



COUNCIL WORK SESSION

Wednesday, May 07, 2025 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)

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Phone | 503-397-6272

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AGENDA

CALL WORK SESSION TO ORDER

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

- [1.](#) Response to April 16 Visitor Comments

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

DISCUSSION TOPICS

- [2.](#) 3:10PM - Quarterly Reports from Departments and Divisions (Informational)
- [3.](#) 3:20PM - Additional Information on Timber Insurance Proposal - *Chris Iverson and David Wasylenko from Hagan Hamilton Insurance*
- [4.](#) 3:30PM - Request to Support New Amani Center Building (continued from April 16) - *Beth Pulito, Deputy Director*
- [5.](#) 3:40PM - Review Amendment No. 2 to the Financing Contract with Oregon Business Development Department for the Waterfront Redevelopment Project - *Associate City Planner & Community Development Project Manager Jenny Dimsho & Finance Director Gloria Butsch*
- [6.](#) 3:50PM - Review Gable Road Rectangular Rapid Flashing Beacon (RRFB) Installation at Mid-Block Crossing Near Wal-Mart and Broadleaf Apartments - *Engineering Manager Sharon Darroux*
- [7.](#) 4:00PM - Review Reservoir Siting Study - *Engineering Manager Sharon Darroux*
- [8.](#) 4:15PM - Request from RSG Telecom for Letter of Support for Broadband Equity, Access, and Deployment (BEAD) Grant Program for Columbia County-led Broadband Project
- [9.](#) 4:20PM - Request from Astound Broadband for Letter of Support for Broadband Equity, Access, and Deployment (BEAD) Grant Program
- [10.](#) 4:25PM - Review Proposed Amendments to Governing Policy and St. Helens Municipal Code Section 2.12.030 regarding City Administrator Duties - *City Attorney Ashley Wigod*
11. 4:45PM - Discussion regarding Council Liaison Roles & Responsibilities - *Requested by Mayor Massey on 4/16*
- [12.](#) 5:00PM - Report from City Administrator John Walsh

ADJOURN**EXECUTIVE SESSION**

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

- *Real Property Transactions, under ORS 192.660(2)(e);*
- *Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

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

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- May 1, 6:00PM, Budget Committee, Council Chambers/Zoom
- May 7, 3:00PM, City Council Work Session, Council Chambers/Zoom
- May 7, 6:00PM, City Council Public Forum, Council Chambers/Zoom
- May 7, 6:40PM, City Council Public Hearing, Council Chambers/Zoom
- May 7, 7:00PM, City Council Regular Session, Council Chambers/Zoom
- May 12, 4:00PM, Parks & Trails Commission, Council Chambers/Zoom
- May 12, 7:15PM, Library Board, Zoom
- May 13, 6:30PM, Planning Commission, Council Chambers/Zoom
- May 15, 6:00PM, Budget Committee, Council Chambers/Zoom

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

- PF: May 7, 6:00PM, Proposed New Police Station Site
- PH: May 7, 6:40PM, Zone Change at 1771 Columbia Blvd. (City)
- PH: June 4, 6:15PM, Annexation of 35636 Fir Street (McFeron)
- PH: June 4, 6:30PM, Annexation of 58909 Firlok Park Street (Pyl)
- PH: June 4, 6:45PM, Annexation of 58209 Columbia River Hwy. & 35369 Millard Rd. (Joe/Decker)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/84827123276?pwd=MxrdZjbMlFkN2RgepMoQy5yqcqaJ37.1>

Passcode: 356636

Phone one-tap: +16699009128

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

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

CLARIFICATION MEMO TO PUBLIC COMMENT



For City Council Meetings held on April 16, 2025

Due to pending review by legal counsel, there are no responses to visitor comments for the April 16, 2025, City Council meetings.

QUARTERLY REPORT TO COUNCIL



Item #2.

Meeting Date: May 7, 2025
Prepared by: Gloria Butsch
Department: Administration
Division: Finance
Reporting Period: 3rd Quarter FY2025
CC: City Administrator John Walsh

1. General Operations

- *Finance has been focused on the FY2026 budget*

2. Staffing & Personnel

- *In January Jamie Edwards was promoted to Accountant III*
- *Jennifer Johnson, Jamie Edwards and Gloria Butsch have been doing a lot of GFOA webinars to maintain certifications. Jamie and Gloria will be attending the GFOA annual conference in Washington DC in June.*

3. Projects & Initiatives

A. Ongoing Key Projects

- *Cross-training for payroll and bank reconciliation*
- *Improving budget document for GFOA Distinguished Budget Award as recommended by prior years' reviewer comments.*

B. Upcoming Projects

- *Implement Clear Gov software platform for digital development and publishing budget documents. Budgeted for FY2026. One-time set-up fee of \$7,200. Annual subscription \$15,000*
- *Implement Accounts Payable Automation module to streamline process and digitize documentation of accounts payable. Budgeted for FY2026. Annual subscription \$6,747*

4. Upcoming Events & Important Dates

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

- *Event 1: May 15, 2025 is 2nd Budget Committee Meeting*
- *Event 2: June 18, 2025 Council Meeting to Adopt FY2026 Budget*

Attachments (If Applicable)

Attached is the FY2025 3rd quarter financial report.

3rd Quarter FY2025 Financial Report

The focus of this report is on our major operating funds, which are the General Fund and Utility Funds. Additionally, since it has been the focus of much attention, I have added the Tourism Fund.

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 third quarter of the fiscal year, we expect revenues and expenditures to be approximately 75% of budget (25% of budget remaining). There are exceptions, particularly for property taxes, for example, where approximately 97% of the budget is collected in November and early December.

It appears that we will be slightly over 100% of the estimated property taxes at the end of the fiscal year. We had estimated conservatively due to the departure of Cascades Tissue, and it was based on information we received from the County. This is good news for the General Fund and the Urban Renewal Agency.

The estimated beginning fund balance for the General Fund is about 50% of what was budgeted. This was due to several areas that went significantly over budget and was not expected when projections were made. The most significant overages were in the police department budget; from unbudgeted sergeant COLA's & retro, an unbudgeted promotion, injuries and administrative leaves that caused significant overtime, workers' comp insurance, computer maintenance. This has continued through the current fiscal year and will be included in the supplemental budget to be adopted in June. Additionally, the new report writing program costs that were supposed to be shared with Scappoose and the County, but Scappoose pulled out was a significant blow to the 2024 fiscal year end.

In the General Fund, all departments are close to or under 30% of the budget remaining at the end of the third quarter, except Technology and General Services. At the time of budget adoption, we had planned personnel adjustment in IT in addition to the elimination of the ARPA funded position. However, the remaining IT position remains intact as full-time and full benefits. For General Services, professional services only have significantly exceeded the budget for professional services.

The Utility Funds are all operating at close to 30% plus remaining. Estimated beginning fund balances for Water and Sewer funds are both 13% below our budgeted amounts. This appears to be due to the timing of capital project expenditures at the time we prepared the proposed budget. Service charges for all three utility funds are close to budget estimates.

The Tourism Fund is doing much better than anticipated. We based events revenue on comparison with the prior two-year period, and as shown, Treadway far exceeded expectations considering the late start. Note that the total expenditure includes the early repayment of the interfund loan from the Community Development Fund that was used to open the Wauna Credit Union bank account. The Wauna Credit Union account is used for events related revenue and expenses.

The Tourism Fund is supported by the Transient Lodging Tax (TLT) and city sponsored events. State law allows 30% of TLT to be utilized to fund city services other than tourism. However, the city utilizes 100% of the TLT in support of tourism related activities. General Fund Support Services are charged to the Tourism Fund for administrative support for event-related activities. These charges are only paid when event revenue exceeds event expenses.

I've included the Budget and Actual Report for all funds. There is one notable item. In the Street SDC Fund, we did not budget for capital projects, which was an oversight and will be included in the next supplemental budget.

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

General Fund-Budget to Actual

For FY2024-2025 Period Ending 3/31/2025

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
Beginning Fund Balance	1,624,045	760,685	(863,360)	-53%
Taxes	2,002,060	2,069,092	67,032	3%
Governmental	669,400	394,784	(274,616)	-41%
Grants	270,000	47,000	(223,000)	-83%
Charges for Services	7,534,990	5,550,481	(1,984,509)	-26%
Other Revenue	3,291,000	1,177,763	(2,113,237)	-64%
Total Revenue	15,391,495	9,999,805	(5,391,690)	-35%
<u>Expenditures</u>				
Personnel Services				
Administration	530,100	349,200	180,900	34%
City Recorder	324,900	226,553	98,347	30%
City Council	68,500	52,215	16,285	24%
Court	227,900	157,171	70,729	31%
Police	5,363,000	3,797,774	1,565,226	29%
Library	651,700	411,807	239,893	37%
Finance	717,500	495,939	221,561	31%
Parks	422,000	278,812	143,188	34%
Recreation	344,700	214,446	130,254	38%
Planning	403,500	263,188	140,312	35%
Building	371,100	247,006	124,094	33%
Technology	72,400	133,789	(61,389)	-85%
Total Personnel Services	9,497,300	6,627,900	2,869,400	30%
Materials & Services				
Administration	72,400	17,122	55,278	76%
City Recorder	85,000	47,321	37,679	44%
City Council	58,500	28,188	30,312	52%
Court	256,500	174,699	81,801	32%
Police	711,000	591,080	119,920	17%
Library	188,000	119,211	68,789	37%
Finance	287,000	200,272	86,728	30%
Parks	173,000	131,060	41,940	24%
Recreation	62,100	28,450	33,650	54%
Planning	93,500	58,872	34,628	37%
Building	45,100	15,415	29,685	66%
Technology	460,000	260,055	199,945	43%
General Services	366,500	514,370	(147,870)	-40%
Contingency & Unappropriated	3,035,595	-	3,035,595	100%
Total Materials & Services & Other	5,894,195	2,186,115	3,708,080	63%
Total Revenue over Expenditure	-	1,185,790		

Water Fund - Budget to Actual

For FY2024-2025 Period Ending 3/31/2025

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
Beginning Fund Balance	4,191,478	3,650,489	(540,989)	-13%
Charges for Services	4,510,000	3,163,257	(1,346,743)	-30%
Miscellaneous	<u>135,000</u>	<u>136,959</u>	<u>1,959</u>	<u>1%</u>
Total Revenue	8,836,478	6,950,704	(1,885,774)	-21%
<u>Expenditures</u>				
Personnel Services				
Water Distribution	928,800	665,173	263,627	28%
Water Filtration	<u>258,600</u>	<u>115,572</u>	<u>143,028</u>	<u>55%</u>
Total Personnel Services	1,187,400	780,745	406,655	34%
Materials & Services				
Water Distribution	2,348,860	1,777,901	570,959	24%
Water Filtration	<u>302,000</u>	<u>142,758</u>	<u>159,242</u>	<u>53%</u>
Total Materials & Service	2,650,860	1,920,659	730,201	28%
Capital Outlay	<u>1,800,000</u>	<u>130,184</u>	<u>1,669,816</u>	<u>93%</u>
Total Capital Outlay	1,800,000	130,184		
Debt Service	<u>462,560</u>	<u>31,380</u>	<u>431,180</u>	<u>93%</u>
Total Debt Service	462,560	31,380	431,180	93%
Contingency & Unappropriated	<u>2,735,658</u>	<u>-</u>	<u>2,735,658</u>	<u>100%</u>
Total Contingency & Unappropriated	2,735,658	-	2,735,658	100%
Total Revenue over Expenditures	-	4,087,736		

Sewer Fund - Budget to Actual

For FY2024-2025 Period Ending 3/31/2025

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
Beginning Fund Balance	4,715,647	4,087,069	(628,578)	-13%
Grants	2,500,000	558,600	(1,941,400)	
Charges for Services	5,073,500	3,772,947	(1,300,553)	-26%
Miscellaneous	<u>75,000</u>	<u>161,398</u>	<u>86,398</u>	<u>115%</u>
Total Revenue	12,364,147	8,580,014	(3,784,133)	-31%
<u>Expenditures</u>				
Personnel Services				
Sewer Collection	592,400	436,904	155,496	26%
Primary Treatment	196,100	97,614	98,486	50%
Secondary Treatment	307,400	161,760	145,640	47%
Pump Service	<u>68,500</u>	<u>39,577</u>	<u>28,923</u>	<u>42%</u>
Total Personnel Services	1,164,400	735,856	428,544	37%
Materials & Services				
Sewer Collection	2,174,100	1,628,807	545,293	25%
Primary Treatment	242,300	176,044	66,256	27%
Secondary Treatment	380,200	251,745	128,455	34%
Pump Service	<u>38,500</u>	<u>22,480</u>	<u>16,020</u>	<u>42%</u>
Total Materials & Service	2,835,100	2,079,076	756,024	27%
Capital Outlay	<u>3,064,200</u>	<u>721,778</u>	<u>2,342,422</u>	<u>76%</u>
Total Capital Outlay	3,064,200	721,778	2,342,422	76%
Debt Service	<u>668,480</u>	<u>142,019</u>	<u>526,461</u>	<u>79%</u>
Total Debt Service	668,480	142,019	526,461	79%
Contingency & Unappropriated	<u>4,631,967</u>	<u>-</u>	<u>4,631,967</u>	<u>100%</u>
Total Contingency & Unappropriated	4,631,967	-	4,631,967	100%
Total Revenue over Expenditures	-	4,901,284		

Storm Fund - Budget to Actual

For FY2024-2025 Period Ending 3/31/2025

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
Beginning Fund Balance	1,307,495	1,332,403	24,908	2%
Charges for Services	1,661,000	1,253,364	(407,636)	-25%
Miscellaneous	<u>25,000</u>	<u>42,835</u>	<u>17,835</u>	<u>71%</u>
Total Revenue	2,993,495	2,628,603	(364,893)	-12%
<u>Expenditures</u>				
Personnel Services				
Operations	<u>692,500</u>	<u>425,636</u>	<u>266,864</u>	<u>39%</u>
Total Personnel Services	692,500	425,636	266,864	39%
Materials & Services				
Operations	<u>1,177,650</u>	<u>881,529</u>	<u>296,121</u>	<u>25%</u>
Total Materials & Service	1,177,650	881,529	296,121	25%
Capital Outlay	<u>300,000</u>	<u>-</u>	<u>300,000</u>	<u>100%</u>
Total Capital Outlay	300,000	-	-	
Contingency & Unappropriated	<u>823,345</u>	<u>-</u>	<u>823,345</u>	<u>100%</u>
Total Contingency & Unappropriated	823,345	-	823,345	100%
Total Revenue over Expenditures	-	1,321,437		

Tourism Fund-Budget to Actual

3rd Qtr FY2025 ending Mar 31, 2025

	Budget	YTD Actual	Variance	Percent Remaining
<u>Revenue</u>				
Beginning Fund Balance	55,681	75,880	20,199	36%
Transient Occupancy Tax	165,000	112,840	(52,160)	-32%
Event Revenue	-	30,325	30,325	#DIV/0!
Contracted Events Revenue	150,000	1,132,442	982,442	655%
Other Revenue	4,000	7,971	3,971	99%
Interfund Loan	<u>300,000</u>	<u>200,000</u>	<u>(100,000)</u>	<u>-33%</u>
Total Revenue	674,681	1,559,458	884,777	131%
<u>Expenditures</u>				
Materials & Services				
Professional Services	140,000	65,704	74,296	53%
GFSS	100,000	75,000	25,000	25%
Projects & Programs	40,000	682,924	(642,924)	-1607%
Contracted Events-Prof. Services	300,000	385,232	(85,232)	-28%
Building Lease & Utilities	90,000	1,865	88,135	98%
Contracted Bldg Lease & Utilities	-	57,945	(57,945)	#DIV/0!
Contingency & Unappropriated	<u>4,681</u>	<u>-</u>	<u>4,681</u>	<u>100%</u>
Total Materials & Services & Other	674,681	1,268,670	(593,989)	-88%
Total Revenue over Expenditure	-	290,788		

Cost of Services 3rd Qtr FY2025 ending Mar 31, 2025

General Fund

Operating Expenditures

Administration	366,322
City Recorder	273,873
City Council	80,404
Court	331,870
Police	4,388,854
Library	531,018
Finance	696,211
Parks	409,872
Recreation	242,896
Planning	322,059
Building	262,421
Technology	393,845
Non-Departmental	<u>514,370</u>
	8,814,015

Operating Revenue

Taxes	2,069,092
Governmental	394,784
Charges for Services	5,550,481
Miscellaneous	<u>1,177,763</u>
	9,192,120

Operating Surplus (Deficit) 378,105

Water Fund

Operating Expenditures

Water Distribution	2,443,073
Water Filtration	<u>258,330</u>
	2,701,404

Operating Revenue

Charges for Services	3,163,257
Miscellaneous	<u>136,959</u>
	3,300,215

Operating Surplus (Deficit) 598,811

Cost of Services 3rd Qtr FY2025 ending Mar 31, 2025

Sewer Fund

Operating Expenditures	
Sewer Collection	2,065,711
Primary Treatment	273,657
Secondary Treatment	413,506
Pump Services	<u>62,058</u>
	2,814,932
Operating Revenue	
Charges for Services	3,772,947
Miscellaneous	<u>161,398</u>
	3,934,345
Operating Surplus (Deficit)	1,119,413

Storm Fund

Operating Expenditures	
Operations	1,307,166
Operating Revenue	
Charges for Services	1,253,364
Miscellaneous	<u>42,835</u>
	1,296,200
Operating Surplus (Deficit)	(10,966)

