorney | Title and office | OSB admission year | Federal court admissions | Practice areas (L/S) | Public-sector agencies represented, last 5 years | Trials or arbitrations to decision | Hourly rate | Capacity (hrs/mo) |
|---|---|---|---|---|---|---|---|---|
| Peter Hicks | Shareholder/Bend and Portland | 1993 | Oregon, Western Eastern Districts of Washington, and Ninth Circuit | F-L; G-L | St. Helens; Dundee; Gervais – City Attorney Services | 8+ | $350 | 10 |
| David Rabbino | Shareholder/Portland | 2010 | Oregon, Eastern and Western Districts of Washington, Eastern, Western, and Southern Districts of New York, and Seventh Circuit | B-L; F-L; I (Environmental)-L | St. Helens, Dundee – City Attorney Services | 20+ | $450 | 10-15 |
| David Bowser | Shareholder/Portland | 2001 | Oregon, Federal Circuit, Ninth Circuit, and U.S. Federal Claims Court | F-L; H-L; I (Construction)-L | St. Helens, Dundee - City Attorney Services | 15+ | $350 | 10 |
| Jeff Kapp | Shareholder/Portland | 2013 | | B-L | St. Helens, Dundee - City Attorney Services | N/A | $350 | 10 |
| Garrett West | Of Counsel/Portland | 2017 | Oregon | A-L; B-L; C-L | St. Helens, Dundee – City Attorney Services | N/A | $350 | 10-15 |
| Kelly Hickok | Associate/Portland | 2022 | | A-L; B-L; C-L | St. Helens, Dundee. White Salmon, Camas– City Attorney Services | N/A | $325 | 10-15 |
| Chris Dolan | Of Counsel/Portland | 1992 | Oregon and Ninth Circuit Court of Appeals | D-L; G-L | St. Helens, Dundee– City Attorney Services | 20+ | $350 | 10-15 |

| Attorney | Title and office | OSB admission year | Federal court admissions | Practice areas (L/S) | Public-sector agencies represented, last 5 years | Trials or arbitrations to decision | Hourly rate | Capacity (hrs/mo) |
|---|---|---|---|---|---|---|---|---|
| Ed Trompke | Shareholder | 1984 | Oregon | A-L; B-L; C-L; H-L | St. Helens, Dundee, Troutdale– City Attorney Services | N/A | $350 | 5-10 |

Submitted by: Peter Hicks Title: Board Chair Date: 11/4/2026

ACORD

# CERTIFICATE OF LIABILITY INSURANCE

DATE (
6/2



**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

**PRODUCER**
Alliant Insurance Services, Inc.
353 N. Clark St., 11th Fl
Chicago IL 60654

License#: 0C36861

**CONTACT NAME:** Angela Fleege
**PHONE (A/C, No, Ext):** 312-546-5594 **FAX (A/C, No):**
**E-MAIL ADDRESS:** afleege@alliant.com

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : Indian Harbor Insurance Compan | 36940 |
| INSURER B : Admiral Insurance Company | 24856 |
| INSURER C : Aspen Specialty Insurance Comp | 10717 |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

**INSURED**
Jordan Ramis PC
1211 SW 5th Ave., Suite 2700
Portland OR 97204

JORDRAM-02

**COVERAGES** **CERTIFICATE NUMBER:** 855436351 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| | **COMMERCIAL GENERAL LIABILITY** | | | | | | EACH OCCURRENCE | $ |
| | ☐ CLAIMS-MADE ☐ OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ |
| | | | | | | | MED EXP (Any one person) | $ |
| | | | | | | | PERSONAL & ADV INJURY | $ |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ |
| | ☐ POLICY ☐ PRO-JECT ☐ LOC | | | | | | PRODUCTS - COMP/OP AGG | $ |
| | ☐ OTHER: | | | | | | | $ |
| | **AUTOMOBILE LIABILITY** | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | ☐ ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | ☐ **UMBRELLA LIAB** ☐ OCCUR | | | | | | EACH OCCURRENCE | $ |
| | ☐ **EXCESS LIAB** ☐ CLAIMS-MADE | | | | | | AGGREGATE | $ |
| | ☐ DED ☐ RETENTION $ | | | | | | | $ |
| | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N | | | | | | ☐ PER STATUTE ☐ OTH-ER | |
| | ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** | N / A | | | | | E.L. EACH ACCIDENT | $ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| A | Lawyers Professional Liability | | | LPE 9036236 08 | 1/1/2026 | 1/1/2027 | | 5,000,000 |
| B | Lawyers Professional Liability | | | PLX-2080378-P4 | 1/1/2026 | 1/1/2027 | | 5,000,000 |
| C | Lawyers Professional Liability | | | LX00KHJ26 | 1/1/2026 | 1/1/2027 | | 10,000,000 |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**
Policies A-C are excess of 2026 Oregon Professional Liability Fund Primary: $300,000 Aggregate

**CERTIFICATE HOLDER**

Evidence of Insurance

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**


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# Peter S. Hicks

Executive Committee Member & Shareholder

Services: Business, Employment, Litigation



Bend 541-797-2079 | Portland 541-797-2079 | peter.hicks@jordanramis.com

## OVERVIEW

Peter's practice focuses on litigation and counseling, with an emphasis on employment and commercial matters, including real estate and business disputes. He makes every effort to ensure that his clients fully understand the law and its practical impacts, counseling them on regulatory interpretation, employment contracts, non-competition agreements, trade secret protection, and labor relations and negotiations.

Peter has represented local, regional, and national clients in state and federal courts and before administrative agencies, including the Oregon Bureau of Labor and Industries, the Washington Human Rights Commission, and the Equal Employment Opportunity Commission. His representation has included cases involving:

- Title VII and equivalent state laws
- The Americans with Disabilities Act (ADA)
- The Age Discrimination in Employment Act (ADEA)
- Retaliation claims
- Private sector whistleblower statutes
- The Family and Medical Leave Act (FMLA)
- The Oregon Family Leave Act (OFLA)
- Employment-related tort claims, including misappropriation of trade secrets, defamation, and interference with business relations

He is also a member of the Board of Directors of the KIDS Center and has been involved with the Boys and Girls Clubs of Central Oregon and the Heart of Oregon Corps, providing these important organizations with pro bono legal services.