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 3/31/2025

		Original Total Budget	Current Total Budget	YTD Activity	Variance	Percent Remaining
Fund: 100 - GENERAL FUND						
Revenue						
<u>100-000-31001</u>	Property Tax - Current	1,948,500.00	1,948,500.00	2,004,772.60	(56,272.60)	-3%
<u>100-000-31002</u>	Property Tax - Previous	53,560.00	53,560.00	64,319.58	(10,759.58)	-20%
	Total Taxes	2,002,060.00	2,002,060.00	2,069,092.18	(67,032.18)	-3%
<u>100-000-32003</u>	State Rev - Cigarette	11,500.00	11,500.00	6,727.69	4,772.31	41%
<u>100-000-32004</u>	State Rev - Alcohol	319,300.00	319,300.00	189,846.09	129,453.91	41%
<u>100-000-32005</u>	State Rev - General	180,300.00	180,300.00	127,877.98	52,422.02	29%
<u>100-000-32006</u>	State Rev - Cannabis	158,300.00	158,300.00	70,332.41	87,967.59	56%
	Total Governmental	669,400.00	669,400.00	394,784.17	274,615.83	41%
<u>100-000-33005</u>	Grants	60,000.00	60,000.00	47,000.00	13,000.00	22%
<u>100-000-33007</u>	Grants - Parks	210,000.00	210,000.00	-	210,000.00	100%
	Total Grants	270,000.00	270,000.00	47,000.00	223,000.00	83%
<u>100-000-34001</u>	Dockside Services	18,500.00	18,500.00	9,073.42	9,426.58	51%
<u>100-000-34003</u>	In Lieu of Franchise Fees	1,099,100.00	1,099,100.00	818,920.83	280,179.17	25%
<u>100-000-34004</u>	General Fund Support Services	4,332,500.00	4,332,500.00	3,249,375.00	1,083,125.00	25%
<u>100-000-34006</u>	Franchise Taxes	930,000.00	930,000.00	878,931.11	51,068.89	5%
<u>100-000-34007</u>	Franchise Fees PEG Fees/ Restricted	-	-	4,673.24	(4,673.24)	#DIV/0!
<u>100-000-34025</u>	Lien Searches	7,000.00	7,000.00	6,030.00	970.00	14%
<u>100-000-35001</u>	Permits - Columbia City Bldg	10,300.00	10,300.00	14,554.09	(4,254.09)	-41%
<u>100-000-35002</u>	Fees - Business Licenses	108,150.00	108,150.00	96,500.00	11,650.00	11%
<u>100-000-35003</u>	Permits - St Helens Bldg	293,550.00	293,550.00	50,176.75	243,373.25	83%
<u>100-000-35004</u>	Fees - Bldg Admin	25,750.00	25,750.00	14,333.50	11,416.50	44%
<u>100-000-35005</u>	Permits - Plumbing	41,200.00	41,200.00	13,637.84	27,562.16	67%
<u>100-000-35006</u>	Permits - Mechanical	61,800.00	61,800.00	10,385.11	51,414.89	83%
<u>100-000-35009</u>	Fees - Plan Review	185,400.00	185,400.00	39,520.12	145,879.88	79%
<u>100-000-35010</u>	Fees - Library	9,090.00	9,090.00	3,541.33	5,548.67	61%
<u>100-000-35011</u>	Fees - SDC Admin	24,500.00	24,500.00	22,516.19	1,983.81	8%
<u>100-000-35015</u>	Fees - Planning	23,700.00	23,700.00	29,871.00	(6,171.00)	-26%
<u>100-000-35016</u>	Fees - Police Training	5,600.00	5,600.00	4,567.75	1,032.25	18%
<u>100-000-35018</u>	Fees - Recreation	185,400.00	185,400.00	154,254.79	31,145.21	17%
<u>100-000-35019</u>	Fees - Parks	5,150.00	5,150.00	4,564.00	586.00	11%
<u>100-000-36001</u>	Fines - Library	3,500.00	3,500.00	10,572.36	(7,072.36)	-202%
<u>100-000-36002</u>	Fines - Court	164,800.00	164,800.00	114,482.66	50,317.34	31%
	Total Charges for Services	7,534,990.00	7,534,990.00	5,550,481.09	1,984,508.91	26%
<u>100-000-37001</u>	Interest	150,000.00	150,000.00	27,431.04	122,568.96	82%
<u>100-000-37004</u>	Miscellaneous	125,000.00	125,000.00	138,904.64	(13,904.64)	-11%
<u>100-000-37007</u>	Donations - Parks	-	-	2,500.00	(2,500.00)	#DIV/0!
<u>100-000-37009</u>	Court Reimbursements	16,000.00	16,000.00	8,927.13	7,072.87	44%
<u>100-000-37012</u>	Insurance Proceeds	1,500,000.00	1,500,000.00	-	1,500,000.00	100%
<u>100-000-38001</u>	Transfer	1,500,000.00	1,500,000.00	1,000,000.00	500,000.00	33%
	Total Other Revenue	3,291,000.00	3,291,000.00	1,177,762.81	2,113,237.19	64%
<u>100-000-39001</u>	Beginning Fund Balance	1,624,045.00	1,624,045.00	760,685.04	863,359.96	53%
Revenue Total:		15,391,495.00	15,391,495.00	9,999,805.29	5,391,689.71	
Expense						
Administration						
<u>100-701-50001</u>	Wages	312,400.00	312,400.00	215,551.89	96,848.11	31%
<u>100-701-50004</u>	Overtime	9,800.00	9,800.00	3,488.45	6,311.55	64%
<u>100-701-51005</u>	Insurance	71,400.00	71,400.00	42,786.66	28,613.34	40%
<u>100-701-51006</u>	VEBA	6,000.00	6,000.00	3,719.34	2,280.66	38%
<u>100-701-51007</u>	PERS	100,200.00	100,200.00	67,806.54	32,393.46	32%
<u>100-701-51008</u>	Taxes	26,000.00	26,000.00	15,590.66	10,409.34	40%
<u>100-701-51015</u>	Other Benefits	4,300.00	4,300.00	256.66	4,043.34	94%
	Personnel Services	530,100.00	530,100.00	349,200.20	180,899.80	34%
<u>100-701-52001</u>	Operating Supplies	1,200.00	1,200.00	315.48	884.52	74%
<u>100-701-52002</u>	Personnel Uniforms Equipment	-	-	300.00	(300.00)	#DIV/0!
<u>100-701-52010</u>	Telephone	1,500.00	1,500.00	1,233.23	266.77	18%
<u>100-701-52011</u>	Public Information	700.00	700.00	-	700.00	100%
<u>100-701-52018</u>	Professional Development	10,000.00	10,000.00	4,826.26	5,173.74	52%

<u>100-701-52019</u>	Professional Services	40,000.00	40,000.00	4,462.36	35,537.64	
<u>100-701-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00	100%
<u>100-701-52040</u>	Communications	18,000.00	18,000.00	5,984.34	12,015.66	67%
	Materials & Services	72,400.00	72,400.00	17,121.67	55,278.33	76%
City Recorder / HR						
<u>100-702-50001</u>	Wages	190,500.00	190,500.00	134,650.09	55,849.91	29%
<u>100-702-51005</u>	Insurance	43,600.00	43,600.00	30,254.80	13,345.20	31%
<u>100-702-51006</u>	VEBA	3,800.00	3,800.00	2,615.59	1,184.41	31%
<u>100-702-51007</u>	PERS	69,200.00	69,200.00	48,683.25	20,516.75	30%
<u>100-702-51008</u>	Taxes	15,400.00	15,400.00	10,187.11	5,212.89	34%
<u>100-702-51015</u>	Other Benefits	2,400.00	2,400.00	161.75	2,238.25	93%
	Personnel Services	324,900.00	324,900.00	226,552.59	98,347.41	30%
<u>100-702-52001</u>	Operating Supplies	2,000.00	2,000.00	986.09	1,013.91	51%
<u>100-702-52011</u>	Public Information	11,000.00	11,000.00	-	11,000.00	100%
<u>100-702-52014</u>	Recruiting	39,000.00	39,000.00	20,468.74	18,531.26	48%
<u>100-702-52018</u>	Professional Development	6,000.00	6,000.00	3,199.58	2,800.42	47%
<u>100-702-52019</u>	Professional Services	22,000.00	22,000.00	20,329.11	1,670.89	8%
<u>100-702-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00	100%
<u>100-702-52028</u>	Projects & Programs	4,000.00	4,000.00	2,337.03	1,662.97	42%
	Materials & Services	85,000.00	85,000.00	47,320.55	37,679.45	44%
City Council						
<u>100-703-50001</u>	Wages	63,400.00	63,400.00	48,427.00	14,973.00	24%
<u>100-703-51008</u>	Taxes	5,100.00	5,100.00	3,689.85	1,410.15	28%
<u>100-703-51015</u>	Other Benefits	-	-	98.33	(98.33)	#DIV/0!
	Personnel Services	68,500.00	68,500.00	52,215.18	16,284.82	24%
<u>100-703-52001</u>	Operating Supplies	3,000.00	3,000.00	4,000.11	(1,000.11)	-33%
<u>100-703-52013</u>	Membership	2,000.00	2,000.00	-	2,000.00	100%
<u>100-703-52018</u>	Professional Development	8,000.00	8,000.00	11,034.44	(3,034.44)	-38%
<u>100-703-52019</u>	Professional Services	40,000.00	40,000.00	13,087.82	26,912.18	67%
<u>100-703-52027</u>	IT Fund Charges	500.00	500.00	-	500.00	100%
<u>100-703-52041</u>	Community Support	5,000.00	5,000.00	65.97	4,934.03	99%
	Materials & Services	58,500.00	58,500.00	28,188.34	30,311.66	52%
Municipal Court						
<u>100-704-50001</u>	Wages	129,500.00	129,500.00	90,250.21	39,249.79	30%
<u>100-704-50004</u>	Overtime	-	-	713.18	(713.18)	#DIV/0!
<u>100-704-51005</u>	Insurance	43,000.00	43,000.00	29,262.15	13,737.85	32%
<u>100-704-51006</u>	VEBA	2,600.00	2,600.00	1,764.50	835.50	32%
<u>100-704-51007</u>	PERS	40,300.00	40,300.00	28,158.83	12,141.17	30%
<u>100-704-51008</u>	Taxes	10,500.00	10,500.00	6,885.54	3,614.46	34%
<u>100-704-51015</u>	Other Benefits	2,000.00	2,000.00	136.88	1,863.12	93%
	Personnel Services	227,900.00	227,900.00	157,171.29	70,728.71	31%
<u>100-704-52001</u>	Operating Supplies	3,000.00	3,000.00	3,253.24	(253.24)	-8%
<u>100-704-52018</u>	Professional Development	2,500.00	2,500.00	82.00	2,418.00	97%
<u>100-704-52019</u>	Professional Services	250,000.00	250,000.00	171,363.38	78,636.62	31%
<u>100-704-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00	100%
	Materials & Services	256,500.00	256,500.00	174,698.62	81,801.38	32%
Police						
<u>100-705-50001</u>	Wages	2,611,000.00	2,611,000.00	1,892,238.10	718,761.90	28%
<u>100-705-50004</u>	Overtime	395,000.00	395,000.00	385,399.27	9,600.73	2%
<u>100-705-51005</u>	Insurance	757,000.00	757,000.00	430,021.47	326,978.53	43%
<u>100-705-51006</u>	VEBA	70,000.00	70,000.00	134,065.57	(64,065.57)	-92%
<u>100-705-51007</u>	PERS	1,205,000.00	1,205,000.00	731,093.50	473,906.50	39%
<u>100-705-51008</u>	Taxes	280,000.00	280,000.00	166,139.25	113,860.75	41%
<u>100-705-51015</u>	Other Benefits	45,000.00	45,000.00	55,205.82	(10,205.82)	-23%
<u>100-705-51017</u>	Fitness Reimbursement – Taxable	-	-	3,611.28	(3,611.28)	#DIV/0!
	Personnel Services	5,363,000.00	5,363,000.00	3,797,774.26	1,565,225.74	29%
<u>100-705-52001</u>	Operating Supplies	80,000.00	80,000.00	33,649.37	46,350.63	58%
<u>100-705-52002</u>	Personnel Uniforms Equipment	29,000.00	29,000.00	15,220.52	13,779.48	48%
<u>100-705-52003</u>	Utilities	15,000.00	15,000.00	8,502.14	6,497.86	43%
<u>100-705-52006</u>	Computer Maintenance	25,000.00	25,000.00	1,496.26	23,503.74	94%
<u>100-705-52010</u>	Telephone	24,500.00	24,500.00	17,842.58	6,657.42	27%
<u>100-705-52014</u>	Recruiting Expenses	5,000.00	5,000.00	3,782.44	1,217.56	24%
<u>100-705-52018</u>	Professional Development	28,000.00	28,000.00	25,841.44	2,158.56	8%
<u>100-705-52019</u>	Professional Services	40,000.00	40,000.00	106,502.51	(66,502.51)	-166%
<u>100-705-52021</u>	Equipment Maintenance	3,000.00	3,000.00	-	3,000.00	100%
<u>100-705-52022</u>	Fuel	85,000.00	85,000.00	46,925.19	38,074.81	45%
<u>100-705-52023</u>	Facility Maintenance	30,000.00	30,000.00	63,251.75	(33,251.75)	

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<u>100-705-52027</u>	IT Fund Charges	3,000.00	3,000.00	-	3,000.00	
<u>100-705-52040</u>	Special Investigations	-	-	817.00	(817.00)	#DIV/0!
<u>100-705-52044</u>	K9	6,000.00	6,000.00	542.85	5,457.15	91%
<u>100-705-52086</u>	Tactical	13,500.00	13,500.00	8,161.52	5,338.48	40%
<u>100-705-52097</u>	Enterprise Fleet	160,000.00	160,000.00	199,085.47	(39,085.47)	-24%
<u>100-705-52098</u>	Enterprise Fleet Maintenance	28,000.00	28,000.00	13,152.78	14,847.22	53%
<u>100-705-52102</u>	New Hire Equipment	20,000.00	20,000.00	8,429.56	11,570.44	58%
<u>100-705-52115</u>	REPORT WRITING	84,000.00	84,000.00	9,202.14	74,797.86	89%
<u>100-705-52117</u>	BODY CAMERAS	32,000.00	32,000.00	28,674.59	3,325.41	10%
	Materials & Services	711,000.00	711,000.00	591,080.11	119,919.89	17%
Library						
<u>100-706-50001</u>	Wages	421,300.00	421,300.00	276,300.81	144,999.19	34%
<u>100-706-51005</u>	Insurance	73,900.00	73,900.00	37,113.70	36,786.30	50%
<u>100-706-51006</u>	VEBA	7,000.00	7,000.00	3,509.00	3,491.00	50%
<u>100-706-51007</u>	PERS	113,500.00	113,500.00	73,641.54	39,858.46	35%
<u>100-706-51008</u>	Taxes	34,000.00	34,000.00	20,831.62	13,168.38	39%
<u>100-706-51015</u>	Other Benefits	2,000.00	2,000.00	410.37	1,589.63	79%
	Personnel Services	651,700.00	651,700.00	411,807.04	239,892.96	37%
<u>100-706-52001</u>	Operating Supplies	7,800.00	7,800.00	6,004.98	1,795.02	23%
<u>100-706-52002</u>	Personnel Uniforms Equipment	-	-	100.00	(100.00)	#DIV/0!
<u>100-706-52003</u>	Utilities	22,000.00	22,000.00	16,322.58	5,677.42	26%
<u>100-706-52006</u>	Computer Maintenance	16,200.00	16,200.00	1,047.40	15,152.60	94%
<u>100-706-52014</u>	Recruiting Expenses	1,000.00	1,000.00	-	1,000.00	100%
<u>100-706-52018</u>	Professional Development	2,500.00	2,500.00	2,800.93	(300.93)	-12%
<u>100-706-52019</u>	Professional Services	4,500.00	4,500.00	1,328.56	3,171.44	70%
<u>100-706-52020</u>	Bank Service Fees	-	-	69.56	(69.56)	#DIV/0!
<u>100-706-52023</u>	Facility Maintenance	52,000.00	52,000.00	35,874.88	16,125.12	31%
<u>100-706-52027</u>	IT Fund Charges	3,000.00	3,000.00	-	3,000.00	100%
<u>100-706-52028</u>	Projects & Programs	5,000.00	5,000.00	3,069.19	1,930.81	39%
<u>100-706-52031</u>	Periodicals	2,000.00	2,000.00	381.65	1,618.35	81%
<u>100-706-52032</u>	Digital Resources	21,000.00	21,000.00	21,868.80	(868.80)	-4%
<u>100-706-52033</u>	Printed Materials	34,000.00	34,000.00	17,668.88	16,331.12	48%
<u>100-706-52034</u>	Visual Materials	4,000.00	4,000.00	2,351.20	1,648.80	41%
<u>100-706-52035</u>	Audio Materials	3,000.00	3,000.00	234.52	2,765.48	92%
<u>100-706-52036</u>	Makerspace	6,000.00	6,000.00	6,757.87	(757.87)	-13%
<u>100-706-52037</u>	Library of Things	4,000.00	4,000.00	3,329.97	670.03	17%
	Materials & Services	188,000.00	188,000.00	119,210.97	68,789.03	37%
Finance						
<u>100-707-50001</u>	Wages	417,700.00	417,700.00	292,314.19	125,385.81	30%
<u>100-707-50004</u>	Overtime	-	-	268.40	(268.40)	#DIV/0!
<u>100-707-51005</u>	Insurance	122,200.00	122,200.00	84,038.53	38,161.47	31%
<u>100-707-51006</u>	VEBA	8,300.00	8,300.00	5,805.36	2,494.64	30%
<u>100-707-51007</u>	PERS	129,900.00	129,900.00	90,572.34	39,327.66	30%
<u>100-707-51008</u>	Taxes	33,700.00	33,700.00	22,191.16	11,508.84	34%
<u>100-707-51015</u>	Other Benefits	5,700.00	5,700.00	748.66	4,951.34	87%
	Personnel Services	717,500.00	717,500.00	495,938.64	221,561.36	31%
<u>100-707-52001</u>	Operating Supplies	9,000.00	9,000.00	3,294.82	5,705.18	63%
<u>100-707-52008</u>	Printing	55,000.00	55,000.00	13,109.68	41,890.32	76%
<u>100-707-52009</u>	Postage	4,000.00	4,000.00	26,069.85	(22,069.85)	-552%
<u>100-707-52013</u>	Memberships	-	-	515.00	(515.00)	#DIV/0!
<u>100-707-52018</u>	Professional Development	8,000.00	8,000.00	9,607.64	(1,607.64)	-20%
<u>100-707-52019</u>	Professional Services	120,000.00	120,000.00	92,528.98	27,471.02	23%
<u>100-707-52020</u>	Bank Service Fees	90,000.00	90,000.00	55,146.30	34,853.70	39%
<u>100-707-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00	100%
	Materials & Services	287,000.00	287,000.00	200,272.27	86,727.73	30%
Parks						
<u>100-708-50001</u>	Wages	245,400.00	245,400.00	150,899.74	94,500.26	39%
<u>100-708-50004</u>	Overtime	-	-	651.14	(651.14)	#DIV/0!
<u>100-708-51005</u>	Insurance	73,200.00	73,200.00	61,473.18	11,726.82	16%
<u>100-708-51006</u>	VEBA	4,300.00	4,300.00	2,985.05	1,314.95	31%
<u>100-708-51007</u>	PERS	76,300.00	76,300.00	46,914.42	29,385.58	39%
<u>100-708-51008</u>	Taxes	19,800.00	19,800.00	11,553.94	8,246.06	42%
<u>100-708-51015</u>	Other Benefits	3,000.00	3,000.00	4,078.57	(1,078.57)	-36%
<u>100-708-51017</u>	Fitness Reimbursement – Taxable	-	-	256.00	(256.00)	#DIV/0!
	Personnel Services	422,000.00	422,000.00	278,812.04	143,187.96	34%
<u>100-708-52001</u>	Operating Supplies	60,000.00	60,000.00	21,250.85	38,749.15	65%
<u>100-708-52002</u>	Personnel Uniforms Equipment	2,000.00	2,000.00	843.33	1,156.67	

<u>100-708-52003</u>	Utilities	18,000.00	18,000.00	15,286.70	2,713.30	
<u>100-708-52010</u>	Telephone	2,000.00	2,000.00	661.10	1,338.90	67%
<u>100-708-52018</u>	Professional Development	3,000.00	3,000.00	56.13	2,943.87	98%
<u>100-708-52019</u>	Professional Services	30,000.00	30,000.00	58,888.55	(28,888.55)	-96%
<u>100-708-52022</u>	Fuel	15,000.00	15,000.00	7,877.32	7,122.68	47%
<u>100-708-52023</u>	Facility Maintenance	20,000.00	20,000.00	19,604.44	395.56	2%
<u>100-708-52046</u>	Dock Services	20,000.00	20,000.00	5,206.24	14,793.76	74%
<u>100-708-52047</u>	Marine Board	3,000.00	3,000.00	1,385.53	1,614.47	54%
	Materials & Services	173,000.00	173,000.00	131,060.19	41,939.81	24%
Recreation						
<u>100-709-50001</u>	Wages	227,900.00	227,900.00	129,728.59	98,171.41	43%
<u>100-709-51005</u>	Insurance	43,000.00	43,000.00	29,262.15	13,737.85	32%
<u>100-709-51006</u>	VEBA	3,100.00	3,100.00	2,198.33	901.67	29%
<u>100-709-51007</u>	PERS	49,300.00	49,300.00	39,823.07	9,476.93	19%
<u>100-709-51008</u>	Taxes	18,400.00	18,400.00	9,839.19	8,560.81	47%
<u>100-709-51015</u>	Other Benefits	3,000.00	3,000.00	3,594.77	(594.77)	-20%
	Personnel Services	344,700.00	344,700.00	214,446.10	130,253.90	38%
<u>100-709-52001</u>	Operating Supplies	7,000.00	7,000.00	1,572.06	5,427.94	78%
<u>100-709-52003</u>	Utilities	9,000.00	9,000.00	5,852.28	3,147.72	35%
<u>100-709-52008</u>	Printing	500.00	500.00	114.75	385.25	77%
<u>100-709-52010</u>	Telephone	1,800.00	1,800.00	1,402.07	397.93	22%
<u>100-709-52018</u>	Professional Development	2,000.00	2,000.00	1,219.86	780.14	39%
<u>100-709-52019</u>	Professional Services	14,800.00	14,800.00	3,360.00	11,440.00	77%
<u>100-709-52020</u>	Bank Service Fees	5,000.00	5,000.00	2,643.47	2,356.53	47%
<u>100-709-52022</u>	Fuel	1,000.00	1,000.00	88.38	911.62	91%
<u>100-709-52023</u>	Facility Maintenance	13,000.00	13,000.00	8,053.01	4,946.99	38%
<u>100-709-52097</u>	Enterprise Fleet	8,000.00	8,000.00	4,143.75	3,856.25	48%
	Materials & Services	62,100.00	62,100.00	28,449.63	33,650.37	54%
Planning						
<u>100-710-50001</u>	Wages	259,800.00	259,800.00	169,760.07	90,039.93	35%
<u>100-710-50004</u>	Overtime	-	-	105.36	(105.36)	#DIV/0!
<u>100-710-51005</u>	Insurance	33,200.00	33,200.00	18,350.61	14,849.39	45%
<u>100-710-51006</u>	VEBA	5,100.00	5,100.00	3,397.81	1,702.19	33%
<u>100-710-51007</u>	PERS	80,800.00	80,800.00	57,510.61	23,289.39	29%
<u>100-710-51008</u>	Taxes	21,000.00	21,000.00	12,982.45	8,017.55	38%
<u>100-710-51015</u>	Other Benefits	3,600.00	3,600.00	300.93	3,299.07	92%
<u>100-710-51017</u>	Fitness Reimbursement – Taxable	-	-	780.00	(780.00)	#DIV/0!
	Personnel Services	403,500.00	403,500.00	263,187.84	140,312.16	35%
<u>100-710-52001</u>	Operating Supplies	5,000.00	5,000.00	1,877.97	3,122.03	62%
<u>100-710-52002</u>	Personnel Uniforms Equipment	-	-	101.62	(101.62)	#DIV/0!
<u>100-710-52011</u>	Public Information	10,000.00	10,000.00	2,285.68	7,714.32	77%
<u>100-710-52013</u>	Memberships	1,500.00	1,500.00	1,281.00	219.00	15%
<u>100-710-52018</u>	Professional Development	4,000.00	4,000.00	1,921.64	2,078.36	52%
<u>100-710-52019</u>	Professional Services	3,000.00	3,000.00	1,820.42	1,179.58	39%
<u>100-710-52020</u>	Bank Service	-	-	65.61	(65.61)	#DIV/0!
<u>100-710-52022</u>	Fuel	500.00	500.00	98.46	401.54	80%
<u>100-710-52028</u>	Projects & Programs	45,000.00	45,000.00	26,708.27	18,291.73	41%
<u>100-710-52030</u>	CLG	15,000.00	15,000.00	17,000.00	(2,000.00)	-13%
<u>100-710-52087</u>	Commission Stipends	2,500.00	2,500.00	1,650.00	850.00	34%
<u>100-710-52097</u>	Enterprise Fleet	7,000.00	7,000.00	4,060.89	2,939.11	42%
	Materials & Services	93,500.00	93,500.00	58,871.56	34,628.44	37%
Building						
<u>100-711-50001</u>	Wages	214,100.00	214,100.00	142,275.81	71,824.19	34%
<u>100-711-50004</u>	Overtime	-	-	105.36	(105.36)	#DIV/0!
<u>100-711-51005</u>	Insurance	65,800.00	65,800.00	45,716.79	20,083.21	31%
<u>100-711-51006</u>	VEBA	4,300.00	4,300.00	2,769.77	1,530.23	36%
<u>100-711-51007</u>	PERS	66,600.00	66,600.00	44,030.36	22,569.64	34%
<u>100-711-51008</u>	Taxes	17,300.00	17,300.00	10,760.17	6,539.83	38%
<u>100-711-51015</u>	Other Benefits	3,000.00	3,000.00	1,081.58	1,918.42	64%
<u>100-711-51017</u>	Fitness Reimbursement – Taxable	-	-	266.00	(266.00)	#DIV/0!
	Personnel Services	371,100.00	371,100.00	247,005.84	124,094.16	33%
<u>100-711-52001</u>	Operating Supplies	4,000.00	4,000.00	468.28	3,531.72	88%
<u>100-711-52010</u>	Telephone	1,200.00	1,200.00	697.83	502.17	42%
<u>100-711-52015</u>	Intergovernmental Services	9,000.00	9,000.00	2,660.00	6,340.00	70%
<u>100-711-52018</u>	Professional Development	3,000.00	3,000.00	-	3,000.00	100%
<u>100-711-52019</u>	Professional Services	8,000.00	8,000.00	3,866.00	4,134.00	52%
<u>100-711-52020</u>	Bank Service Fees	12,000.00	12,000.00	2,632.26	9,367.74	

<u>100-711-52022</u>	Fuel	1,400.00	1,400.00	622.86	777.14	
<u>100-711-52097</u>	Enterprise Fleet	6,500.00	6,500.00	4,468.07	2,031.93	
	Materials & Services	45,100.00	45,100.00	15,415.30	29,684.70	
Technology						
<u>100-712-50001</u>	Wages	52,000.00	52,000.00	67,956.67	(15,956.67)	-31%
<u>100-712-51005</u>	Insurance	-	-	23,651.45	(23,651.45)	#DIV/0!
<u>100-712-51006</u>	VEBA	-	-	1,345.42	(1,345.42)	#DIV/0!
<u>100-712-51007</u>	PERS	16,200.00	16,200.00	21,036.84	(4,836.84)	-30%
<u>100-712-51008</u>	Taxes	4,200.00	4,200.00	5,168.06	(968.06)	-23%
<u>100-712-51015</u>	Other Benefits	-	-	14,310.97	(14,310.97)	#DIV/0!
<u>100-712-51017</u>	Fitness Reimbursement – Taxable	-	-	319.60	(319.60)	#DIV/0!
	Personnel Services	72,400.00	72,400.00	133,789.01	(61,389.01)	-85%
<u>100-712-52001</u>	Operating Supplies	10,000.00	10,000.00	4,725.19	5,274.81	53%
<u>100-712-52003</u>	Utilities	80,000.00	80,000.00	57,210.31	22,789.69	28%
<u>100-712-52006</u>	Computer Maintenance	100,000.00	100,000.00	50,480.61	49,519.39	50%
<u>100-712-52010</u>	Telephone	35,000.00	35,000.00	20,004.18	14,995.82	43%
<u>100-712-52016</u>	Insurance	30,000.00	30,000.00	28,375.74	1,624.26	5%
<u>100-712-52018</u>	Professional Development	10,000.00	10,000.00	200.00	9,800.00	98%
<u>100-712-52019</u>	Professional Services	165,000.00	165,000.00	93,918.00	71,082.00	43%
<u>100-712-57500</u>	Computer Equipment	30,000.00	30,000.00	5,141.46	24,858.54	83%
	Materials & Services	460,000.00	460,000.00	260,055.49	199,944.51	43%
<u>100-715-52001</u>	Operating Supplies	24,000.00	24,000.00	16,217.82	7,782.18	32%
<u>100-715-52003</u>	Utilities	18,000.00	18,000.00	10,738.40	7,261.60	40%
<u>100-715-52009</u>	Postage	5,000.00	5,000.00	3,113.72	1,886.28	38%
<u>100-715-52016</u>	Insurance	157,000.00	157,000.00	155,962.45	1,037.55	1%
<u>100-715-52019</u>	Professional Services	60,000.00	60,000.00	293,096.46	(233,096.46)	-388%
<u>100-715-52022</u>	Fuel	1,500.00	1,500.00	1,167.71	332.29	22%
<u>100-715-52023</u>	Facility Maintenance	100,000.00	100,000.00	33,910.84	66,089.16	66%
<u>100-715-52097</u>	Enterprise Fleet	1,000.00	1,000.00	162.99	837.01	84%
	Materials & Services	366,500.00	366,500.00	514,370.39	(147,870.39)	-40%
<u>100-715-58001</u>	Contingency	1,000,000.00	1,000,000.00	-	1,000,000.00	100%
<u>100-715-59001</u>	Unappropriated	2,035,595.00	2,035,595.00	-	2,035,595.00	100%
Expense Total:		15,391,495.00	15,391,495.00	8,814,015.12	6,577,479.88	
Fund: 100 - GENERAL FUND Surplus (Deficit):		-	-	1,185,790.17		
Fund: 201 - VISITOR TOURISM						
Revenue						
<u>201-000-32002</u>	Motel Hotel Tax	165,000.00	165,000.00	112,839.93	52,160.07	32%
<u>201-000-37001</u>	Interest	3,000.00	3,000.00	7,971.29	(4,971.29)	-166%
<u>201-000-37005</u>	Tourism Miscellaneous	1,000.00	1,000.00	-	1,000.00	100%
<u>201-000-37015</u>	Event Revenue	-	-	30,325.00		
<u>201-000-37016</u>	Contracted Events Revenue	150,000.00	150,000.00	1,132,441.78	(982,441.78)	-655%
<u>201-000-38002</u>	Interfund Loan	-	300,000.00	200,000.00	100,000.00	33%
<u>201-000-39001</u>	Beginning Fund Balance	55,681.00	55,681.00	75,879.73	(20,198.73)	-36%
Revenue Total:		374,681.00	674,681.00	1,559,457.73	(854,451.73)	
Expense						
<u>201-000-52019</u>	Professional Services	140,000.00	140,000.00	65,704.35	74,295.65	53%
<u>201-000-52025</u>	GFSS	100,000.00	100,000.00	75,000.00	25,000.00	25%
<u>201-000-52028</u>	Projects & Programs	40,000.00	40,000.00	682,923.67	(642,923.67)	-1607%
<u>201-000-52039</u>	Contracted Events-Professional Service	-	300,000.00	385,231.97	(85,231.97)	-28%
<u>201-000-52130</u>	Building Lease & Utilities	90,000.00	90,000.00	1,864.95	88,135.05	98%
<u>201-000-52131</u>	Contracted Building Lease & Utilities	-	-	57,944.63	(57,944.63)	#DIV/0!
	Materials & Services	370,000.00	670,000.00	1,268,669.57	(598,669.57)	-89%
<u>201-000-58001</u>	Contingency	4,681.00	4,681.00	-	4,681.00	100%
Expense Total:		374,681.00	674,681.00	1,268,669.57	(593,988.57)	
Fund: 201 - VISITOR TOURISM Surplus (Deficit):		-	-	290,788.16		
Fund: 202 - COMMUNITY DEVELOPMENT						
Revenue						
<u>202-000-33005</u>	Grants	2,314,000.00	2,314,000.00	5,000.00	2,309,000.00	100%
<u>202-000-37001</u>	Interest	75,000.00	75,000.00	88,865.07	(13,865.07)	-18%
<u>202-000-37006</u>	Sale of Surplus Property	1,000,000.00	1,000,000.00	-	1,000,000.00	100%
<u>202-000-38002</u>	Repayment of Interfund Loan	-	-	200,000.00	(200,000.00)	#DIV/0!
<u>202-000-39001</u>	Beginning Fund Balance	2,603,639.00	2,603,639.00	4,512,190.15	(1,908,551.15)	-73%
<u>202-722-37027</u>	Industrial Business Park	157,000.00	157,000.00	130,800.00	26,200.00	17%
<u>202-723-33005</u>	OPRD Riverwalk Grants	1,164,000.00	1,164,000.00	1,071,663.13	92,336.87	8%
<u>202-723-37002</u>	Miscellaneous	200,000.00	200,000.00	99,326.03	100,673.97	50%

<u>202-723-37004</u>	Loan Proceeds State	6,399,800.00	6,399,800.00	4,891,706.00	1,508,094.00	
<u>202-724-37030</u>	Timber Harvesting	1,000,000.00	1,000,000.00	25,000.00	975,000.00	98%
<u>202-726-33005</u>	Grants	-	-	30,727.90	(30,727.90)	#DIV/0!
Revenue Total:		14,913,439.00	14,913,439.00	11,055,278.28	3,858,160.72	
Expense						
<u>202-000-54001</u>	Transfer	500,000.00	500,000.00	500,000.00	-	0%
<u>202-000-54002</u>	Interfund Loans	-	300,000.00	200,000.00	100,000.00	33%
	Total Transfers & Interfund Loans	500,000.00	800,000.00	700,000.00	100,000.00	
<u>202-000-58001</u>	Contingency	1,142,219.00	842,219.00	-	842,219.00	100%
conomic Development						
<u>202-721-52011</u>	Public Engagement	8,000.00	8,000.00	4,000.00	4,000.00	50%
<u>202-721-52019</u>	Professional Services	75,000.00	75,000.00	31,086.13	43,913.87	59%
<u>202-721-52025</u>	GFSS	70,000.00	70,000.00	52,500.00	17,500.00	25%
<u>202-721-52040</u>	Communications	10,000.00	10,000.00	-	10,000.00	100%
<u>202-721-52051</u>	Urban Renewal	8,000.00	8,000.00	-	8,000.00	100%
<u>202-721-52053</u>	Property Taxes	112,000.00	112,000.00	186.63	111,813.37	100%
<u>202-721-52054</u>	Offshore Lease	12,000.00	12,000.00	1,596.10	10,403.90	87%
	Materials & Services	295,000.00	295,000.00	89,368.86	205,631.14	
Business Park						
<u>202-722-52003</u>	Utilities	2,000.00	2,000.00	234,199.67	(232,199.67)	-11610%
<u>202-722-52019</u>	Professional Services	2,614,000.00	2,614,000.00	247,031.27	2,366,968.73	91%
<u>202-722-52025</u>	GFSS	18,100.00	18,100.00	13,575.00	4,525.00	25%
	Materials & Services	2,634,100.00	2,634,100.00	494,805.94	2,139,294.06	
Veneer Property						
<u>202-723-52025</u>	GFSS	18,100.00	18,100.00	13,575.00	4,525.00	25%
	Materials & Services	18,100.00	18,100.00	13,575.00	4,525.00	
<u>202-723-53102</u>	Downtown Infrastructure	6,000,000.00	6,000,000.00	2,355,697.25	3,644,302.75	61%
<u>202-723-53103</u>	Riverwalk Construction	3,635,600.00	3,635,600.00	1,754,069.20	1,881,530.80	52%
	Capital Outlay	9,635,600.00	9,635,600.00	4,109,766.45	5,525,833.55	
<u>202-723-55001</u>	Principal	50,060.00	50,060.00	-	50,060.00	100%
<u>202-723-55002</u>	Interest	7,860.00	7,860.00	3,930.00	3,930.00	50%
	Debt Service	57,920.00	57,920.00	3,930.00	53,990.00	
Timber						
<u>202-724-52001</u>	Operating Supplies	500.00	500.00	1,332.15	(832.15)	-166%
<u>202-724-52019</u>	Professional Services	130,000.00	130,000.00	69,231.40	60,768.60	47%
	Materials & Services	130,500.00	130,500.00	70,563.55	59,936.45	
Central Waterfront						
<u>202-726-52019</u>	Professional Services	500,000.00	500,000.00	118,194.33	381,805.67	76%
	Materials & Service	500,000.00	500,000.00	118,194.33	381,805.67	
Expense Total:		14,913,439.00	14,913,439.00	5,600,204.13	9,313,234.87	
Fund: 202 - COMMUNITY DEVELOPMENT Surplus (Deficit):		-	-	5,455,074.15		
Fund: 203 - COMMUNITY ENHANCEMENT						
Revenue						
<u>203-000-32007</u>	Intergovernmental	-	-	4,677.00	(4,677.00)	#DIV/0!
<u>203-000-37001</u>	Interest	4,000.00	4,000.00	8,940.18	(4,940.18)	-124%
<u>203-000-39001</u>	Beginning Fund Balance	181,247.00	181,247.00	197,400.60	(16,153.60)	-9%
<u>203-701-37004</u>	Miscellaneous	-	-	-	-	#DIV/0!
<u>203-705-33005</u>	Grants - Police	-	-	4,485.86	(4,485.86)	#DIV/0!
<u>203-705-37004</u>	Miscellaneous	-	-	38,941.38	(38,941.38)	#DIV/0!
<u>203-706-33005</u>	Grants	700,000.00	700,000.00	97,834.00	602,166.00	86%
<u>203-706-33012</u>	Grants - LSTA	375,000.00	375,000.00	2,501.00	372,499.00	99%
<u>203-706-33014</u>	Grants - STEM	1,000.00	1,000.00	-	1,000.00	100%
<u>203-706-37014</u>	Donations	-	-	150.00	(150.00)	#DIV/0!
<u>203-709-33005</u>	Grants	125,600.00	125,600.00	810.00	124,790.00	99%
<u>203-709-35014</u>	Recreation Contract (St. Helens School	25,700.00	25,700.00	-	25,700.00	100%
<u>203-709-37004</u>	Miscellaneous	-	-	2,225.00	(2,225.00)	#DIV/0!
<u>203-711-35020</u>	Building Technology Fee	20,000.00	20,000.00	4,148.49	15,851.51	79%
<u>203-716-37014</u>	Donations	-	-	30.00	(30.00)	#DIV/0!
<u>203-717-33005</u>	Grants	-	-	6,680.00	(6,680.00)	#DIV/0!
Revenue Total:		1,432,547.00	1,432,547.00	368,823.51	1,063,723.49	
Expense						
<u>203-000-59001</u>	Unappropriated	305,729.00	305,729.00	-	305,729.00	100%
Police						
<u>203-705-52028</u>	Projects & Programs	-	-	22,044.00	(22,044.00)	#DIV/0!
	Materials & Services	-	-	22,044.00	(22,044.00)	