## Education

- B.A., Pacific Lutheran University, 1990
- J.D., Willamette University, College of Law, 1993

## Membership and Activities

- Deschutes County Bar
- Central Oregon Builders Association
- KIDS Center, Board of Directors
- Boys and Girls Clubs of Central Oregon, Pro Bono legal services
- Heart of Oregon Corps, Pro Bono legal services
- Society for Human Resource Management

# David A. Rabbino

Executive Committee Member & Shareholder

Services: Environmental and Natural Resources, Litigation, Land Use, Real Estate

Industries: Mining, Agriculture, Commercial Real Estate



Portland 503-598-5536 | david.rabbino@jordanramis.com

## OVERVIEW

With nearly 35 years of experience in environmental law, coverage, and litigation, David Rabbino's practice is focused on developing and getting regulatory approval to complex environmental problems with creative and cost-effective resolutions, letting his clients get back to their core businesses.

David represents clients in some of the largest Superfund sites across the country, as well as matters with state and county regulators. He represents for-profit, non-profit, and local government entities, both as plaintiffs or defendants, in environmental regulatory matters, including permitting, compliance, and enforcement actions, and has significant experience in handling and litigating environmental coverage actions. Understanding that most environmental matters pull his clients away from what they do best, David devotes the time to listen to his clients' concerns, works with them to identify clear business goals, and develops legal strategies to reach those goals, so his clients can focus on their core businesses.

In addition to his work in traditional environmental matters, David offers expertise in real estate transactions and experience in land use law, particularly those that involve contaminated real property. He is an active member of Oregon's statewide Brownfield Coalition and was extensively involved in the drafting and legislative lobbying effort that led to the passage of Oregon's groundbreaking brownfield Land Bank Authority bill (HB 2734) and Oregon's brownfield Tax Abatement bill (HB 4084). He advises clients on various financial tools available to fund brownfield projects, as well as permitting requirements and land use issues associated with such projects.

David is a Co-Chair of the firm's Environmental and Natural Resources practice group. Prior to joining Jordan Ramis, David was a civil litigator in New York City, an enforcement attorney with the U.S. EPA for almost 12 years, a partner at a boutique environmental litigation firm based in the Bay Area in California, and Senior Counsel at a large Portland-based law firm. This experience in the public and private sectors, as well as at small and large law firms, allows David to bring a wholistic, seasoned perspective to any matter he deals with on behalf of his clients.

Helping clients achieve their business goals while navigating them through the complex and technically diverse issues involved in resolving environmental matters is what David enjoys most about practicing law. When he is not working on resolving his clients' environmental concerns, David enjoys living in the Pacific Northwest, playing tennis and golf, hiking, and occasional trips to the coast.

## Education

- B.A., Political Science, Connecticut College, 1982
- J.D., Hofstra University School of Law, 1985

## Membership and Activities

- Youth, Rights & Justice, Past Board Member (2015–2025), Past President (2020–2023)
- Oregon State Bar Environmental & Natural Resources Section, Executive Committee Member (2014–2018)
- Lake Oswego Development Review Commission, Member (2014–2017)
- Oregon State Bar Disciplinary Board, Member (2014–2015)
- American Bar Association, Member
- Jordan Ramis PC Diversity, Equity, Inclusion Committee, Co-Chair (2019–2022)

## Awards and Honors

- The Best Lawyers in America®, Environmental Law, Litigation – Environmental and Natural Resources Law, 2019–2026
- Chambers & Partners USA, Environmental Law, 2016–2025
- Northern California Super Lawyers, 2006, 2008–2012
- Martindale Hubbell® AV Preeminent® Attorney

# David H. Bowser

Shareholder

Services: Construction, Governmental Services, Litigation, Land Use

Industries: Mining, Homebuilding, Local Governments and Special Districts



Portland 503-598-5581 | david.bowser@jordanramis.com

## OVERVIEW

With 25 years of experience as a construction and design professionals attorney, David represents clients in all areas of public and private construction and design, including public bodies, private owners, architects, engineers, general contractors, subcontractors, and suppliers. This specialized experience allows David to bring a seasoned perspective and targeted solutions to his clients' issues.

David's practice covers all aspects of the construction and design process, from the early steps of design, construction procurement, bidding, and contract drafting and negotiation, through the middle steps of construction claim identification, avoidance, and documentation, and finally through the later steps of construction and design claim prosecution and defense.

David often assists his clients in original contract preparation (both original contracts and industry standard forms), negotiating changes to draft contracts to limit his clients' risks, and updating contracts to keep them legal and statutorily compliant. David enjoys using his substantial procurement experience to help public sector clients provide the public with facilities to better their lives, such as public transportation, parks, playgrounds, and necessary infrastructure.

While David strives to keep his clients out of litigation through counsel and advice, when necessary, he brings his substantial construction litigation experience to the table to achieve his clients' goals. David is experienced in handling mediation, arbitration, and litigation.

David began his career at the Oregon Department of Justice, where he served as an Honors Attorney in the Commercial and Environmental Litigation Section, which represents ODOT in all litigation matters. Prior to joining Jordan Ramis, David, both as an associate and an owner, spent 12 years practicing at a small but busy construction litigation law firm.

David likes helping good people get out of bad situations. He believes that the client attorney connection is best when it is part of an ongoing relationship where both parties feel that they provide and receive value. If you need a competent construction attorney to help you out, David is your guy.

## Education

- B.A., Pennsylvania State University, 1996
- J.D., Willamette University College of Law, magna cum laude, 2001

## Membership and Activities

- American Institute of Architects
- Oregon Landscape Contractors Association

## Awards and Honors

- Oregon Department of Justice Outstanding Service Award, 2002

# Jeffrey P. Kapp

Shareholder

Services: Real Estate, Business, Land Use

Industries: Financial Services, Commercial Real Estate



Portland 503-598-5537 | jeffrey.kapp@jordanramis.com

## OVERVIEW

Jeff draws on his extensive experience structuring complex business transactions and his firm understanding of the business of commercial real estate and finance to provide effective, practical legal counsel tailored to his clients' specific needs. He strongly believes that to be a successful legal advisor, you need a strong understanding of the client, their business, and their industry.