Library						
<u>203-706-52028</u>	Projects & Programs	1,000.00	1,000.00	-	1,000.00	100%
<u>203-706-52077</u>	Ready to Read Grant	2,500.00	2,500.00	-	2,500.00	100%
<u>203-706-52078</u>	Library Donations Expense	2,000.00	2,000.00	-	2,000.00	100%
<u>203-706-52090</u>	LSTA Grant Expense	35,000.00	35,000.00	-	35,000.00	100%
<u>203-706-52095</u>	STEM Grant Materials Expenses	1,000.00	1,000.00	-	1,000.00	100%
	Materials & Services	41,500.00	41,500.00	-	41,500.00	
<u>203-706-53013</u>	Library Facility Improvements	700,000.00	700,000.00	4,889.70	695,110.30	99%
	Capital Outlay	700,000.00	700,000.00	4,889.70	695,110.30	
Recreation						
<u>203-709-52028</u>	Projects & Programs	125,600.00	125,600.00	117,788.83	7,811.17	6%
<u>203-709-52140</u>	Contract Programs	255,718.00	255,718.00	17,229.52	238,488.48	93%
	Materials & Services	381,318.00	381,318.00	135,018.35	246,299.65	
<u>203-711-52028</u>	Projects & Programs	4,000.00	4,000.00	5,028.67	(1,028.67)	-26%
	Materials & Services	4,000.00	4,000.00	5,028.67	(1,028.67)	
Expense Total:		1,432,547.00	1,432,547.00	166,980.72	1,265,566.28	
Fund: 203 - COMMUNITY ENHANCEMENT Surplus (Deficit):		-	-	201,842.79		
Fund: 205 - STREETS						
Revenue						
<u>205-000-33008</u>	Motor Vehicle Tax	1,205,500.00	1,205,500.00	915,958.33	289,541.67	24%
<u>205-000-33009</u>	Grants - STIP Funds			186,032.00	(186,032.00)	#DIV/0!
<u>205-000-33015</u>	County Contribution	-	-	27,729.00	(27,729.00)	#DIV/0!
<u>205-000-37001</u>	Interest	15,000.00	15,000.00	24,991.78	(9,991.78)	-67%
<u>205-000-37004</u>	Miscellaneous	-	-	13,667.92	(13,667.92)	#DIV/0!
<u>205-000-39001</u>	Beginning Fund Balance	642,477.00	642,477.00	805,237.59	(162,760.59)	-25%
Revenue Total:		1,862,977.00	1,862,977.00	1,973,616.62	(110,639.62)	
Expense						
<u>205-000-51016</u>	PW Support Charges	612,100.00	612,100.00	448,253.57	163,846.43	27%
	Personnel Services	612,100.00	612,100.00	448,253.57	163,846.43	
<u>205-000-52001</u>	Operating Supplies	30,000.00	30,000.00	8,208.74	21,791.26	73%
<u>205-000-52003</u>	Utilities	55,000.00	55,000.00	40,232.13	14,767.87	27%
<u>205-000-52019</u>	Professional Services	100,000.00	100,000.00	1,928.72	98,071.28	98%
<u>205-000-52025</u>	GFSS	412,600.00	412,600.00	309,450.00	103,150.00	25%
<u>205-000-52060</u>	Waterway Lease	-	-	346.00	(346.00)	#DIV/0!
<u>205-000-52063</u>	PW Operation Fund Charges	134,600.00	134,600.00	100,950.00	33,650.00	25%
	Materials & Services	732,200.00	732,200.00	461,115.59	271,084.41	
<u>205-000-53001</u>	Capital Outlay (AKA Street Paving)	150,000.00	150,000.00	120,802.53	29,197.47	19%
	Capital Outlay	150,000.00	150,000.00	120,802.53	29,197.47	
<u>205-000-55001</u>	Principal	52,500.00	52,500.00	-	52,500.00	100%
<u>205-000-55002</u>	Interest	8,240.00	8,240.00	4,120.00	4,120.00	50%
	Debt Service	60,740.00	60,740.00	4,120.00	56,620.00	
<u>205-000-58001</u>	Contingency	307,937.00	307,937.00	-	307,937.00	100%
Expense Total:		1,862,977.00	1,862,977.00	1,034,291.69	828,685.31	
Fund: 205 - STREETS Surplus (Deficit):		-	-	939,324.93		
Fund: 301 - STREETS SDC						
Revenue						
<u>301-000-34008</u>	SDC Charges	100,000.00	100,000.00	49,929.70	50,070.30	50%
<u>301-000-37001</u>	Interest	50,000.00	50,000.00	71,653.55	(21,653.55)	-43%
<u>301-000-39001</u>	Beginning Fund Balance	1,854,252.00	1,854,252.00	2,343,613.18	(489,361.18)	-26%
Revenue Total:		2,004,252.00	2,004,252.00	2,465,196.43	(460,944.43)	
Expense						
<u>301-000-52017</u>	SDC Admin Fees	10,000.00	10,000.00	4,992.97	5,007.03	50%
<u>301-000-52019</u>	Professional Services	100,000.00	100,000.00	41,593.55	58,406.45	58%
	Materials & Services	110,000.00	110,000.00	46,586.52	63,413.48	
<u>301-000-53102</u>	Downtown Infrastructure	-	-	500,000.00	(500,000.00)	#DIV/0!
	Capital Outlay	-	-	500,000.00	(500,000.00)	
<u>301-000-58001</u>	Contingency	1,894,252.00	1,894,252.00	-	1,894,252.00	100%
Expense Total:		2,004,252.00	2,004,252.00	546,586.52	1,457,665.48	
Fund: 301 - STREETS SDC Surplus (Deficit):		-	-	1,918,609.91		
Fund: 302 - WATER SDC						
Revenue						
<u>302-000-34008</u>	SDC Charges	30,000.00	30,000.00	42,353.00	(12,353.00)	-41%
<u>302-000-37001</u>	Interest	30,000.00	30,000.00	44,918.43	(14,918.43)	-50%

<u>302-000-39001</u>	Beginning Fund Balance	1,202,330.00	1,202,330.00	1,219,788.54	(17,458.54)	
Revenue Total:		1,262,330.00	1,262,330.00	1,307,059.97	(44,729.97)	
Expense						
<u>302-000-52017</u>	SDC Admin Fees	3,000.00	3,000.00	4,235.30	(1,235.30)	-41%
<u>302-000-52019</u>	Professional Services	50,000.00	50,000.00	-	50,000.00	100%
	Materials & Services	53,000.00	53,000.00	4,235.30	48,764.70	
<u>302-000-53103</u>	URA Waterfront Improvements	200,000.00	200,000.00	-	200,000.00	100%
	Capital Outlay	200,000.00	200,000.00	-	200,000.00	
<u>302-000-58001</u>	Contingency	1,009,330.00	1,009,330.00	-	1,009,330.00	100%
Expense Total:		1,262,330.00	1,262,330.00	4,235.30	1,258,094.70	
Fund: 302 - WATER SDC Surplus (Deficit):		-	-	1,302,824.67		
Fund: 303 - SEWER SDC						
Revenue						
<u>303-000-34008</u>	SDC Charges	65,000.00	65,000.00	80,054.00	(15,054.00)	-23%
<u>303-000-37001</u>	Interest	40,000.00	40,000.00	77,306.01	(37,306.01)	-93%
<u>303-000-39001</u>	Beginning Fund Balance	2,080,248.00	2,080,248.00	2,113,349.24	(33,101.24)	-2%
Revenue Total:		2,185,248.00	2,185,248.00	2,270,709.25	(85,461.25)	
Expense						
<u>303-000-52017</u>	SDC Admin Fees	6,500.00	6,500.00	8,005.40	(1,505.40)	-23%
	Materials & Services	6,500.00	6,500.00	8,005.40	(1,505.40)	
<u>303-000-53033</u>	Sewer Capacity Design	340,000.00	340,000.00	168,131.40	171,868.60	51%
<u>303-000-53410</u>	INSTALL OVERFLOW ALARMS	1,800.00	1,800.00	-	1,800.00	100%
	Capital Outlay	341,800.00	341,800.00	168,131.40	173,668.60	
<u>303-000-58001</u>	Contingency	1,836,948.00	1,836,948.00	-	1,836,948.00	100%
Expense Total:		2,185,248.00	2,185,248.00	176,136.80	2,009,111.20	
Fund: 303 - SEWER SDC Surplus (Deficit):		-	-	2,094,572.45		
Fund: 304 - STORM SDC						
Revenue						
<u>304-000-34008</u>	SDC Charges	30,000.00	30,000.00	20,521.22	9,478.78	32%
<u>304-000-37001</u>	Interest	9,000.00	9,000.00	20,790.97	(11,790.97)	-131%
<u>304-000-39001</u>	Beginning Fund Balance	550,713.00	550,713.00	564,396.17	(13,683.17)	-2%
Revenue Total:		589,713.00	589,713.00	605,708.36	(15,995.36)	
Expense						
<u>304-000-52017</u>	SDC Admin Fees	3,000.00	3,000.00	2,052.12	947.88	32%
<u>304-000-52019</u>	Professional Services	50,000.00	50,000.00	-	50,000.00	100%
	Materials & Services	53,000.00	53,000.00	2,052.12	50,947.88	
<u>304-000-53001</u>	Capital Outlay	200,000.00	200,000.00	-	200,000.00	100%
	Capital Outlay	200,000.00	200,000.00	-	200,000.00	
<u>304-000-58001</u>	Contingency	336,713.00	336,713.00	-	336,713.00	100%
Expense Total:		589,713.00	589,713.00	2,052.12	587,660.88	
Fund: 304 - STORM SDC Surplus (Deficit):		-	-	603,656.24		
Fund: 305 - PARKS SDC						
Revenue						
<u>305-000-34008</u>	SDC Charges	20,000.00	20,000.00	32,304.00	(12,304.00)	-62%
<u>305-000-37001</u>	Interest	20,000.00	20,000.00	7,616.24	12,383.76	62%
<u>305-000-39001</u>	Beginning Fund Balance	1,142,034.00	1,142,034.00	431,463.67	710,570.33	62%
Revenue Total:		1,182,034.00	1,182,034.00	471,383.91	710,650.09	
Expense						
<u>305-000-52017</u>	SDC Admin Fees	2,000.00	2,000.00	3,230.40	(1,230.40)	-62%
	Materials & Services	2,000.00	2,000.00	3,230.40	(1,230.40)	
<u>305-000-53103</u>	Columbia View Park Improvements	992,000.00	992,000.00	274,797.62	717,202.38	72%
	Capital Outlay	992,000.00	992,000.00	274,797.62	717,202.38	
<u>305-000-58001</u>	Contingency	188,034.00	188,034.00	-	188,034.00	100%
Expense Total:		1,182,034.00	1,182,034.00	278,028.02	904,005.98	
Fund: 305 - PARKS SDC Surplus (Deficit):		-	-	193,355.89		
Fund: 601 - WATER						
Revenue						
<u>601-000-34007</u>	Water Sales	4,360,000.00	4,360,000.00	2,986,147.80	1,373,852.20	32%
<u>601-000-34009</u>	Fees - Late Reconnection Tampering	140,000.00	140,000.00	157,608.93	(17,608.93)	-13%
<u>601-000-34014</u>	Connection Charge	10,000.00	10,000.00	19,500.00	(9,500.00)	-95%
<u>601-000-37001</u>	Interest	130,000.00	130,000.00	129,825.10	174.90	0%
<u>601-000-37004</u>	Miscellaneous	5,000.00	5,000.00	7,133.45	(2,133.45)	-43%
<u>601-000-39001</u>	Beginning Fund Balance	4,191,478.00	4,191,478.00	3,650,488.95	540,989.05	

Revenue Total:

8,836,478.00 8,836,478.00 6,950,704.23 1,885,773.77

Item #2.

Expense

601-000-53302	Annual Maint - Ops	200,000.00	200,000.00	12,887.80	187,112.20	94%
601-000-53304	Repair Existing Reservoir	1,000,000.00	1,000,000.00	-	1,000,000.00	100%
	Capital Outlay	1,200,000.00	1,200,000.00	12,887.80	1,187,112.20	
601-000-55001	Principal	399,800.00	399,800.00	-	399,800.00	100%
601-000-55002	Interest	62,760.00	62,760.00	31,380.00	31,380.00	50%
	Debt Service	462,560.00	462,560.00	31,380.00	431,180.00	
601-000-58001	Contingency	1,530,934.00	1,530,934.00	-	1,530,934.00	100%
601-000-59001	Unappropriated	1,204,724.00	1,204,724.00	-	1,204,724.00	100%

Water Distribution

601-731-51016	PW Support Charges	928,800.00	928,800.00	665,172.60	263,627.40	28%
	Personnel Services	928,800.00	928,800.00	665,172.60	263,627.40	
601-731-52001	Operating Supplies	100,000.00	100,000.00	83,232.90	16,767.10	17%
601-731-52003	Utilities	35,000.00	35,000.00	28,487.62	6,512.38	19%
601-731-52016	General Insurance	120,410.00	120,410.00	122,057.57	(1,647.57)	-1%
601-731-52019	Professional Services	30,000.00	30,000.00	11,917.50	18,082.50	60%
601-731-52025	GFSS	1,444,200.00	1,444,200.00	1,083,150.00	361,050.00	25%
601-731-52063	PW Operation Fund Charges	168,250.00	168,250.00	126,187.50	42,062.50	25%
601-731-52064	Lab Testing	15,000.00	15,000.00	6,542.00	8,458.00	56%
601-731-52067	In Lieu of Franchise Fee	436,000.00	436,000.00	316,325.67	119,674.33	27%
	Materials & Services	2,348,860.00	2,348,860.00	1,777,900.76	570,959.24	
601-731-53302	ANNUAL MAINT -OPS	100,000.00	100,000.00	21,060.74	78,939.26	79%
601-731-53314	WATER METERS	150,000.00	150,000.00	67,804.38	82,195.62	55%
	Capital Outlay	250,000.00	250,000.00	88,865.12	161,134.88	

Water Filtration

601-732-51016	PW Support Charges	258,600.00	258,600.00	115,572.36	143,027.64	55%
	Personnel Services	258,600.00	258,600.00	115,572.36	143,027.64	
601-732-52001	Operating Supplies	35,000.00	35,000.00	7,400.95	27,599.05	79%
601-732-52003	Utilities	85,000.00	85,000.00	48,900.96	36,099.04	42%
601-732-52010	Telephone	1,500.00	1,500.00	422.45	1,077.55	72%
601-732-52018	Professional Development	1,500.00	1,500.00	1,169.09	330.91	22%
601-732-52019	Professional Services	35,000.00	35,000.00	10,240.30	24,759.70	71%
601-732-52022	Fuel	4,000.00	4,000.00	1,528.55	2,471.45	62%
601-732-52023	Facility Maintenance	15,000.00	15,000.00	4,123.88	10,876.12	73%
601-732-52083	Chemicals	125,000.00	125,000.00	68,971.90	56,028.10	45%
	Materials & Services	302,000.00	302,000.00	142,758.08	159,241.92	
601-732-53302	ANNUAL MAINT- OPS	100,000.00	100,000.00	27,606.24	72,393.76	72%
601-732-53306	WFF RACK REPLACEMENT	250,000.00	250,000.00	825.00	249,175.00	100%
	Capital Outlay	350,000.00	350,000.00	28,431.24	321,568.76	

Expense Total:

8,836,478.00 8,836,478.00 2,862,967.96 5,973,510.04

Fund: 601 - WATER Surplus (Deficit):

- - 4,087,736.27

Fund: 603 - SEWER

Revenue

603-000-33005	Grants	2,500,000.00	2,500,000.00	558,599.72	1,941,400.28	78%
603-000-34011	Sewer Service Charges	4,970,000.00	4,970,000.00	3,586,153.32	1,383,846.68	28%
603-000-34013	Sludge Disposal Charge	100,000.00	100,000.00	183,434.16	(83,434.16)	-83%
603-000-34014	Connection Charge	3,000.00	3,000.00	3,000.00	-	0%
603-000-34015	Sewer LID Payments	500.00	500.00	360.00	140.00	28%
603-000-37001	Interest	70,000.00	70,000.00	160,669.71	(90,669.71)	-130%
603-000-37004	Miscellaneous	5,000.00	5,000.00	727.88	4,272.12	85%
603-000-39001	Beginning Fund Balance	4,715,647.00	4,715,647.00	4,662,910.52	52,736.48	1%
Revenue Total:		12,364,147.00	12,364,147.00	9,155,855.31	3,208,291.69	

Expense

603-000-53033	Sewer Capacity - Professional Services	2,500,000.00	2,500,000.00	653,392.01	1,846,607.99	74%
603-000-53402	Annual Maint Ops	300,000.00	300,000.00	6,111.49	293,888.51	98%
603-000-53404	WWTP Rebuild Headworks Screen	42,000.00	42,000.00	42,000.00	-	0%
603-000-53407	PUMP STATION 3 ONSITE GEN	90,000.00	90,000.00	-	90,000.00	100%
603-000-53410	Install Overflow Alarms	7,200.00	7,200.00	-	7,200.00	100%
	Capital Outlay	2,939,200.00	2,939,200.00	701,503.50	2,237,696.50	
603-000-55001	Principal	587,640.00	587,640.00	100,000.00	487,640.00	83%
603-000-55002	Interest	76,540.00	76,540.00	38,269.42	38,270.58	50%
603-000-55003	Loan Fee	4,300.00	4,300.00	3,750.00	550.00	13%
	Debt Service	668,480.00	668,480.00	142,019.42	526,460.58	
603-000-58001	Contingency	3,106,011.00	3,106,011.00	-	3,106,011.00	100%

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603-000-59001	Unappropriated	1,525,956.00	1,525,956.00	-	1,525,956.00	
Sewer Collection						
603-735-51016	PW Support Charges	592,400.00	592,400.00	436,904.47	155,495.53	26%
	Personnel Services	592,400.00	592,400.00	436,904.47	155,495.53	
603-735-52001	Operating Supplies	20,000.00	20,000.00	16,526.48	3,473.52	17%
603-735-52003	Utilities	1,000.00	1,000.00	330.97	669.03	67%
603-735-52019	Professional Services	10,000.00	10,000.00	115.79	9,884.21	99%
603-735-52025	GFSS	1,444,200.00	1,444,200.00	1,083,150.00	361,050.00	25%
603-735-52063	PW Operation Fund Charges	201,900.00	201,900.00	151,425.00	50,475.00	25%
603-735-52067	In Lieu of Franchise Fee	497,000.00	497,000.00	377,258.75	119,741.25	24%
	Materials & Services	2,174,100.00	2,174,100.00	1,628,806.99	545,293.01	
603-735-53402	ANNUAL MAINT OPS	50,000.00	50,000.00	20,274.87	29,725.13	59%
	Capital Outlay	50,000.00	50,000.00	20,274.87	29,725.13	
Primary Treatment						
603-736-51016	PW Support Charges	196,100.00	196,100.00	97,613.70	98,486.30	50%
	Personnel Services	196,100.00	196,100.00	97,613.70	98,486.30	
603-736-52001	Operating Supplies	12,000.00	12,000.00	9,796.82	2,203.18	18%
603-736-52003	Utilities	25,000.00	25,000.00	18,055.13	6,944.87	28%
603-736-52010	Telephone	2,800.00	2,800.00	2,173.59	626.41	22%
603-736-52016	General Insurance	73,000.00	73,000.00	74,590.74	(1,590.74)	-2%
603-736-52018	Professional Development	1,500.00	1,500.00	720.15	779.85	52%
603-736-52019	Professional Services	8,000.00	8,000.00	5,251.13	2,748.87	34%
603-736-52023	Facility Maintenance	8,000.00	8,000.00	4,518.17	3,481.83	44%
603-736-52064	Lab Testing	12,000.00	12,000.00	4,472.30	7,527.70	63%
603-736-52083	Chemicals	100,000.00	100,000.00	56,465.70	43,534.30	44%
	Materials & Services	242,300.00	242,300.00	176,043.73	66,256.27	
Secondary Treatment						
603-737-51016	PW Support Charges	307,400.00	307,400.00	161,760.38	145,639.62	47%
	Personnel Services	307,400.00	307,400.00	161,760.38	145,639.62	
603-737-52001	Operating Supplies	25,000.00	25,000.00	12,843.43	12,156.57	49%
603-737-52003	Utilities	175,000.00	175,000.00	106,884.15	68,115.85	39%
603-737-52010	Telephone	1,700.00	1,700.00	2,174.03	(474.03)	-28%
603-737-52016	General Insurance	78,000.00	78,000.00	81,743.22	(3,743.22)	-5%
603-737-52018	Professional Development	1,500.00	1,500.00	720.14	779.86	52%
603-737-52019	Professional Services	10,000.00	10,000.00	9,927.29	72.71	1%
603-737-52023	Facility Maintenance	4,000.00	4,000.00	3,797.98	202.02	5%
603-737-52064	Lab Testing	50,000.00	50,000.00	15,487.22	34,512.78	69%
603-737-52066	Permit Fees	35,000.00	35,000.00	18,167.76	16,832.24	48%
	Materials & Services	380,200.00	380,200.00	251,745.22	128,454.78	
Pump Services						
603-738-51016	PW Support Charges	68,500.00	68,500.00	39,577.32	28,922.68	42%
	Personnel Services	68,500.00	68,500.00	39,577.32	28,922.68	
603-738-52001	Operating Supplies	5,000.00	5,000.00	3,164.51	1,835.49	37%
603-738-52003	Utilities	18,000.00	18,000.00	8,954.08	9,045.92	50%
603-738-52010	Telephone	500.00	500.00	330.93	169.07	34%
603-738-52019	Professional Services	15,000.00	15,000.00	10,030.77	4,969.23	33%
	Materials & Services	38,500.00	38,500.00	22,480.29	16,019.71	
603-738-53402	ANNUAL MAINT OPS	75,000.00	75,000.00	-	75,000.00	100%
	Capital Outlay	75,000.00	75,000.00	-	75,000.00	
Expense Total:		12,364,147.00	12,364,147.00	3,678,729.89	8,685,417.11	
Fund: 603 - SEWER Surplus (Deficit):		-	-	5,477,125.42		
Fund: 605 - STORM						
Revenue						
605-000-34017	Storm Service Charge	1,661,000.00	1,661,000.00	1,253,364.13	407,635.87	25%
605-000-37001	Interest	25,000.00	25,000.00	42,835.37	(17,835.37)	-71%
605-000-39001	Beginning Fund Balance	1,307,495.00	1,307,495.00	1,332,402.55	(24,907.55)	-2%
Revenue Total:		2,993,495.00	2,993,495.00	2,628,602.05	364,892.95	
Expense						
605-000-51016	PW Support Charges	692,500.00	692,500.00	425,636.43	266,863.57	39%
	Personnel Services	692,500.00	692,500.00	425,636.43	266,863.57	
605-000-52001	Operating Supplies	15,000.00	15,000.00	10,780.18	4,219.82	28%
605-000-52019	Professional Services	3,000.00	3,000.00	250.00	2,750.00	92%
605-000-52025	GFSS	825,300.00	825,300.00	618,975.00	206,325.00	25%
605-000-52063	PW Operation Fund Charges	168,250.00	168,250.00	126,187.50	42,062.50	25%
605-000-52067	In Lieu of Franchise Fee	166,100.00	166,100.00	125,336.41	40,763.59	25%
	Materials & Services	1,177,650.00	1,177,650.00	881,529.09	296,120.91	

<u>605-000-53001</u>	Capital Outlay	100,000.00	100,000.00	-	100,000.00	
<u>605-000-53501</u>	ANNUAL MAINTENANCE OPS	200,000.00	200,000.00	-	200,000.00	100%
	Capital Outlay	300,000.00	300,000.00	-	300,000.00	
<u>605-000-58001</u>	Contingency	394,615.00	394,615.00	-	394,615.00	100%
<u>605-000-59001</u>	Unappropriated	428,730.00	428,730.00	-	428,730.00	100%
Expense Total:		2,993,495.00	2,993,495.00	1,307,165.52	1,686,329.48	
Fund: 605 - STORM Surplus (Deficit):		-	-	1,321,436.53		
Fund: 703 - PW OPERATIONS						
	Revenue					
<u>703-000-34010</u>	PW Operation Fund Charges	4,194,800.00	4,194,800.00	2,709,648.68	1,485,151.32	35%
<u>703-000-35017</u>	Engineering Fees	25,000.00	25,000.00	58,897.11	(33,897.11)	-136%
<u>703-000-37001</u>	Interest	6,000.00	6,000.00	19,585.71	(13,585.71)	-226%
<u>703-000-37004</u>	Miscellaneous	-	-	14,078.01	(14,078.01)	#DIV/0!
<u>703-000-39001</u>	Beginning Fund Balance	724,958.00	724,958.00	480,093.98	244,864.02	34%
Revenue Total:		4,950,758.00	4,950,758.00	3,282,303.49	1,668,454.51	
	Expense					
<u>703-000-58001</u>	Contingency	488,358.00	488,358.00	-	488,358.00	100%
	Engineering					
<u>703-733-50001</u>	Wages	387,900.00	387,900.00	272,432.08	115,467.92	30%
<u>703-733-51005</u>	Insurance	103,200.00	103,200.00	59,287.72	43,912.28	43%
<u>703-733-51006</u>	VEBA	7,600.00	7,600.00	5,452.36	2,147.64	28%
<u>703-733-51007</u>	PERS	125,400.00	125,400.00	103,710.95	21,689.05	17%
<u>703-733-51008</u>	Taxes	31,300.00	31,300.00	21,647.68	9,652.32	31%
<u>703-733-51015</u>	Other Benefits	5,600.00	5,600.00	34.93	5,565.07	99%
	Personnel Services	661,000.00	661,000.00	462,565.72	198,434.28	
<u>703-733-52001</u>	Operating Supplies	8,000.00	8,000.00	6,976.73	1,023.27	13%
<u>703-733-52002</u>	Personnel Uniforms Equipment	-	-	479.00	(479.00)	#DIV/0!
<u>703-733-52006</u>	Computer Maintenance	3,000.00	3,000.00	363.99	2,636.01	88%
<u>703-733-52010</u>	Telephone	3,000.00	3,000.00	1,642.17	1,357.83	45%
<u>703-733-52018</u>	Professional Development	6,000.00	6,000.00	6,000.00	-	0%
<u>703-733-52019</u>	Professional Services	40,000.00	40,000.00	22,714.71	17,285.29	43%
<u>703-733-52022</u>	Fuel	5,000.00	5,000.00	-	5,000.00	100%
<u>703-733-52028</u>	Projects & Programs	5,000.00	5,000.00	1,926.19	3,073.81	61%
<u>703-733-52097</u>	Enterprise Fleet	10,000.00	10,000.00	5,319.72	4,680.28	47%
<u>703-733-52100</u>	PW Administration	20,000.00	20,000.00	459.46	19,540.54	98%
	Materials & Service	100,000.00	100,000.00	45,881.97	54,118.03	
<u>703-734-50001</u>	Wages	1,430,900.00	1,430,900.00	837,122.88	593,777.12	41%
<u>703-734-50004</u>	Overtime	18,100.00	18,100.00	9,367.86	8,732.14	48%
<u>703-734-51005</u>	Insurance	453,400.00	453,400.00	288,536.27	164,863.73	36%
<u>703-734-51006</u>	VEBA	27,100.00	27,100.00	27,106.29	(6.29)	0%
<u>703-734-51007</u>	PERS	466,200.00	466,200.00	270,838.70	195,361.30	42%
<u>703-734-51008</u>	Taxes	116,700.00	116,700.00	65,596.97	51,103.03	44%
<u>703-734-51015</u>	Other Benefits	20,100.00	20,100.00	8,476.10	11,623.90	58%
<u>703-734-51017</u>	Fitness Reimbursement – Taxable	-	-	33.35	(33.35)	#DIV/0!
	Personnel Services	2,532,500.00	2,532,500.00	1,507,078.42	1,025,421.58	
<u>703-734-52001</u>	Operating Supplies	30,000.00	30,000.00	24,540.41	5,459.59	18%
<u>703-734-52002</u>	Personnel Uniforms Equipment	3,000.00	3,000.00	2,964.11	35.89	1%
<u>703-734-52003</u>	Utilities	14,000.00	14,000.00	9,693.00	4,307.00	31%
<u>703-734-52010</u>	Telephone	14,000.00	14,000.00	7,374.76	6,625.24	47%
<u>703-734-52016</u>	General Insurance	228,000.00	228,000.00	244,115.15	(16,115.15)	-7%
<u>703-734-52018</u>	Professional Development	12,000.00	12,000.00	6,252.08	5,747.92	48%
<u>703-734-52019</u>	Professional Services	25,000.00	25,000.00	14,721.39	10,278.61	41%
<u>703-734-52022</u>	Fuel	65,000.00	65,000.00	25,275.45	39,724.55	61%
<u>703-734-52023</u>	Facility Maintenance	15,000.00	15,000.00	7,800.49	7,199.51	48%
<u>703-734-52097</u>	Enterprise Fleet	15,000.00	15,000.00	7,871.85	7,128.15	48%
	Materials & Service	421,000.00	421,000.00	350,608.69	70,391.31	
<u>703-739-50001</u>	Wages	265,400.00	265,400.00	193,317.43	72,082.57	27%
<u>703-739-50004</u>	Overtime	3,100.00	3,100.00	166.68	2,933.32	95%
<u>703-739-51005</u>	CIS Insurance	76,000.00	76,000.00	55,846.54	20,153.46	27%
<u>703-739-51006</u>	VEBA	5,100.00	5,100.00	3,780.69	1,319.31	26%
<u>703-739-51007</u>	PERS	87,600.00	87,600.00	62,971.70	24,628.30	28%
<u>703-739-51008</u>	Taxes	21,700.00	21,700.00	15,552.97	6,147.03	28%
<u>703-739-51015</u>	Other Benefits	4,000.00	4,000.00	4.69	3,995.31	100%
	Personnel Services	462,900.00	462,900.00	331,640.70	131,259.30	
<u>703-739-52001</u>	Operating Supplies	10,000.00	10,000.00	2,503.94	7,496.06	75%
<u>703-739-52002</u>	Personnel Uniforms Equipment	2,000.00	2,000.00	244.99	1,755.01	

<u>703-739-52010</u>	Telephone	2,000.00	2,000.00	-	2,000.00	
<u>703-739-52018</u>	Professional Development	5,000.00	5,000.00	1,358.07	3,641.93	73%
<u>703-739-52019</u>	Professional Services	16,000.00	16,000.00	15,443.59	556.41	3%
<u>703-739-52022</u>	Fuel	10,000.00	10,000.00	756.21	9,243.79	92%
<u>703-739-52023</u>	Facility Maintenance	10,000.00	10,000.00	3,656.64	6,343.36	63%
<u>703-739-52099</u>	Equipment Operations	100,000.00	100,000.00	30,497.70	69,502.30	70%
<u>703-739-52120</u>	Facility Maintenance Other City Facilitie	30,000.00	30,000.00	13,293.94	16,706.06	56%
	Materials & Service	185,000.00	185,000.00	67,755.08	117,244.92	
<u>703-739-53701</u>	EQUIPMENT PURCHASES	100,000.00	100,000.00	49,612.00	50,388.00	50%
	Capital Outlay	100,000.00	100,000.00	49,612.00	50,388.00	
Expense Total:		4,950,758.00	4,950,758.00	2,815,142.58	2,135,615.42	
Fund: 703 - PW OPERATIONS Surplus (Deficit):		-	-	467,160.91		
Fund: 706 - PUBLIC SAFETY						
	Revenue					
<u>706-000-34050</u>	Public Safety Utility Fee	720,000.00	720,000.00	544,075.13	175,924.87	24%
<u>706-000-37001</u>	Interest	150,000.00	150,000.00	457,162.14	(307,162.14)	-205%
<u>706-000-39001</u>	Beginning Fund Balance	13,494,741.00	13,494,741.00	13,690,705.82	(195,964.82)	-1%
Revenue Total:		14,364,741.00	14,364,741.00	14,691,943.09	(327,202.09)	
	Expense					
<u>706-000-52019</u>	Professional Services	300,000.00	300,000.00	77,113.35	222,886.65	74%
<u>706-000-53001</u>	Capital Outlay	10,000,000.00	10,000,000.00	-	10,000,000.00	100%
<u>706-000-54001</u>	Transfers	1,000,000.00	1,000,000.00	500,000.00	500,000.00	50%
<u>706-000-55001</u>	Principal	250,000.00	250,000.00	250,000.00	-	0%
<u>706-000-55002</u>	Interest	501,150.00	501,150.00	501,149.72	0.28	0%
<u>706-000-55003</u>	Trustee Fee	1,600.00	1,600.00	1,600.00	-	0%
<u>706-000-58001</u>	Contingency	2,311,991.00	2,311,991.00	-	2,311,991.00	100%
Expense Total:		14,364,741.00	14,364,741.00	1,329,863.07	13,034,877.93	
Fund: 706 - PUBLIC SAFETY Surplus (Deficit):		-	-	13,362,080.02		
Fund: 801 - URBAN RENEWAL AGENCY						
	Revenue					
<u>801-000-31001</u>	Property Tax CY	480,000.00	480,000.00	362,514.52	117,485.48	24%
<u>801-000-31002</u>	Property Tax PY	-	-	24,580.33	(24,580.33)	#DIV/0!
<u>801-000-37001</u>	Interest	40,000.00	40,000.00	109,408.82	(69,408.82)	-174%
<u>801-000-39001</u>	Beginning Fund Balance	3,130,954.00	3,130,954.00	3,203,055.51	(72,101.51)	-2%
Revenue Total:		3,650,954.00	3,650,954.00	3,699,559.18	(48,605.18)	
	Expense					
<u>801-000-53001</u>	Capital Outlay	3,000,000.00	3,000,000.00	2,077,726.23	922,273.77	31%
<u>801-000-58001</u>	Contingency	650,954.00	650,954.00	-	650,954.00	100%
Expense Total		3,650,954.00	3,650,954.00	2,077,726.23	1,573,227.77	
Fund: 801 - URBAN RENEWAL AGENCY Total:		-	-	1,621,832.95		

Item #2.

QUARTERLY REPORT TO COUNCIL



Meeting Date: May 7, 2025
Prepared by: Gloria Butsch
Department: Finance
Division: Administration
Reporting Period: 3rd Quarter FY2025
CC: City Administrator John Walsh

1. Tourism Fund

Attached is the Income Statement for the Tourism Fund for FY2025 as of March 31, 2025.

- A. The Income Statement is for the Visitor Tourism Fund and is for all activities from July 1, 2024, through March 31, 2025. It includes all transactions related to tourism and events, including contract-managed events.