Jeff's is licensed in both Oregon and Washington. He has a specialized focus on real estate transactions and finance, while also regularly advising business owners on traditional business and "corporate" law matters, including entity formation, corporate governance, employment law, joint venture and partnership agreements, business operations, contracts, and business and asset sales and acquisitions. Having served as the Chief Legal Officer and an executive committee member at a Vancouver, WA-based development and construction company, he has a first-hand appreciation and understanding of the day-to-day challenges (both legal and practical) faced by businesses.

Jeff's transactional real estate practice spans the entire spectrum of complex commercial real estate transactions, including development, financing, leasing, joint ventures, acquisition/disposition of real estate projects, planned developments / HOAs, condominiums, and construction contract negotiations. Having previously practiced in Boston and the Carolinas at national and regional law firms, before relocating to Portland in 2013, he has advised clients of all types and sizes, from small developers to national REITs.

Jeff is also an active member of the Portland and Vancouver business communities, sitting on multiple boards and participating in various business and real estate industry organizations. When he's not working, you can find Jeff watching Italian Serie A "calcio" and Champions League soccer, sharpening his Italian and Spanish (fluent in both), and spending time with his wife and three kids.

## Education

- J.D., University of Virginia School of Law, 2003 (UVA Law Review member, 2001-2003)
- B.A., magna cum laude, Harvard University, 2000

## Membership and Activities

- Revitalize Portland Coalition, Board Member
- Columbia River Economic Development Council, Board Member
- NAIOP
- Identity Clark County
- Westside Economic Alliance

## Awards and Honors

- North Carolina Super Lawyers Rising Star, 2011-2013

# Garrett West

Attorney

Services: Land Use, Real Estate, Governmental Services, Environmental and Natural Resources

Industries: Commercial Real Estate, Construction and Development, Homebuilding, Local Governments and Special Districts, Agriculture



Portland 503-598-5528 | garrett.west@jordanramis.com

## OVERVIEW

Garrett West is a land use and development attorney based in Southern Oregon. His practice sits at the intersection of land use, real estate, development, government policy, and local politics. He helps developers, property owners, businesses, and public entities move projects through the legal, regulatory, and public processes that shape development in the Pacific Northwest.

Garrett works on development approvals, zone changes, urban growth boundary amendments, easements and covenants, parcel and lot legality issues, development agreements, and administrative appeals. He is often involved in projects where success depends not only on understanding the law, but also on understanding local governments, infrastructure constraints, community concerns, and the practical realities of public decision-making.

Before joining Jordan Ramis, Garrett was a partner at a boutique land use law firm in Jacksonville, Oregon. He has represented clients before planning commissions, city councils, county boards of commissioners, hearings officers, the Oregon Land Use Board of Appeals, and various appellate bodies.

Born and raised in Southern Oregon, Garrett remains closely connected to the region while working with clients across the broader Pacific Northwest. Outside of his legal practice, he serves as the Vice President of the Medford City Council and as a member of the Medford Urban Renewal Agency Board of Directors. He's the co-founder of the Oregon Forensics Foundation, a nonprofit organization that supports speech and debate, mock trial, moot court, and similar educational activities.

## Education

- J.D., Georgetown University Law Center, 2017, Executive Editor, Georgetown Environmental Law Review, Georgetown Appellate Litigation Clinic, Georgetown Moot Court Team, Georgetown Center for the Constitution
- B.A., Classics, History, and Political Science, Robert D. Clark Honors College, University of Oregon, 2014

## Membership and Activities

- Medford City Council, Vice President
- Medford Urban Renewal Agency Board of Directors
- State of Oregon Wildfire Programs Advisory Council
- Oregon Home Builders Association, Board of Directors
- Builders Association of Southern Oregon Board of Directors
- Oregon Forensics Foundation, President
- Dogs for Better Lives, National Board of Directors (former)
- University of Oregon School of Law, Mock Trial Team Coach (former)
- Medford Parks and Recreation Commission, Commissioner (former)

# Kelly Hickok

Attorney

Services: Land Use

Industries: Commercial Real Estate, Construction and Development



Portland 503-598-5557 | kelly.hickok@jordanramis.com

## OVERVIEW

Kelly Hickok is an attorney in Jordan Ramis's Land Use practice group, advising clients on complex land use and development matters. Based at the firm's Portland office, Kelly supports property owners, developers, and businesses as they navigate local, regional, and state land-use regulations.

Kelly's practice focuses on helping clients move projects forward efficiently while addressing zoning, permitting, and regulatory challenges. She approaches land-use matters with a detail-oriented, practical mindset, aligning legal strategy with her clients' development goals and timelines. Kelly values clear communication and collaboration, ensuring clients understand both the process and their options at each stage.

Prior to joining Jordan Ramis, Kelly served as an Assistant City Attorney, representing the Cities of Camas and White Salmon. In this role, she advised municipal clients on land use, development, and regulatory matters, providing her with valuable insight into the public-sector perspective and the inner workings of local government decision-making.

Licensed to practice in both Oregon and Washington, Kelly is well-positioned to assist clients operating across jurisdictions in the Pacific Northwest.

Outside of her legal practice, Kelly enjoys spending time outdoors, including hiking and running. She also enjoys spending time with her husky, Luna.

## Education

- B.A., Environmental Science and Policy Planning, Florida State University
- Minor in Urban Regional Planning
- J.D., Willamette University College of Law

# Christopher K. Dolan

Attorney

Services: Construction, Litigation

Industries: Commercial Real Estate, Construction and Development, Local Governments and Special Districts



Portland 503-598-5543 | chris.dolan@jordanramis.com

## OVERVIEW

Chris has extensive litigation experience and has been active on the firm's construction team since 2001, focusing on construction liens and bonds. The core of Chris's practice is responding to his clients' concerns and providing competent, effective legal representation.

Prior to joining Jordan Ramis, Chris was an active Oregon attorney for more than eight years, representing individuals and companies in a variety of civil matters, including business formations, real estate disputes, construction litigation, employment discrimination, domestic relations disputes, and appellate issues.