Contracted Event Revenue is net of merchant fees, which are broken out in the attached Profit and Loss Detail Statements.

Event Revenue of \$30,325 is for 13 Nights for Summer 2024.

The transfers of \$200,000 is the interfund loan from the Community Development Fund used for start up of the Wauna account.

Professional services are primarily attorneys' fees related to the prior event contractor.

Aside from Spirit of Halloweentown and Holiday in the Plaza, Projects & Programs includes the repayment of the interfund loan used for start up of the Wauna account and 13 Nights for Summer 2024.

- B. The attached Profit and Loss Detail Statements for Spirit of Halloweentown and Holiday in the Plaza are a reconciliation of the events' activity in the Wauna Credit Union account.

Per the contract with Treadway, the city shares 5% of net profit with the contractor as an incentive.

- C. All contracted event receipts are deposited in the Wauna account and all expenditures related to contracted events are paid from the Wauna account.

All receipts, including Lodging Taxes and expenditures that are not related to the contracted events are recorded in the city's Wells Fargo account.

As of March 31, 2025 the Wauna account balance was \$269,321.25 and the amount allocated to the Visitor Tourism Fund from the Wells Fargo account was \$21,466.91.

Attachments (If Applicable)

- Income Statement – Visitor Tourism Fund for FY2025 as of March 31, 2025
- Spirit of Halloweentown Profit and Loss Detail for FY2025
- Holiday in the Plaza Profit and Loss Detail for FY2025



Income Statement

St. Helens, OR

FY2025 as of Mar 31, 2025

Fund: 201 - VISITOR TOURISM

Revenue

201-000-32002	Motel Hotel Tax	112,839.93
201-000-37001	Interest	7,971.29
201-000-37004	Tourism Miscellaneous	-
201-000-37015	Event Revenue	30,325.00
201-000-37016	Contracted Events Revenue	1,132,441.78
201-000-38002	Transfers	200,000.00
Revenue Total:		\$ 1,483,578.00

Expense

201-000-52019	Professional Services	65,704.35
201-000-52025	GFSS	75,000.00
201-000-52028	Projects & Programs	682,923.67
201-000-52039	Contracted Events-Professional Services	385,231.97
201-000-52130	Building Lease & Utilities	1,864.95
201-000-52131	Contracted Building Lease & Utilities	57,944.63
201-000-58001	Contingency	-
Expense Total:		\$ 1,268,669.57

Fund: 201 - VISITOR TOURISM Surplus (Deficit):	\$ 214,908.43
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Spirit of Halloweentown
Profit and Loss Detail
January - December 2024

	Amount	Balance
<hr/>		
Ordinary Income/Expenses		
Income		
Ticket Sales	\$ 1,028,004.45	
Refunds/Chargebacks - Ticket Sales	<u>(11,427.33)</u>	
Total Ticket Sales	\$ 1,016,577.12	
Vendor Registration - Booth Fees	70,500.00	
Event Sponsors	8,300.00	
Parking Revenue	43,920.88	
Portland Spirit Event Tickets	4,520.00	
Alcohol Sales Revenue	38,474.75	
Gift Shop Sales	23,337.03	
Total Income		\$ 1,205,629.78
Cost of Goods Sold		
EVENT EXPENSES		
Event Permits & Fees	1,000.03	
Build & Production Supplies	4,492.32	
Equipment & Event Rentals	108,645.25	
Props & Décor	4,118.46	
Job Supplies	3,091.45	
Restrooms & Sanitation	17,200.00	
Film Licensing Fees	5,000.00	
Trash Disposal & Janitorial	5,554.27	
Photo Op Supplies	2,269.00	
Neighbors on 4th Street	<u>2,211.58</u>	
TOTAL EVENT EXPENSES		\$ 153,582.36
EVENT ADVERTISING & MARKETING		
Signage & Printing	7,813.68	
Billboard Advertising	12,525.00	
Radio Advertising	11,650.00	
Social Media & Digital Advertising	<u>30,353.66</u>	
TOTAL EVENT ADVERTISING & MARKETING		\$ 62,342.34

CONTRACT EVENT SERVICES**Event Planning Services**

<i>Treadway Events & Entertainment</i>	<i>38,320.00</i>
<i>Treadway Events & Entertainment</i>	<i>38,320.00</i>
<i>Treadway Events & Entertainment</i>	<i>38,320.00</i>

Total Event Planning Services	114,960.00
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Contract Event Labor	45,789.34
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Talent & Performer Fees	119,056.10
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Website Design & Management	2,000.00
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Audio/Video Services	22,625.00
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Photography & Videography	8,450.00
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Lighting	4,960.00
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Security & Staffing	46,056.00
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Transportation Services	22,820.45
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Graphic Design	1,950.20
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TOTAL CONTRACT EVENT SERVICES	388,667.09
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Total for Cost of Goods Sold	\$ 604,591.79
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Gross Profit	\$ <u>601,037.99</u>
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Expenses**ADMINISTRATIVE EXPENSES**

Software & Apps	826.75
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TOTAL ADMINISTRATIVE EXPENSES	\$ 826.75
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ADVERTISING & MARKETING

Advertising & Marketing - Ops	7.00
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TOTAL ADVERTISING & MARKETING	\$ 7.00
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OTHER BUSINESS EXPENSES

Small Tools or Equipment	2,219.97
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Cast/Talent Meals & Expenses	1,160.30
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TOTAL OTHER BUSINESS EXPENSES	\$ 3,380.27
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FACILITY EXPENSES**Rent & Lease**

<i>09/23/2024 Check 106 Masonic Hall St Helens</i>	<i>16,500.00</i>
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Total Rent & Lease	16,500.00
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Internet & Wi-Fi services	165.30
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Building Utilities (Masonic)	2,097.45
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TOTAL FACILITY EXPENSES	\$ 18,762.75
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AUTO EXPENSE		
Fuel	<u>277.68</u>	
TOTAL AUTO EXPENSE	\$ 277.68	
TRAVEL EXPENSES		
Airfare	6,950.21	
Hotels & Lodging	5,852.83	
Mileage Reimbursement	<u>26.80</u>	
TOTAL TRAVEL EXPENSES	\$ 12,829.84	
BANK & MERCHANT FEES		
Shopify Merchant Fees	2,815.04	
Stripe Merchant Fees	27,059.12	
Afton Fees	46,048.76	
Merchant Charges	<u>39.00</u>	
TOTAL BANK & MERCHANT FEES	\$ 75,961.92	
Total for Expenses		\$ 112,046.21
Net Ordinary Income		\$ 488,991.78
Other Income/Expense		
Other Income		
Interest earned	<u>161.18</u>	
Net Other Income	<u>161.18</u>	
Net Income		\$ 489,152.96
5% Profit Share	24,457.65	
City of St. Helens	\$ 464,695.31	

Holiday in the Plaza

Profit and Loss Detail

January - December 2024

	Amount	Balance
Ordinary Income/Expenses		
Income		
Merchandise Sales		
Total Merchandise Sales	\$ 697.00	
Total Income		\$ 697.00
Cost of Goods Sold		
EVENT EXPENSES		
Equipment & Event Rentals	9,374.23	
Props & Décor	14,064.56	
Job Supplies	356.63	
Restrooms & Sanitation	1,350.00	
TOTAL EVENT EXPENSES		\$ 25,145.42
EVENT ADVERTISING & MARKETING		
Signage & Printing	1,805.82	
Social Media & Digital Advertising	1,394.12	
TOTAL EVENT ADVERTISING & MARKETING		\$ 3,199.94
CONTRACT EVENT SERVICES		
Event Planning Services		
11/01/2024 Bill 1637 Treadway Events & Entertainment	38,320.00	
12/01/2024 Bill 1638 Treadway Events & Entertainment	38,320.00	
Event Planning Services	76,640.00	
Talent & Performer Fees	1,803.00	
Audio/Video Services	3,622.50	
Photography & Videography	1,200.00	
Catering & Food Service	1,827.00	
TOTAL CONTRACT EVENT SERVICES		\$ 85,092.50
Total Cost of Goods Sold		\$ 113,437.86
Gross Profit (Loss)		\$ (112,740.86)
Expenses		
Software & Apps	437.50	
Shopify Merchant Fees	29.03	
Total Expenses		\$ 466.53
Net Income		\$ (113,207.39)

David Wasylenko
Hagan Hamilton Insurance
PO BOX 847
McMinnville, OR 97128

Apr 24, 2025

Re: City of St. Helens, Ref# 13701005-A
Proposed Effective 3/18/2025 to 3/18/2026

Dear David:

We are pleased to confirm the attached quotation being offered with **Underwriters at Lloyd's of London Through Continental Underwriters**. This carrier is **Non-Admitted** in the state of **OR**. Please note that this quotation is based on the coverage, terms and conditions as stated in the attached quotation, which may be different from those requested in your original submission. As you are the representative of the Insured, it is incumbent upon you to review the terms of this quotation carefully with your Insured, and reconcile any differences from the terms requested in the original submission. CRC Insurance Services, Inc. disclaims any responsibility for your failure to reconcile with the Insured any differences between the terms quoted as per the attached and those terms originally requested. The attached quotation may not be bound without a fully executed CRC brokerage agreement.

NOTE: The Insurance Carrier indicated in this quotation reserves the right, at its sole discretion, to amend or withdraw this quotation if it becomes aware of any new, corrected or updated information that is believed to be a material change and consequently would change the original underwriting decision.

Should coverage be elected as quoted per the attached, Premium and Commission are as follows:

Premium:	\$89,475.00
Policy Fee	\$1,790.00
Broker Fee	\$7,200.00
Surplus Lines Tax	\$1,969.30
Surplus Lines Service Charge	\$10.00
Fire Marshal Tax	\$295.40

Grand Total: \$100,739.70

Broker Fees & Policy Fees are Fully Earned at Binding

NOTE: If insured is located outside your resident state, you must hold appropriate non-resident license prior to binding.

If Non Admitted the following applies:

Re: Insurance of the City of St. Helens

At your request, please see below support for the above risk. This quote is for the list of perils as stated below and insurance cover for the standing timber interests located in **Columbia County, Oregon, USA** along with the key terms and conditions as set out beneath.

This quote is valid for 14 days. No cover given.

Please note that the payment should be in United States Dollars based on the Bank of England exchange rate at the day of inception.

INSURED:	City of St Helens
PERIOD:	12 months from TBA
INSURED INTEREST:	2,076 acres of Standing Timber in Columbia County, Oregon, USA
INSURED PERILS:	Fire Additional Cover: Fire Fighting Costs
TERRITORY:	United States of America
TOTAL SUM INSURED:	USD 13,934,924
LIMITS:	The maximum limit of indemnity (annual aggregate limit) is: USD 3,000,000

SUBLIMITS: USD 100,000 Fire Fighting Costs

DEDUCTIBLE: USD 200,000 Each and Every Loss
10% with a minimum of USD 10,000 Each and Every Loss (Fire Fighting Costs)

PREMIUM: USD 89,475.00 plus USD 1,790.00 Brokerage Fee

WRITTEN LINE: 100%

POLICY WORDING: Liberty Remotely Sensed Fire Cover

FURTHER TERMS AND CONDITIONS:

Exclusions: Full list of exclusions to be agreed, but to include the following:

War and Terrorism
Pest and Disease
Drought
Subterranean fire
Nuclear Incidents Exclusion Clause
Pollution and Contamination
Frost
Tsunami
Hail

Endorsements: Cyber Loss Absolute Exclusion Clause IUA 09-081
Several Liability Notice LSW1001 (Insurance)
War And Terrorism Exclusion Endorsement NMA2918
Biological Or Chemical Materials Exclusion NMA2962
Radioactive Contamination Exclusion Clause- Physical Damage-Direct
NMA1191
Premium Payment Clause LSW30001
Sanction Limitation Clause LMA3100A
Communicable Disease Endorsement LMA5393
30 Cancellation Clause NMA 1331
Preservation Of Property Clause FRE01.2010.01
Seepage And Pollution Clause FRE02.2010.01
Fraudulent Claim Clause LMA5062
Data Protection Short Form Information Notice LMA9151
Service of Suit Clause (U.S.A) LMA5020
Applicable Law (U.S.A.) LMA5021

Premium Payment: Within 60 days of policy inception.
Currency: USD
Named Loss Adjuster: Questgates
Law & Jurisdiction: United States of America

Arbitration: Arbitration Clause to apply to be agreed

Security Details: **100% Globe Underwriting Limited on behalf of Liberty Syndicate 4472, Lloyd's of London. UMR Reference B0507NR2400055.**



Item #4.

AMANI CENTER

Columbia County Child Abuse Assessment Program

Mailing Address: PO Box 1001, St Helens, OR 97051
Medical Assessment & Administrative Office: 1621 Columbia Blvd., St. Helens, OR 97051
Phone: (503) 366-4005 Fax: (503) 366-0314 e-mail: info@amanicenter.org

April 29, 2024

City of St Helens City Council
265 Strand Street
St. Helens, OR 97051

Dear City Council Members,

Thank you for the invitation to return on May 7th to discuss the possibility of City of St. Helens support in the Amani Center construction project to build a permanent home for the Amani Center to provide critical child abuse prevention, intervention and follow up care for our community's children who have been impacted by abuse and neglect.

Attached you will find an updated project budget and project revenue sources for this capital project, as well as the City of St. Helens building fees that are estimated for this project.

Based on the services provided to the children of St. Helens and the support our organization provides to St. Helens Police Department with investigations into child abuse, neglect, witness to violence, and drug endangerment cases, I am requesting that the City of St. Helens consider waiving/covering all SDC/Permit/Review fees associated with this project up to the estimated quote of \$ 99,658.74. We plan to appeal to the St Helens School District regarding the remaining CET fees.

While we understand that this is a large request, we are also willing to have a conversation to understand which fees are reasonable and within the City's capacity to consider waiving or sponsoring coverage of in this effort to meet the growing need for Amani Center services to the residents of St. Helens and throughout Columbia County.

We respectfully request your consideration and welcome the opportunity to discuss further. We hope to leverage the City of St. Helens' support across all cities in Columbia County, declaring St. Helens as a leader in investing in the future of our children and safety of all of our communities.

Many Thanks,
Beth Pulito
Deputy Director



	PROJECT/OWNER: Amani Center		MANAGER: Devon Renard	
	LOCATION: St Helens, OR		A/E: Lower Columbia Engineering	
	CLASSIFICATION: Public Safety Services (Offices)		DATE: 3/31/2025	
WORK CATEGORY/DESCRIPTION	SUMMARY Dated 1/17/24	SUMMARY Dated 3/31/25	Notes	
Amani Center Facility - Permit Submission Set Budget 2/28/2025				
General Conditions	\$ 182,270	\$ 228,477	GC's are based on a 35 week construction duration	
Site Logistics	\$ 25,000	\$ 25,000	Dumpsters, toilets, wash stations, cones, delineating signage, temp protection	
Surveying	\$ 10,000	\$ 12,350	Control survey, office support, planting islands, curbs, sidewalks, trash enclosure and light pole, storm, sanitary, power, swale, building corner gridline layout.	
Clean Up Services	\$ 25,000	\$ 25,000	Ongoing construction cleanup and final clean of interior/exterior at the completion of the project.	
Earthwork	\$ 305,000	\$ 378,116	Locates, GPS, Erosion Control, Clearing, Demolition, strip site, cut/fill, import rock, finish grade, building pad, footing/stemwall excavation/perimeter drains, elev pit exc, parking, sewer, storm, water service, PUD exc prep	
Paving & Site Concrete	\$ 95,993	\$ 119,357	Parking lot paving with 4" of asphalt in two lifts; 14,348 SF at \$3.19 per SF; (1) mobilization; Sidewalk/Curb/Patio Paving/Light Pole Bases bar and concrete	
Landscaping/Fencing	\$ 75,000	\$ 84,492	36LF of 6' cedar fencing with 11' wide double drive gate for garbage enclosure; Landscape per design; Irrigation to be design/build; Top soil at 18" planters (610) yds; Stormwater soil 12" (26) yds; Soil amended to a 2" depth	
Concrete	\$ 111,943	\$ 140,937	Footing/Foundation/SOG/Elevator Slab bar and concrete;	
Misc. Steel	\$ 20,000	\$ 20,000	Allowance held for minimal structural design details related to bolts, tie downs and concrete threaded rod base plate supports.	
Wood Framing/Rough Carpentry	\$ 211,541	\$ 261,230	Wood framing package includes wall layout, anchor layout, wall framing, joist installation, roof trusses installation, wall plywood install, deck plywood install, roof plywood install, backing for handrail, wood stairs framing, fire blocking, tub backing, backing for ADA, framing for RTUs, parapet wall framing, PTAC framing, Temp safety railing, hold-down system install, hardware install, and install of fall restraint.	
Siding/Exterior Finish	\$ 118,230	\$ 172,200	Siding panel install complete with building wrap, flashing, trim, siding, window and door prep; window install, T&G horizontal cedar siding, 2x4 and 2x6 cedar trim, Weathersmart commercial building wrap with fortiflash.	
Roofing	\$ 46,750	\$ 42,250	Asphalt shingle roof 5,500SF, single layer of synthetic underlayment, IKO Cambridge or GAF Timberline HDZ, gutters and downspouts	
Windows/Glazing	\$ 115,000	\$ 73,726	Aluminum framed storefront, joint sealants, vinyl windows supplied.	
Drywall & Insulation	\$ 63,448	\$ 142,861	Drywall, level 4 finish throughout walls, R49 insulation at ceiling; R21 at perimeter walls and R19 at level 1 ceiling, baffle eave vents, foam at windows, caulking at plates, R13 interior walls.	
Flooring	\$ 60,000	\$ 72,739	PC-1 - 400 grit polished concrete with acid stain; CPT-1 - Mannington Any Timestamp 12x36, Glitch Art 24x24; WT-1 American Olean, RB-1 vinyl Roope 700 series 4", TR-1 Roppe and TR-2 Schluter Schiene Trendline alum 3/8"	
Painting/Striping	\$ 45,809	\$ 51,376	Two coats of paint on all interor walls, ceilings and trim.Sherwin Williams, Epoxy on metals to be finished, mask adjacent finishes to prevent overspray. Parking lot striping of 34 stalls, 2 arrows, 2 handicap	
Door Frames Hardware	\$ 52,500	\$ 154,133	Hollow metal doors/frames, timely frames, wood doors and door hardware	
Casework Finish Carpentry	\$ 56,000	\$ 45,380	102 Coffee Bar, 107 Exam Room; 113 Utility Room, 114 Exam Room; 207 Break Room plastic laminate clad cabinets and countertops uppers and lowers.	
Plumbing	\$ 62,000	\$ 141,500	PVC piping drainage, waste, vent, cast iron sanitary, waste and vent, copper main lines for domestic, Wirsbo branch lines, American Standard WC's, Kohler wall hung Lavs, ADA sink, Everfab showers commercial roll in 63", Delta shower valves; Bradford White Water Heater 50 gal, 18kw; WM box, breakroom sink, exam sinks, coffee bar sink, floor drains (2) , eyewash stations, elevator sump pump	
HVAC	\$ 194,184	\$ 396,923	Furnish and install (6) ducted split system heat pumps, indoor fan coil units in attic, (1) ductless split heat pump for conference room 204; (6) ceiling EF's; (2) roof hoods; (2) electric wall heaters, sheet metal ductwork throughout, seismic calcs, bracing, TAB, engineering and permit drawings.	
Electrical	\$ 225,000	\$ 234,710	600 amp 120/208V service; new lighting, HvAC connections throughout, 70 amp water heater connection; utility transformer entrance conductors provided (installed by CPUD); (2) parking lot light poles and connections to machine roomless elevator.	
Fire Sprinkler	\$ 75,000	\$ 67,694	New NFPA 13 fire suppression system from 5' outside of building line in.	
Elevator	\$ 130,000	\$ 132,000	Kone - MonoSpace 300 DX Traction Elevator Machine Roomless; Schindler 3100 MRL Traction Elevator	
General Liability Insurance (GLI)	\$ 36,314	\$ 47,604		
OH&P (5%)	\$ 115,283	\$ 153,503		
GC Contingency (5%)	\$ 122,863	\$ 161,178		
Flex Space Buildout	\$ 180,000			
Escalation (8%)	\$ 220,810			
Total	\$ 2,980,938	\$ 3,384,733		
Alt #1: Rock Breaking	\$ -	\$ 396,990		
Alt #2: Geotech Reporting		\$ 6,500		

Exclusions (Additional Exclusions List to be provided in the future)

- Builders risk insurance
- Off hours or overtime work is excluded
- Design, drafting, engineering
- Permit fees
- Bonds
- FF&E
- Utilities and PUD scope of work by other third party jurisdiction
- Pricing based on current plant, supplier and manufacturer pricing.
- Price based on current ODOT Asphalt Oil Index of \$468.00
- Tariff Impacts and/or cost increases due to unknown factors at time of bid
- Floor finish at back of house stair off of elevator
- Exterior painting (Siding to be prefinished)
- FDC and/or fire department requirements

[illegible]

749-25-000078-STR - AMANI CENTER

Item #4.