Looking to take a break from the active practice of law, Chris joined Jordan Ramis in 2001 as a litigation paralegal, focusing on various construction issues, litigation, and civil appeals. As a senior paralegal, he used his hands-on experience to provide practical know-how as he worked closely with the construction law and business law attorneys. After 17 years as a paralegal, Chris returned to the practice of law and has served as a staff attorney with the firm since 2018.

Chris's experience includes:

- Numerous court and arbitration appearances
- Preparing, filing, and foreclosing construction liens and bond claims
- Representation of various parties in litigation concerning construction liens, construction defects, real property disputes, and other issues concerning the building industry
- Representation of businesses in litigation, including employment discrimination claims, contract claims, and creditors' rights claims
- Analysis and preparation of briefs on appeal

Chris enjoys helping clients reach a positive result to their legal needs. When he is not in the office, you will likely find Chris at Providence Park catching the latest Timbers match.

## Education

- B.A., University of Redlands, Political Science, 1989
- J.D., Willamette University College of Law, 1992

# Edward H. Trompke

Shareholder

Services: Real Estate, Business, Governmental Services, Land Use

Industries: Construction and Development, Financial Services, Local Governments and Special Districts



Portland 503-598-5532 | ed.trompke@jordanramis.com

## OVERVIEW

Ed's 30+-year career includes extensive work in real estate, development, lending/borrowing, construction and in local government. Representing individuals, family-owned businesses, lenders, cities, and other entities, he is known for working creatively to minimize conflicts, maximize productivity, and carry out the intentions of his clients.

Ed helps business owners choose the best entity structure to achieve their goals, now and for the future. He helps clients start and grow businesses, dealing with matters such as equity financing, debt financing, and leveraged acquisitions. Ed knows each type of business entity has different liabilities and tax benefits and burdens, so he takes a cooperative approach with accountants and tax advisors to advise clients.

When advising clients, Ed encourages every business owner to have a strategy that will allow the person to leave the business. Whether through sale or transfer to other owners or employees, Ed negotiates the terms of sale and preplans such transactions using buy/sell agreements and other contractual succession mechanisms.

Ed also serves as a city attorney. His experience with municipal regulatory matters began early in his law career when he was a member of the State of Oregon's Department of Commerce. While with the state, Ed spent much of his time streamlining regulations in the areas of capital formation, financial fraud, mortgage lender regulation, and investor disclosure. He understands how to work with and through the myriad of rules and regulations that the various levels of government have adopted.

Devoted to continuous education, Ed has built up a wealth of knowledge that he enjoys sharing, giving clients peace of mind knowing they can come to him with any questions. His desire to learn extends outside of the office whether he is adventuring in new destinations around the world or working on his old sports car.

## Education

- B.S., Portland State University, 1979
- J.D., Lewis & Clark College, Northwestern School of Law, 1984

## Membership and Activities

- Westside Economic Alliance, Executive Committee and Board of Directors (2007-Present); Government Affairs Committee Chair; Past President (2007-2008)
- Oregon State Bar, Sections on Business; Constitutional Law; Real Estate and Land Use, and Securities: Home Builders Association of Metropolitan Portland, Government Affairs and Legal Action Committee
- Metro Natural Hazards Committee, Former Chair

# STAFF REPORT

Meeting Date: November 18, 2026

Author: Erik Finch, City Administrator

Department: City Administrator's Office

Subject: Renew Treadway Agreement for One Year

Type of Item: Agreement for Services

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**Background**

In 2024, the City entered into an agreement with Treadway to provide special event management and coordination services for the City's public events. The initial term ran through December 31, 2025. Through Amendment No. 1, the City renewed the Agreement for one additional year, and the current term expires December 31, 2026. The Agreement authorizes the City, at its sole election, to renew for additional one-year terms; if the City renews now, one renewal option will remain.

At the November 12, 2026, Special City Council meeting, it was recommended to City Council that the agreement between the City and Treadway be renewed through the execution of Amendment No. 2 for the reasons stated below.

**Evaluation**

The City is satisfied with the Contractor's performance. The Contractor has managed and coordinated the City's events with skill, expertise, and organization; has performed the agreed-upon services with diligence and care; and has been responsive to and communicative with City staff, the business community, and residents.

The City may either renew the current contract or decline to renew the contract and solicit new proposals for a tourism event manager. If the City declines to renew the Agreement, it must publicly advertise and solicit proposals for a new contractor through a Request for Proposals ("RFP") process under the City's public contracting rules. An RFP process typically takes three to six months or longer. It is important for newly elected officials and the public to provide input into this RFP scope. After that input is received, staff must develop the scope of services based on these discussions, prepare and advertise the RFP, allow time for proposers to respond, evaluate the proposals, and negotiate a final contract.

Given the current date, staff does not believe that type of RFP process can be completed in time for a new contractor to plan and deliver the 2027 events.

A one-year renewal would preserve the City's options to both have a 2027 event season and engage in a robust discussion with City Council, including newly elected officials, and the public, about the future vision for the tourism program. City Council can use 2027 to decide whether to exercise the remaining renewal option or to solicit proposals for a new event contractor.

**Proposed Amendment Terms**

Amendment No. 2 includes the following amendments to the Agreement:

- The term is extended for one year through December 31, 2027
- Align Approved Budget with the City's fiscal year budget approval process
- Add requirements for the End of Event and End of Year Reporting Standards, which may be presented to City Council as requested and at its December meeting annually.

**Fiscal Impact**

The contract compensation is $191,600, payable over twelve monthly installments plus 5% of Net Revenue, as defined in the Agreement. For the remainder of FY 26-27, the fiscal impact is $95,800 plus 5% of Net Revenue; For FY 27-28, the fiscal impact is $95,800 plus 5% of New Revenue; plus any expenses that exceed revenue or minus any revenue that exceeds expenses.

**Options**

1. Authorize the City Administrator to execute Amendment No. 2 to the Agreement, extending the term through December 31, 2027, incorporating terms into the contract that are outlined in this agenda item.

2. Decline to renew Amendment No. 2 and either (a) discontinue contracted event services after December 31, 2026, or (b) direct staff to develop and issue an RFP for a new event services contractor.

**Recommendation**

Staff recommends Option 1: that the City Council direct the City Administrator to execute Amendment No. 2 to the Agreement with Treadway extending the term through December 31, 2027.