Menu Add Delete Void Invoice ReCalc Help

Fee Calc. Factor: Job Value(Contractor)\$3,384,733.00 Fee Total \$106,317.96

Showing 1-19 of 19

<input checked="" type="checkbox"/>	Fee Item	Qty	Unit	Fees	Status	Balance Due	Invoice #	Assessed	
<input checked="" type="checkbox"/>	Structural plan review fee	23,286.73	Ea	\$15,136.37	CREDITED	\$0.00	21869	03/12/2025	i
<input checked="" type="checkbox"/>	Structural plan review fee	17,611.38	Ea	\$11,447.40	INVOICED	\$11,447.40	21870	04/14/2025	i
<input checked="" type="checkbox"/>	Engineering Services	1	Ea	\$320.00	NEW	\$320.00		04/14/2025	i
<input checked="" type="checkbox"/>	Water SDC	5,165	Amount	\$5,165.00	NEW	\$5,165.00		04/14/2025	i
<input checked="" type="checkbox"/>	CET - St Helens SD 502 - Com Use	6,659.22	Automatic	\$6,592.63	NEW	\$6,592.63		04/14/2025	i
<input checked="" type="checkbox"/>	CET - St Helens SD 502 - Admin Fee - Com Use	6,659.22	Automatic	\$66.59	NEW	\$66.59		04/14/2025	i
<input checked="" type="checkbox"/>	Water Connection	1,500	Amount	\$1,500.00	NEW	\$1,500.00		04/14/2025	i
<input checked="" type="checkbox"/>	Sanitary Sewer SDC	10,263	Amount	\$10,263.00	NEW	\$10,263.00		04/14/2025	i
<input checked="" type="checkbox"/>	Sanitary Sewer Connection	150	Amount	\$150.00	NEW	\$150.00		04/14/2025	i
<input checked="" type="checkbox"/>	Planning Release fee	1	Ea	\$63.00	NEW	\$63.00		04/14/2025	i
<input checked="" type="checkbox"/>	Storm Sewer SDC	18,260.68	Amount	\$18,260.68	NEW	\$18,260.68		04/14/2025	i
<input checked="" type="checkbox"/>	Fire life safety plan review	17,611.38	Ea	\$7,044.55	NEW	\$7,044.55		04/14/2025	i
<input checked="" type="checkbox"/>	Storm Sewer Connection	150	Amount	\$150.00	NEW	\$150.00		04/14/2025	i
<input checked="" type="checkbox"/>	Structural building permit fee	1	Ea	\$17,611.38	NEW	\$17,611.38		03/12/2025	i
<input checked="" type="checkbox"/>	Transportation SDC	22,569	Amount	\$22,569.00	NEW	\$22,569.00		04/14/2025	i
<input checked="" type="checkbox"/>	Parks SDC	1,875	Amount	\$1,875.00	NEW	\$1,875.00		04/14/2025	i
<input checked="" type="checkbox"/>	City Permit Administration Fee	1	Ea	\$42.00	NEW	\$42.00		03/12/2025	i
<input checked="" type="checkbox"/>	Local Technology Fee - St Helens	36,145.33	Automatic	\$1,084.36	NEW	\$1,084.36		04/14/2025	i
<input checked="" type="checkbox"/>	State of Oregon Surcharge - Bldg (12% of applicable fees)	17,611.38	Ea	\$2,113.37	NEW	\$2,113.37		04/14/2025	i

Amani Center - Amani Center Building Project

Capital Budget

Hard Costs	
Land Acquisition	\$ 500,250.00
Site Preparation (excavation, utilities, etc)	\$ 305,000.00
Construction (8004 sq ft building)	\$ 2,504,945.00
Landscaping	\$ 75,000.00
Parking lot, sidewalks	\$ 95,993.00
Subtotal	\$ 3,481,188.00
Soft Costs	
Architect & Engineering	\$ 90,000.00
Permitting & Fees	\$ 186,037.00
Construction loan interest, legal, etc	\$ 132,500.00
Subtotal	\$ 408,537.00
Furniture, Fixtures & Equipment (FF&E)	
Offices (23): desks, chairs, rugs, shelving	\$ 78,000.00
Reception/Lobby/Family Rooms	\$ 21,775.00
Shared Work Spaces (conference, copy, bathrooms, break room)	\$ 20,975.00
Specialty Rooms (medical, interview, observation)	\$ 134,270.00
Subtotal	\$ 255,020.00
Expansion and Capital Campaign Expenses	
Program Expansion	\$ 400,000.00
Capital Campaign Costs (non-staff)	\$ 64,500.00
Capital Campaign Costs staff)	\$ 285,500.00
Subtotal	\$ 750,000.00
Contingency	
Subtotal	\$ 213,350.00

BUDGET NARRATIVE - HARD COSTS

- Land Acquisition - this land has been gifted to us by an existing donor and the Conditional Use Permit has been approved.
- Subcontractor quotes are currently being received and under review for consideration to further discuss value engineering options.

BUDGET NARRATIVE - SOFT COSTS

- Most Architect & Engineering fees have been paid.
- We are working with our City to see what fees could be reduced or waived.

BUDGET NARRATIVE - FF&E

- National Children's Alliance has already invested in FF&E and can invest in 2026 as well.
- Other funders have been identified for capital equipment who have partnered with the Amani Center in past years.

BUDGET NARRATIVE - EXPANSION / CAPITAL CAMPAIGN

- Existing medical billing/reimbursement is expected to cover expansion costs across multiple programs (traditional healthcare workers; mental health program; medical providers).
- Amani Center is investing current funding to cover most staff expenses spread between the Deputy Director & Development Coordinator to undertake campaign related tasks.

Project Total \$ **5,108,095.00**

REQUEST FROM MURDOCK

\$550,000

Amani Center - Amani Center Building Project (Revenue)

Funding Sources	Given/Pledged	Potential
Individuals (number: 8 / 40)	\$ 105,250	\$ 480,000
Land Donation (Individual Donor)	\$ 500,000	
Foundations (Secured)		
Clark Family Foundation	\$ 5,000	
Juliet Ashby Hillman Foundation	\$ 20,000	
Autzen Foundation	\$ 7,000	
Foundations (Pending)		
Murdock Foundation		\$ 550,000
Swigert Foundation		\$ 10,000
Schlesinger Family Foundation		\$ 10,000
Boeing Portland ECF		\$ 25,000
Foundations (Identified)		
Columbia Pacific CCO (FF&E)		\$ 25,000
Marie Lamfrom (Construction)		\$ 75,000
Ford Family Foundation (Construction)		\$ 300,000
Roundhouse		\$ 50,000
JMO (unknown)		
Corporations		
Malarkey Roofing	\$ 25,000	
ARTIS		\$ 50,000
Government		
CACF2 (State of Oregon)	\$ 164,584	
National Children's Alliance (DOJ)	\$ 38,348	
National Children's Alliance (Rnd 2)		\$ 50,000
State of Oregon Capital Building Fund		\$ 800,000
Local Cities from Columbia County (SH/S/CC/R/C/V)		\$ 100,000
Columbia County		\$ 50,000
Medical Reimbursement		\$ 400,000
Amani Center Operating Fund (Post - Loan payment)		\$ 96,000
Amani Center Operating Fund (Pre/During)	\$ 285,500	
Total	\$ 1,150,682	\$ 3,071,000
Construction Loan		\$ 1,000,000
Funding Totals		
Total Project Cost	\$ 5,108,095	
Total Given/Pledged	\$ 1,150,682	
Total to Be Secured	\$ 3,957,413	



STAFF REPORT (Item Specific)

Item #5.

Meeting Date: 05/07/25
Author: Jennifer Dimsho
Department: Administration Department
Division: Planning Department
Subject: Waterfront Redevelopment Infrastructure Loan
Type of Item: Loan Contract Amendment No. 2
CC: City Administrator John Walsh

Background: In April 2022, the City entered into a loan contract with the Oregon Infrastructure Finance Authority (IFA) of the Business Development Department (OBDD) under the Special Public Works Fund. The loan was to cover the Waterfront Redevelopment Project Infrastructure costs, and the debt obligations will be Urban Renewal Agency's responsibility as outlined in the approved Intergovernmental Agreement between the City and the URA. The loan amount was \$14,667,678 with an estimated completion date of April 6, 2025.

In November 2024, Amendment No. 1 to the loan contract was executed to amend the project description to match the scope of work included in Moore Excavation, Inc. (MEI)'s contracts. Amendment 1 also extended the completion deadline to April 26, 2025. Amendment No. 1 did not adjust the loan amount or the budget.

Staff Analysis: Amendment No. 2 extends the completion deadline to October 26, 2025, as recommended by the OBDD loan officer. While staff intends to complete the projects by June 30, 2025, the OBDD loan officer recommended allowing time for project closeout and reporting.

Amendment No. 2 does not increase the loan amount but reflects the City's matching contributions to the Waterfront Redevelopment Project Infrastructure costs. The City's contributions to the project have come from a variety of sources and span across multiple fiscal years.

City's Matching Funds	
Urban Renewal Agency	\$ 3,547,640
OPRD LGGP Grant	\$ 338,500
OPRD LWCF Grant	\$ 1,210,823
Travel OR Grant	\$ 100,000
AARPA - Infrastructure Funding	\$ 481,626
Franchise Utility Recapture	\$ 99,326
Parks SDCs	\$ 1,000,000
Sewer SDCs	\$ 400,000
Water SDCs	\$ 300,000
Streets SDCs	\$ 500,000
Total City Matching Funds	\$ 7,977,915

Budget Impact: In most cases, the City's matching funds have already been expended and accounted for in previously adopted budgets. The exception is that the City has not yet received all grant funds or expended all URA funds. The grant funds will be received after the project

completion and closeout. The URA funds are being used to fund the remainder of the project expenses.

Alternatives: There are no alternatives to approval of Amendment No 2. This Amendment reflects the City's already budgeted and, in most cases, already expended expenses related to the Waterfront Redevelopment Project infrastructure costs.

Requested Action: Approve Amendment No. 2 to the OBDD Special Public Works Fund Loan Contract.

Attachments:

- Amendment No. 2 to the OBDD Special Public Works Fund Loan Contract

SPECIAL PUBLIC WORKS FUND DEVELOPMENT PROJECT
INTERIM FINANCING CONTRACT

Amendment Number 02

Project Name: Riverfront Redevelopment Project

Project Number: B21006

This amendment is made and entered into by and between the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (“OBDD”), and City of Saint Helens (“Recipient”), and amends the Financing Contract between Recipient and OBDD, Project Number B21006, dated 26 April 2022, (as amended, “Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

Recital: The purpose of this amendment is to amend Section 1 and replace Exhibit D.

The parties agree as follows:

1. Amend Section 1- Key Terms of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):

“Estimated Project Cost” means ~~\$15,516,178~~ \$22,708,627.

“Interest Rate” means 0.6% per annum.

“Loan Amount” means ~~\$14,667,678~~ \$14,677,678.

“Maturity Date” means ~~26 October 2025~~ Project Closeout Deadline, or the receipt of Refunding Proceeds by either party.

“Project Closeout Deadline” means 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

“Project Completion Deadline” means ~~26 April 2025~~ 26 October 2025.

2. Delete Exhibit D - Project Budget of the Contract in its entirety and replace it with the following new Exhibit D - Project Budget:

EXHIBIT D - PROJECT BUDGET

Line Item Activity	OBDD Funds	Estimated Other / Matching Funds
Design / Engineering	\$1,512,461	\$0
Construction	\$9,113,318	\$7,430,949
Construction Contingency	\$2,371,676	\$600,000
Construction Management	\$1,259,401	\$0
Pre-Award Costs (Design/Engineering)	\$300,000	\$0

Bond Bank Fee	\$120,822	\$0
Total	\$14,677,678	\$8,030,949

OBDD will have no obligation under this amendment, unless within 60 days after receipt, Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



STATE OF OREGON

acting by and through its
Oregon Infrastructure Finance Authority of the
Oregon Business Development Department



CITY OF SAINT HELENS

By: _____
Edward Tabor, Infrastructure & Program
Services Director

By: _____
The Honorable Jennifer Massey, Mayor

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

/s/ David Berryman as per email dated 10 April 2025
David Berryman, Assistant Attorney General



STAFF REPORT

Meeting Date: May 7, 2025
 Author: Sharon Darroux, Engineering Manager
 Department: Public Works
 Division: Engineering
 Subject: Gable Rd Rectangular Rapid Flashing Beacon
 Type of Item: Project Award
 CC: Mouhamad Zaher, Public Works Director
 John Walsh, City Administrator

Introduction:

This project proposes the installation of a Rectangular Rapid Flashing Beacon (RRFB) at the mid-block pedestrian crossing on Gable Rd between US Hwy 30 and McNulty Way. The crossing is located in a high-traffic area and is used by pedestrians, many of whom are residents with limited transportation options, to access shopping and other amenities. Engineering staff have worked with ODOT over the past year to lower the vehicle speed limit in this area from 40 mph to 30 mph. However, because of the heavy volume of vehicular traffic, the current enhanced crossing still poses significant safety risks, evidenced by a recent pedestrian injury and numerous community complaints. The RRFB installation aims to enhance visibility, improve driver compliance, and provide a safer, more accessible crossing for all users.



Background:

In recent months, the City's Engineering Division have received multiple requests from residents and community stakeholders to improve pedestrian safety at the mid-block crossing located along Gable Rd between US Hwy 30 and McNulty Way. This location has seen a marked increase in foot traffic following the completion of the 239-unit Broadleaf Arbor apartment complex directly adjacent to the crossing. The new residential complex houses a diverse population, including families with young children, seniors, and individuals with limited mobility — many of whom rely on walking or public transportation for their daily needs.

The mid-block crossing is currently enhanced with visibility features to alert drivers of pedestrians, however, despite marked crosswalk lines, the speed and volume of vehicular traffic create a hazardous environment for pedestrians attempting to cross. Tragically, this danger was realized when a Broadleaf resident was struck and injured while using the crosswalk several months ago. This incident, combined with multiple complaints by residents, have raised significant safety concerns about this crossing.

The City's engineering staff confirms that this location meets the criteria for additional pedestrian safety enhancements. The recommended solution is the installation of a Rectangular Rapid Flashing Beacon (RRFB), a proven and cost-effective measure to increase driver awareness and reduce pedestrian crash risk at uncontrolled crossings. RRFBs use high-intensity LED lights that flash in a distinct pattern, capturing drivers' attention and prompting them to yield to crossing pedestrians.

Given the clear need, community support, history of incidents, and increased pedestrian demand due to the nearby residential development, the proposed RRFB installation is a critical safety improvement. This project aligns with the City's goals of promoting walkability, equity in infrastructure investment, and proactive traffic safety measures.

Project Goals:

- ✓ Increase visibility of pedestrians
- ✓ Reduce pedestrian-vehicle collisions
- ✓ Increase driver compliance with yield laws
- ✓ Encourage walking and improve accessibility for a safe and timely crossing opportunity
- ✓ Reduce speeding on Gable Rd between US Hwy 30 and McNulty Way
- ✓ Assist vulnerable road users like children, seniors, and people with disabilities who may have more difficulty crossing high-speed or high-volume roads

Bright, rapid-flashing amber lights command attention — even in low light or poor weather — making them more noticeable than static signage



The City solicited quotes from four contractors to install the RRFB, which will be supplied by the City, and on Friday, April 11, 2025, the City received quotes from the following two firms,

FIRM	LOCATION	QUOTE
TFT Construction	Scappoose, OR	\$42,190.00
NorthStar Electrical Contractors	Sherwood OR	\$72,750.00

Staff Analysis:

After reviewing the quotes, TFT Construction is determined to be the lowest responsive bidder to provide the services as outlined in the RFQ which the City desires.

Budget Impact:

The project will be funded by City street funds.

Requested Action:

City Council is requested to award the project and to authorize the Mayor to execute a Small Construction Contract for the project at the City Council Regular Session this evening, May 7, 2025. The contract will be for the amount specified in the firm's bid, plus standard contingency.