# City of St. Helens

# AMENDMENT NO. 2 TO INDEPENDENT CONTRACTOR AGREEMENT

This Amendment is made on November ____, 2026, between **City of St. Helens**, an Oregon municipal corporation (the "City"), and **Treadway Events & Entertainment LLC,** an Oregon limited liability company ("Contractor"), collectively the "Parties" and each a "Party".

## RECITALS

**A. WHEREAS,** on or about August 7, 2024, the City and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to the production and management of events;

**B. WHEREAS,** on or about November 17, 2025, the City and Contractor entered into an amendment to the Agreement ("Amendment No. 1") to extend the agreement for one year expiring December 31, 2026;

**C. WHEREAS,** Paragraph 3 of the Agreement provides that the term of the Agreement may be extended annually for additional one-year terms through December 31, 2028, by mutual written agreement of the Parties;

**D. WHEREAS,** the City desires to ensure the approved budget for events aligns with the City's FY budget approval process and to request additional detail be added to the Contractor's current financial reporting requirements;

**E. WHEREAS,** the City and Contractor mutually desire to extend the term of the agreement for an additional year;

## AGREEMENT

**NOW, THEREFORE,** the parties mutually agree as follows:

**1.** The termination date of the Agreement signed on or about August 7, 2024, shall be amended to reflect a **termination date of December 31, 2027,** unless earlier terminated according to the terms of the Agreement.

**2.** Section 5 shall be amended as shown below with additions shown in bold and underline, and deletions in strikeout. Except as provided below, Sections 5.1, 5.2, 5.3, and 5.4 shall otherwise remain unchanged and in full force and effect:

**5. Budgeting/Purchases on Behalf of City.**

**5.01 Approved Events Budget.** Contractor shall submit budget proposals for the Events **from April – June and for the Fiscal Year beginning July 1,** by January 31st of each year. The City shall **aim to** promptly review and request revisions or approve the events budget proposals by March 1st of each year. **Contractor shall submit any requested revisions within ten (10) business days after the City's request and the Events Budget is not approved until approved in writing by the City Administrator (the "Approved Events Budget"). The City's failure to act by March 1 shall not constitute approval.** Contractor shall perform and complete the

services set forth in Attachment A within the final budget agreed to by the Parties in writing. ~~("Approved Events Budget").~~

**5.02 Budget Information. Contractor shall cooperate in good faith to provide financial data, cost estimates, projections, and other relevant budgetary information the City reasonably requests to support the City's annual budget process, any supplemental budget, or any project-specific budget. Contractor shall deliver such information within ten (10) business days after the City's request.**

**5.03 Reconciliation to City Budget; Amendment.**

**(a) Within ten (10) business days after the City Budget is adopted each year, the City will notify Contractor in writing of the total amount appropriated for this Agreement for the Fiscal Year (the "Appropriated Amount").**

**(b) If the Appropriated Amount is less than the Approved Events Budget, Contractor shall, within ten (10) business days after receiving the City's notice, provide the City in writing with proposed revisions to the Approved Events Budget, together with any corresponding adjustments to the Services, sufficient to bring the Approved Events Budget within the Appropriated Amount.**

**(c) The City may accept, reject, modify, or require further revisions to Contractor's proposed revisions in its sole discretion. If Contractor fails to timely submit proposed revisions, the City may unilaterally amend the Approved Events Budget to bring it within the Appropriated Amount.**

**(d) Any amendment under this section takes effect upon written notice from the City Administrator to Contractor and is subject to Section 5.04.**

**5.04 Effect of Reductions on Services. If an amendment under Section 5.4 reduces the Approved Events Budget, the City will identify in writing the Events or Services to be reduced or eliminated, whether by accepting Contractor's proposed adjustments or otherwise. Contractor shall perform the services, as adjusted, within the Approved Events Budget, as amended. For any event or service reduced or eliminated, the Contractor shall promptly cancel or suspend affected orders and contracts to the extent possible and shall use reasonable efforts to minimize costs, including by seeking refunds and credits. Costs contractors could reasonably avoid are not reimbursable.**

**5.05 Spending Limits. Contractor shall perform and complete the services set forth in Attachment A, as amended, within the Approved Events Budget. Costs incurred in excess of the Approved Events Budget, or without any authorization required by this Section 5 are Contractor's sole responsibility and will not be paid or reimbursed by the City.**

**3.** Section 7 of the Agreement shall be amended as follows, with additions shown in bold and underlined font, and deletions shown in strikeouts:

**7. End of Event and End of Year Reporting Standards.**

**7.1** The Contractor is required to produce a written report after each event and submit the report to the City Administrator no later than 45 days after each Event. This report will be made available to the City Council at their request. The **End of Event** report shall include: (a) summary of revenues and expenditures for the Event; **(b) budget to actual tracking and comparison detailing (i) approved budgeted amounts for each expense category, (ii) actual expenditures incurred for each category.**

**7.2 The End of Year Report shall include: (a) summary of revenues and expenditures for the Event; (b) budget to actual tracking and comparison detailing (i) approved budgeted amounts for each expense category, (ii) actual expenditures incurred for each category; (c) Cumulative year-to-date expenditures; (d) Remaining unexpended balances and percentage of budget utilized;** ~~(b)~~ **(e)** a summary of feedback from local business owners and community members; ~~and (c)~~ **(f)** a summary of recommended improvements for the following year; **and (g) a cumulative impact fee report, detailing total ticket sales, and impact fees assessed.**

**4. Section 37 shall be added to this Agreement as follows:**

**37. Non-appropriation clause.** The City certifies that sufficient funds have been appropriated to make payments required by this contract during the current fiscal year. Payment for Work performed after June 30 of any given year is subject to funds being appropriated by the St. Helens City Council. If funds are not appropriated, the City may terminate this contact by notice to Contractor.

**5.** All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

| | |
|---|---|
| **CITY OF ST. HELENS,** an Oregon municipal corporation | **TREADWAY EVENTS & ENTERTAINMENT LLC** |
| By: _____ | By:_____ |
| Name:_____ | Name:_____ |
| Its: _____ | Its: _____ |

**CITY OF ST. HELENS, OREGON**

**ORDINANCE NO. ____**

**AN ORDINANCE AMENDING CHAPTER 3.16 OF THE ST. HELENS MUNICIPAL CODE TO ESTABLISH NUISANCE RESPONSE FEES AND ALIGN FALSE ALARM RESPONSE FEES**

WHEREAS, repeated police responses to the same property for nuisance activity draw officers away from emergencies and other community needs; and

WHEREAS, the City already recovers the cost of repeated responses to false alarms under Chapter 3.16 of the St. Helens Municipal Code (SHMC), and the Council finds that a similar fee for repeated responses to substantiated nuisance activity is fair and reasonable; and

~~WHEREAS, other Oregon cities, including Corvallis, Medford, Forest Grove and McMinnville, address repeated nuisance activity at the same property through notice, an opportunity to correct the problem, and cost recovery or civil remedies; and~~

~~WHEREAS, the Council intends that no person be discouraged from calling for police, fire or medical help, and that no person be penalized for being the victim of a crime, consistent with ORS 90.449 and 34 U.S.C. 12495; and~~

WHEREAS, a police response of one to two officers for about one hour costs the City approximately $75 to $150 in officer wages and benefits alone, before dispatch and administrative costs, and the Council intends that fees under Chapter 3.16 recover no more than the reasonable cost of a response; and

WHEREAS, the Council finds that false alarm and nuisance response fees should use the same thresholds and amounts, so that the rules are simple to understand and apply; and

WHEREAS, the Council intends that no person be discouraged from calling for emergency medical help, including for a drug overdose or cardiac arrest, that no person be charged for reporting a crime or other activity in good faith, and that no person be penalized for being the victim of a crime, consistent with ORS 90.449 and 34 U.S.C. 12495, while still allowing fees where officers substantiate nuisance activity, including by the person who called; and

WHEREAS, the Council finds that amending Chapter 3.16 is in the public interest;

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

Section 1. Chapter 3.16 of the St. Helens Municipal Code is amended as set forth in Exhibit A, in which added text is underlined and deleted text is struck through.

Section 2. The fees under Chapter 3.16 shall be those set in the universal fee schedule adopted by resolution of the City Council.

Section 3. If any section, subsection, sentence, clause or phrase of this ordinance is held invalid, that decision shall not affect the validity of the remaining portions.

Section 4. This ordinance takes effect 30 days after its adoption by the City Council.

Read the first time: _____

Read the second time and adopted by the City Council: _____

Mayor Attest: City Recorder

# EXHIBIT A

## Chapter 3.16 POLICE RESPONSE FEES

### § 3.16.010 Police response.

The city of St. Helens police department will respond to alarms and other calls for service without charge except as herein provided. Nothing in this chapter limits the authority of the police department to respond to any call, or the right of any person to request police, fire or medical assistance.

(Ord. 2626 § 1, 1991)

### § 3.16.020 ~~False alarm~~ Police response fees.

~~A fee shall be charged the tenant, owner or other person in charge of the premises for each false alarm after the second within any 12-month period, to which the police department responds by sending police officers to investigate. A higher fee shall be charged for each false alarm after the fourth within any 12-month period. The fees described herein shall be as set forth in the most recent universal fee schedule adopted by council.~~

(1) A fee shall be charged the tenant, owner or other person in charge of the premises for each false alarm or nuisance response that is the third or fourth within any 12-month period, and a higher fee for each false alarm or nuisance response that is the fifth or later within any 12-month period. A false alarm counts under this section only if the police department responds by sending police officers to investigate.

(2) False alarms and nuisance responses are counted separately. Each is counted by property.

(3) The fees described herein shall be as set forth in the most recent universal fee schedule adopted by council, and shall be the same for false alarms and nuisance responses. No fee shall exceed the city's reasonable cost of a police response.

(Ord. 2626 § 2, 1991; Ord. 3219 § 2, 2017)

### § 3.16.030 False alarm definition.

For purposes of this chapter, a "false alarm" shall be defined as the discharge of an alarm system which is caused by the intentional misconduct or negligent act of the owner, tenant or other person in charge of the premises upon which the alarm is located, or by the mechanical malfunction of the alarm system.

(Ord. 2626 § 3, 1991)

### § 3.16.040 Nuisance response definitions.

For purposes of ~~SHMC 3.16.040 through 3.16.070,~~ this chapter, the following definitions apply:

~~(1) "Nuisance activity" means conduct at a property, by a person in charge, a resident or a guest, that an officer personally observes or confirms after investigation and that constitutes one or more of the following:~~

(1) "Nuisance activity" means conduct at a property by a person in charge, a resident or a guest, including a person who requested the police response, that is substantiated and that constitutes one or more of the following:

(a) Noise in violation of Chapter 8.16 SHMC;

(b) Disorderly conduct, harassment, menacing, criminal mischief, or offensive littering under the Oregon Criminal Code or this code;

(c) An unlawful gathering or party at which alcohol or controlled substances are furnished to minors;

(d) Unlawful delivery or manufacture of a controlled substance, or possession of stolen property;

(e) Initiating a false report under ORS 162.375, or misuse of an emergency communications system under ORS 165.570;

~~(d)~~ (f) Any other violation of this code or crime that the chief of police determines, in writing, disturbs the peace of the surrounding area.

(2) "Nuisance response" means a response by one or more police officers to a property at which nuisance activity is ~~found.~~substantiated.

(3) "Person in charge" means the tenant, owner or other person in charge of the premises.

(4) "Property" means a single dwelling unit, a single commercial or industrial tenant space, or, where the property is not divided into units, the tax lot. Each unit of a multi-unit property is a separate property.

(5) "Substantiated" means that an officer personally observed the conduct, or confirmed it through evidence other than the complaint alone, such as the officer's own observations on arrival, statements of persons other than the complainant, physical evidence, or recordings, and documented the basis in a police report.

**§ 3.16.050 ~~Nuisance response fees.~~Responses not counted.**

~~(1) A fee shall be charged the person in charge of a property for each nuisance response to that property that is:~~

~~(a) The third or later nuisance response to the same property within any 30-day period; or~~

~~(b) The fifth or later nuisance response to the same property within any 12-month period.~~

~~(2) A nuisance response that meets both subsection (1)(a) and subsection (1)(b) shall be charged once, at the amount for subsection (1)(b).~~

~~(3) Nuisance response fees shall be charged in the amounts of the false alarm response fees in the most recent universal fee schedule adopted by council: the lower amount for a nuisance response charged under subsection (1)(a), and the higher amount for a nuisance response charged under subsection (1)(b).~~

~~(4) No fee may be charged under this section unless a notice was sent under SHMC 3.16.060 at least 10 days before the nuisance response for which the fee is charged.~~

~~**§ 3.16.060 Nuisance response notice and abatement plan.**~~

~~(1) After the second nuisance response to a property within any 30-day period, or the fourth within any 12-month period, the chief of police or designee shall mail a written notice to the person in charge and, if different, to the owner of record at the address on the county tax rolls.~~

~~(2) The notice shall describe the nuisance responses, state the thresholds and fees under SHMC 3.16.050, and invite the person in charge and the owner to contact the police department within 10 days to agree on reasonable steps to stop the nuisance activity.~~

~~(3) Statements made in response to a notice are not an admission that nuisance activity occurred.~~

~~**§ 3.16.070 Responses not counted.**~~

~~The following shall not be counted as nuisance responses:~~

~~(1) A response to a request for police, fire or medical assistance, or to a report of a crime, made by a victim, witness, owner, manager or any other person;~~

(1) Making a request for police, fire or medical assistance, or a good-faith report of a crime or other activity, is never by itself a reason to count a response against any person or property. No fee under this chapter shall be charged to any person for making such a request or report. A response that began with such a request or report may be counted against any property, including the property of the person who made it, only where nuisance activity is substantiated at that property, and subject to subsections (2) through (8) of this section.

(2) The following shall not be counted as nuisance responses against any person or property, regardless of what officers observe during the response:

(a) A response to a request for emergency medical assistance, including a suspected drug overdose, cardiac arrest, or a request for CPR or other life-saving assistance;

~~(2)~~ (b) A response related to domestic violence, sexual assault, bias crime or stalking, as those terms are used in ORS 90.449, ~~in which~~ as to the property of a resident or guest who is the ~~victim;~~victim.

~~(3) A response to a medical emergency, a mental health or behavioral crisis, or a welfare check;~~

(3) Subsection (2) of this section affects only whether a response is counted under this chapter. It does not limit any other enforcement action, and it does not change any protection under ORS 475.898 or other law.

(4) A response to a mental health or behavioral crisis or a welfare check shall not be counted against the person in crisis or the property where that person resides.

~~(4)~~ (5) A response initiated by the police department or another public ~~agency,~~ agency shall not be counted, other than a response to nuisance activity an officer personally ~~observes;~~observes.

~~(5) A response to an alarm, for which fees are governed by SHMC 3.16.020;~~

(6) A response to an alarm is governed by the false alarm provisions of this chapter and shall not be counted as a nuisance response.

~~(6)~~ (7) A response in which an owner or manager reports the conduct of a tenant or ~~occupant, as to any fee owed by~~ occupant shall not be counted against that owner or ~~manager; and~~manager.

~~(7) Any other response the chief of police determines in writing was made in good faith to protect health, life or safety.~~

(8) A response to a complaint in which no nuisance activity is substantiated shall not be counted against the property complained of, however often such complaints are made. A person who knowingly makes a false report remains subject to ORS 162.375 and other applicable law, and the false report may itself be nuisance activity under SHMC 3.16.040(1)(e).

**§ ~~3.16.080~~ 3.16.060 Billing and collection.**

(1) The police department shall keep records of responses ~~and notices~~ counted under this ~~chapter~~ chapter, including the basis for substantiating each nuisance response, and shall report fees owed to the finance department.

~~(2) The finance department shall bill fees under this chapter to the person in charge. A nuisance response fee may be billed to the owner of a rental property only if the owner received the notice under SHMC 3.16.060 and has not taken reasonable steps to stop the nuisance activity, including steps available under the rental agreement and ORS chapter 90.~~

(2) The finance department shall bill fees under this chapter to the person in charge of the property at the time of the response. Each bill shall state the responses counted, the fee charged and how to contest it under SHMC 3.16.070.

(3) Fees are due 30 days after the billing date. A fee owed by the owner and unpaid 60 days after the billing date may be assessed and entered in the docket of city liens in the manner provided in SHMC 8.12.250(13) through (17).

**~~§ 3.16.090 Appeals.~~**

~~A person billed under this chapter may appeal by filing a written statement with the city administrator within 15 days after the billing date, stating why the fee should not be charged. The city administrator or designee shall decide the appeal in writing and may affirm, reduce or waive the fee. The city administrator's decision is final.~~

**§ 3.16.070 Contesting a fee.**

A person billed under this chapter may contest the fee by filing a written request for a hearing with the St. Helens municipal court within 30 days after the billing date. The city shall have the burden of showing, by a preponderance of the evidence, that the fee was charged as provided in this chapter. The court may affirm, reduce or waive the fee. A fee under contest is not due until the court decides the matter.

**§ ~~3.16.100~~ 3.16.080 Fee not a tax.**

The city council determines that the fees imposed by this chapter are not a tax subject to the property tax limitations of Article XI, Section 11(b) of the Oregon Constitution.

**§ ~~3.16.110~~ 3.16.090 Other remedies.**

The fees under this chapter are in addition to, and not in lieu of, any other remedy available under this code or state law, including abatement under Chapter 8.12 SHMC, citation under Chapter 1.06 SHMC, and the remedies in ORS 105.550 to 105.600.

## § ~~3.16.120~~ 3.16.100 Report to council.

~~The city administrator shall report to the council each quarter the number of nuisance response notices sent; nuisance response and false alarm fees billed, collected, waived or reduced; appeals filed and their outcomes; and responses excluded under SHMC 3.16.070, by property type.~~

The city administrator shall report to the council each quarter the number of nuisance response and false alarm fees billed, collected, reduced or waived; fees contested in municipal court and their outcomes; and responses not counted under SHMC 3.16.050, by property type.

# Memorandum

To: Mayor and City Council

From: Erik Finch, City Administrator

Subject: **Administration Department Report**

Date: November 18, 2026

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Business License Report attached.





| ID | PERIOD | NAME | LICENSE CODE | | BALANCE |
|---|---|---|---|---|---|
| 00038 | 8/02/26- 8/02/27 | PACIFIC NW MARTIAL ARTS | MARTIALA | MARTIAL ARTS | 0.00 |
| 00188 | 1/04/26- 1/04/27 | CARLSON'S HEATING & AC INC | CONTHVAC | CONTRACTOR-HVAC | 0.00 |
| 00976 | 9/08/26- 9/08/27 | ISON TRANSPORTATION INC | MARINA | MARINA/REPAIR SVC | 0.00 |
| 00995 | 10/17/26-10/17/27 | FAMILY RESOURCE HOME CARE | HOMECARE | HOME CARE | 0.00 |
| 00997 | 10/23/26-10/23/27 | HALEY & ALDRICH, INC | CONSULT | CONSULTING | 0.00 |
| 01124 | 8/23/26- 8/23/27 | *TUGBOAT DESIGNS LLC | CONTMISC | CONTRACTOR-MISC. | 0.00 |
| 01140 | 9/24/26- 9/24/27 | ST HELENS LIQUOR | ALCOHOLT | ALCOHOL/TASTING | 0.00 |
| 01261 | 9/17/26- 9/17/27 | *GABRIELLE'S BABRIELLES | ART | ART | 0.00 |
| 01270 | 10/01/26-10/01/27 | AMERICAN MARKET B | RETAIL | RETAIL | 0.00 |
| 01376 | 9/21/26- 9/21/27 | HUNTER-DAVISSON, INC. | CONTHVAC | CONTRACTOR-HVAC | 0.00 |
| 01377 | 9/21/26- 9/21/27 | GOOD MACHINE LLC | CONSULT | CONSULTING | 0.00 |
| 01455 | 7/16/26- 7/16/27 | *LOST CRITTERS CROCHET | HOBBY | HOBBY/CRAFT | 0.00 |
| 01499 | 10/16/26-10/16/27 | *DRAGONFLY ZEPHYR JEWELRY | HOBBY | HOBBY/CRAFT | 0.00 |
| 01603 | 7/27/26- 7/27/27 | BILTON ENTERPRISES LLC | RENTCOMM | RENTAL - COMMERICAL | 0.00 |
| 01613 | 9/08/26- 9/08/27 | JAAC LLC DBA BIG RIVER | RESTAURA | RESTAURANT | 0.00 |
| 01614 | 9/16/26- 9/16/27 | PAD HEAVY DIESEL INC | AUTOTOW | AUTO TOWING/WRECKING | 0.00 |
| 01615 | 9/16/26- 9/16/27 | PRUDENTIAL-LAW LLC | RESTAURA | RESTAURANT | 0.00 |
| 01616 | 9/16/26- 9/16/27 | GRUMPYS TOWING & RECORVERY INC | AUTOTOW | AUTO TOWING/WRECKING | 0.00 |
| 01618 | 9/28/26- 9/28/27 | MAVEN UTILITIES LLC | CONTELEC | CONTRACTOR-ELECTRICA | 0.00 |
| 01619 | 9/30/26- 9/30/27 | *SMART MOVE BOOKWORKS, LLC | ACCOUNT | ACCOUNTING | 0.00 |
| 01620 | 9/30/26- 9/30/27 | SERENITY NOW MASSAGE | MASSAGE | MASSAGE | 0.00 |
| 01621 | 9/30/26- 9/30/27 | DIRTY DEEDZ CLEANING SERVICE | HOUSECLE | HOUSECLEANING | 0.00 |
| 01622 | 10/07/26- 4/07/27 | UNRUH MANAGEMENT & CONSULTING | 7 DAY | 6 MONTH LICENSE | 0.00 |

| LICENSE CODE | | TOTAL | BALANCE |
|---|---|---|---|
| 7 DAY | 6 MONTH LICENSE | 1 | 0.00 |
| ACCOUNT | ACCOUNTING | 1 | 0.00 |
| ALCOHOLT | ALCOHOL/TASTING | 1 | 0.00 |
| ART | ART | 1 | 0.00 |
| AUTOTOW | AUTO TOWING/WRECKING | 2 | 0.00 |
| CONSULT | CONSULTING | 2 | 0.00 |
| CONTELEC | CONTRACTOR-ELECTRICA | 1 | 0.00 |
| CONTHVAC | CONTRACTOR-HVAC | 2 | 0.00 |
| CONTMISC | CONTRACTOR-MISC. | 1 | 0.00 |
| HOBBY | HOBBY/CRAFT | 2 | 0.00 |
| HOMECARE | HOME CARE | 1 | 0.00 |
| HOUSECLE | HOUSECLEANING | 1 | 0.00 |
| MARINA | MARINA/REPAIR SVC | 1 | 0.00 |
| MARTIALA | MARTIAL ARTS | 1 | 0.00 |
| MASSAGE | MASSAGE | 1 | 0.00 |
| RENTCOMM | RENTAL - COMMERICAL | 1 | 0.00 |
| RESTAURA | RESTAURANT | 2 | 0.00 |
| RETAIL | RETAIL | 1 | 0.00 |
| | TOTAL ALL CODES: | 23 | 0.00 |

*** SELECTION CRITERIA ***

| | |
|---|---|
| License Range: | thru ZZZZZZZZZZ |
| License Codes: | All |
| Balance: | 9999999999R thru 99999999999 |
| Fee Codes: | All |
| Fee Paid Status: | Paid and Unpaid |
| Origination Dates: | 0/00/0000 thru 99/99/9999 |
| Effective Dates: | 0/00/0000 thru 99/99/9999 |
| Expiration Dates: | 0/00/0000 thru 99/99/9999 |
| Renewal Dates: | 0/00/0000 thru 99/99/9999 |
| Payment Dates: | 0/00/0000 thru 99/99/9999 |
| Print Dates: | 0/00/0000 thru 99/99/9999 |
| License Status: | Active |
| Termination Code: | |
| Paid Status: | Paid |
| City Limits: | Inside and Outside |
| Printed: | No |
| Comment Code: | |

** END OF REPORT **