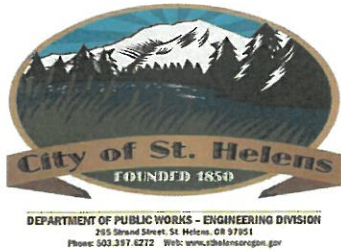
Attachment:

TFT Construction quote

NorthStar Electrical Contractors quote

Requests For Quotes

ATTACHMENTS



T.F.T CONSTRUCTION

REQUEST FOR QUOTATION

DATE: 3/27/2025

OWNER: City of St. Helens

CONTRACTOR:

PROJECT/CONTRACT NO: N/A

PROJECT NAME: Gable Road Rapid Rotating Flashing Beacon Installation

PLEASE PROVIDE A QUOTE FOR:

Installing Rapid Rectangular Flashing Beacons supplied by the City. Work includes pouring the concrete footings for the beacons, installing the beacons with required signage, pouring a 6'x10' landing pad on the south side of the crosswalk at Gable Road, installing truncated domes for the landing, paving approximately 40 SF of roadway pavement at the throat of the ADA Ramp, and installing approximately 15 feet of curb. The contractor shall provide all materials (except as provided by the City as stated in this RFQ), labor, supervision, and equipment required to complete this work in its entirety. No additional compensation shall be made.

ATTACHMENTS:

Gable Road As-Built Markup and RRFB Details

Item#	Description	Unit	Est. Qty	Unit Price	Est. Total Price
1	Concrete Walks	SF	60	\$140.00	\$8,400.00
2	Extra for ADA Ramp Installation	LS	1	\$2,400.00	\$2,400.00
3	Truncated Domes	SF	20	\$42.00	\$840.00
4	Construct Foundation and install City Supplied Rapid Rotating Flashing Beacon	LS	1	\$18,500.00	\$18,500.00
5	Install Standard Curb	LF	15	\$550.00	\$8,250.00
6	Level 2 1/2" Dense ACP	TON	2	\$1,900.00	\$3,800.00

TOTAL COST: \$42,190.00

SUBMITTED BY:


CONTRACTOR (Authorized Signature)

4/11/25
Date

- >Price excludes solid rock excavation. Rock excavation to be charged at \$350/hour.
- >Price excludes survey.
- >Price excludes Prevailing Wage Rates



DEPARTMENT OF PUBLIC WORKS - ENGINEERING DIVISION
215 Strand Street, St. Helens, OR 97151
Phone: 603.397.6272 Web: www.cityofst-helens.gov

NORTHSTAR ELECTRICAL CONTRACTORS

REQUEST FOR QUOTATION

DATE: 3/27/2025

OWNER: City of St. Helens

CONTRACTOR: NorthStar Electrical Contractors, Inc.

PROJECT/CONTRACT NO: N/A

PROJECT NAME: Gable Road Rapid Rotating Flashing Beacon Installation

PLEASE PROVIDE A QUOTE FOR:

Installing Rapid Rectangular Flashing Beacons supplied by the City. Work includes pouring the concrete footings for the beacons, installing the beacons with required signage, pouring a 6'x10' landing pad on the south side of the crosswalk at Gable Road, installing truncated domes for the landing, paving approximately 40 SF of roadway pavement at the throat of the ADA Ramp, and installing approximately 15 feet of curb. The contractor shall provide all materials (except as provided by the City as stated in this RFQ), labor, supervision, and equipment required to complete this work in its entirety. No additional compensation shall be made.

ATTACHMENTS:

Gable Road As-Built Markup and RRFB Details

Item#	Description	Unit	Est. Qty	Unit Price	Est. Total Price
1	Concrete Walks	SF	60	50.00	3,000.00
2	Extra for ADA Ramp Installation	LS	1	3,500.00	3,500.00
3	Truncated Domes	SF	20	100.00	2,000.00
4	Construct Foundation and install City Supplied Rapid Rotating Flashing Beacon	LS	1	60,000.00	60,000.00
5	Install Standard Curb	LF	15	150.00	2250.00
6	Level 2 1/2" Dense ACP	TON	2	1000.00	2000.00

TOTAL COST: 72,750.00

SUBMITTED BY:

CONTRACTOR (Authorized Signature)

4/11/2025

Date



DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION
265 Strand Street, St. Helens, OR 97051
Phone: 503.397.6272 Web: www.sthelensoregon.gov

Item #6.

REQUEST FOR QUOTATION

DATE: 3/27/2025

OWNER: City of St. Helens

CONTRACTOR:

PROJECT/CONTRACT NO: N/A

PROJECT NAME: Gable Road Rapid Rotating Flashing Beacon Installation

PLEASE PROVIDE A QUOTE FOR:

Installing Rapid Rectangular Flashing Beacons supplied by the City. Work includes pouring the concrete footings for the beacons, installing the beacons with required signage, pouring a 6'x10' landing pad on the south side of the crosswalk at Gable Road, installing truncated domes for the landing, paving approximately 40 SF of roadway pavement at the throat of the ADA Ramp, and installing approximately 15 feet of curb. The contractor shall provide all materials (except as provided by the City as stated in this RFQ), labor, supervision, and equipment required to complete this work in its entirety. No additional compensation shall be made.

ATTACHMENTS:

Gable Road As-Built Markup and RRFB Details

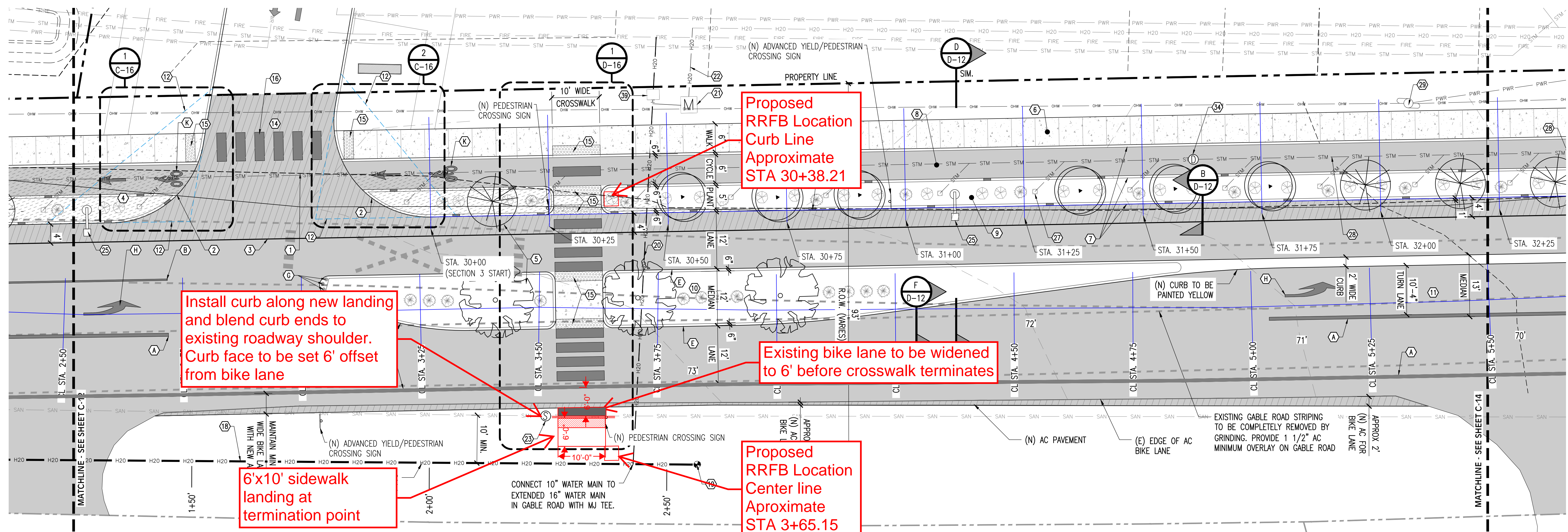
Item#	Description	Unit	Est. Qty	Unit Price	Est. Total Price
1	Concrete Walks	SF	60		
2	Extra for ADA Ramp Installation	LS	1		
3	Truncated Domes	SF	20		
4	Construct Foundation and install City Supplied Rapid Rotating Flashing Beacon	LS	1		
5	Install Standard Curb	LF	15		
6	Level 2 1/2" Dense ACP	TON	2		

TOTAL COST:

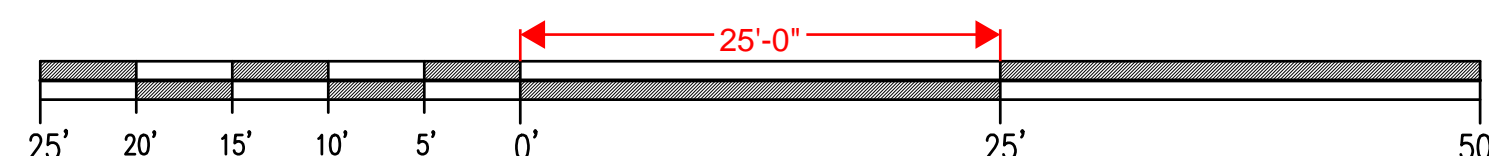
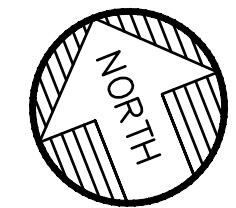
SUBMITTED BY:

CONTRACTOR (Authorized Signature)

Date



1 ROAD IMPROVEMENT PLAN
SCALE: 1" = 10'-0"



LEGEND

(E)	EXISTING
ROW	RIGHT OF WAY
EOP	EDGE OF PAVEMENT
T/CRB	TOP OF CURB
FL	FLOW LINE / GUTTER
MH	MANHOLE (RIM/LID)
CB	CATCH BASIN
IE	INVERT ELEVATION
⑤	SANITARY SEWER MANHOLE
⑩	STORM SEWER MANHOLE
≡	CATCH BASIN
---	PROPERTY LINE
---	EXISTING CONTOUR
---	NEW CONTOUR
---	BURIED POWER LINE
H20	EXISTING WATER MAIN
H20	WATER MAIN EXTENSION
H20	NEW WATER LINE
SAN	EXISTING SANITARY SEWER
SAN	NEW SANITARY SEWER
STM	STORM SEWER
---	EXISTING STRIPING
---	EXISTING STRIPING TO REMAIN
---	NEW STRIPING
---	EASEMENT
---	NEW AC PAVEMENT
---	FINAL OF EXTENT OF AC PAVED ROADWAY (APPROXIMATED ON SOUTH SIDE OF GABLE ROAD)
---	CONCRETE SIDEWALK
---	PAVING TO BE REMOVED

KEYNOTES

- EXISTING EDGE OF PAVEMENT.
- WIDEN AC PAVING TO MEET NEW CURB (CURB RADIUS = 20').
- SAWCUT (E) PAVEMENT ALONG THIS LINE TO CREATE CLEAN EDGE FOR (N) PAVEMENT TO MATCH.
- SAWCUT AND REMOVE EXISTING ASPHALT PAVING AS REQUIRED FOR INSTALLATION OF NEW CURB/SIDEWALK.
- NEW STREET TREES AT 20' MAXIMUM ON CENTER IN 5' PLANTING STRIP AS REQUIRED PER SHMC SECTIONS 17.72.030 AND 17.72.035. SEE TREE LEGEND ON THIS SHEET FOR SPECIES.
- NEW 6' WIDE SIDEWALK PER CITY DETAIL 220 ON D-11.
- NEW 6' CURB PER CITY DETAIL 210 ON SHEET D-11.
- NEW 6' WIDE PAVED CYCLETRACK PER RIVERFRONT CONNECTOR PLAN PREFERRED OPTION.
- NEW 5' WIDE PLANTING STRIP PER RIVERFRONT CONNECTOR PLAN PREFERRED OPTION.
- NEW 12' WIDE LANDSCAPED MEDIAN PER RIVERFRONT CONNECTOR PLAN PREFERRED OPTION.
- NEW TURN LANE.
- 30-FOOT VISION TRIANGLE PER SHMC SECTION 17.76.
- "EMERGENCY ACCESS ONLY" SIGN.
- NEW 26' WIDE COMMERCIAL DRIVEWAY.
- NEW ACCESSIBLE RAMP WITH TRUNCATED DOME TACTILE WARNING PADS IN BRICK RED COLOR AS REQUIRED PER ICC SECTION 705.
- NEW 6' WIDE CROSSWALK WITH 2' WIDE STRIPES.
- EXISTING 16" WATER MAIN IN GABLE ROAD.
- NEW EXTENSION OF 16" D.I. CITY WATER MAIN. TOTAL LENGTH OF EXTENSION: 255 FEET.
- NEW TEMPORARY BLOW-OFF PER CITY STANDARD DETAIL 422 ON SHEET D-11.
- NEW 10" D.I. WATER LINE TO CONNECT TO EXTENDED 16" WATER MAIN IN GABLE ROAD. SEE SHEET D-13 FOR WATER LINE PROFILE.
- NEW 3" WATER SERVICE METER & VAULT/BOX (SIZED BY OTHERS) TO BE APPROVED BY LCE AND PUBLIC WORKS PRIOR TO INSTALLATION. SEE DETAIL 405 ON SHEET D-11.
- NEW 6" C-900 PRIVATE WATER LINE (TO BE VERIFIED BY OTHERS).
- EXISTING 48" SANITARY SEWER MANHOLE IN GABLE ROAD.
- NEW PRIVATE 10" PVC SANITARY SEWER LATERAL.
- PROVIDE NEW LED STREET ILLUMINATION LIGHT WITH 8' LUMINAIRE ARM MOUNTED ON STEEL POLE AT ±18' (VERIFY) ABOVE ROADWAY. POLE FACE TO BE A MINIMUM OF 3' FROM FACE OF NEW CURB. SEE DETAILS 3 AND 4 ON SHEET D-12 FOR LIGHT POLE FOOTING DETAILS.
- 18" CURB CUTS EVERY 25' O.G. TO DRAIN STORMWATER INTO PLANTING STRIP. SEE DETAIL E/D-12 FOR PROFILE.
- NEW BEEHIVE-STYLE DRAINAGE INLET IN PLANTING STRIP PER DETAIL 1 ON SHEET D-12. MAXIMUM SPACING = 30'.
- NEW 10" HDPE STORM PIPE.
- EXISTING POWER POLE ON GABLE ROAD TO REMAIN.
- BOLLARDS PER PRIVATE IMPROVEMENT PLANS (SHOW FOR REFERENCE).
- NEW ASPHALT PER B/D-12. EXTEND ASPHALT 5' BEHIND OUTSIDE OF CYCLETRACK.
- TAPER NEW ASPHALT CYCLETRACK AT 1:10 TO MEET EXISTING EDGE OF ROAD PAVEMENT FOR CONNECTION TO EXISTING GABLE ROAD BIKE LANE.
- STORMWATER LINE TO DISCHARGE INTO EXISTING DITCH ALONG GABLE NEAR EXISTING CULVERTS DRAINING TO MCNUITY CREEK. SEE SHEET C-18 FOR STORMWATER PLAN.
- NEW 48" STORM SEWER MANHOLE. SEE DETAIL 350 ON SHEET D-10 FOR CITY STANDARD MANHOLE DETAIL.
- NEW STRIPING FOR ADA RAMP TRANSITION.
- ASPHALT TRANSITION RAMP PER ADA STANDARDS.
- CONTINUE CYCLETRACK STRIPING TO MEET EXISTING BIKE LANE STRIPING.
- ASPHALT TRANSITION TO ADA STANDARDS, MAINTAIN 5' MINIMUM OF ASPHALT WIDTH BETWEEN EDGE OF ASPHALT AND CYCLETRACK/BIKE LANE.
- DOUBLE DETECTOR CHECK ASSEMBLY TO BE INSTALLED IN RIGHT-OF-WAY AT PROPERTY LINE. SEE DETAIL 3/C-15.

STRIPING KEYED NOTES

- W-2 STRIPING: SEE SECTION 120, FIGURE 120 IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- W STRIPING: SEE SECTION 120, FIGURE 120 IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- ND STRIPING: SEE SECTION 120, FIGURE 120 IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- Y STRIPING: SEE SECTION 120, FIGURE 120 IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- Y/R-20 STRIPING: SEE SECTION 132, FIGURE 132 IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- TM STRIPING: SEE SECTION 260, FIGURE 260-B IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- YELLOW TUBULAR MARKER: SEE SECTION 140, FIGURE 140-A IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- E-LA ARROW: SEE SECTION 160, FIGURE 160-C IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- TYPICAL RAILROAD CROSSING: SEE SECTION 510, FIGURE 510-A IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.
- BS BIKE LANE STENCIL: SEE SECTION 410, FIGURE 410-A IN THE OREGON DEPARTMENT OF TRANSPORTATION TRAFFIC LINE MANUAL.

NOTE: ALL LEGENDS SHALL BE TORCH DOWN THERMOPLASTIC.

CONTRACTOR TO GRIND AND PROVIDE PAVING OVERLAY ON ALL LANES, BIKE LANES, AND MEDIAN OF GABLE ROAD AS A PART OF THE CDP ST HELENS HOUSING PROJECT. DEPTH OF GRIND "TO BE DETERMINED IN THE FIELD" DUE TO EXISTING CHIP SEAL SURFACING. INTENT IS TO PROVIDE A MINIMUM 1-1/2" INLAY GRIND AND OVERLAY PAVING FOR THESE AREAS. SOME AREAS MAY REQUIRE A DEEPER GRIND AND LEVELING TO ENSURE THAT THE CHIP SEAL SURFACING HAS BEEN FULLY REMOVED. SEE ROADWAY IMPROVEMENT PLANS FOR WHERE OVERLAY STARTS AND ENDS ON GABLE ROAD.

CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE UTILITY OWNERS WITH OVERHEAD LINES ON THE EXISTING UTILITY POLES ALONG THE PROPERTY FRONTAGE AND VERIFYING WHETHER OR NOT MODIFICATIONS WILL BE REQUIRED IN ORDER TO MEET THE APPLICABLE CLEARANCE REQUIREMENTS. ANY NECESSARY MODIFICATIONS SHALL BE COORDINATED WITH THE INDIVIDUAL UTILITY OWNER BY THE CONTRACTOR. ANY ASSOCIATED DESIGN WORK, AND RELATED EXPENSES ARE THE RESPONSIBILITY OF THE UTILITY OWNER.

TREE SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME
	QUERCUS LOBATA	VALLEY OAK
	RHAMNUS PURSHIANA	CASCARA
	LAGERSTROEMIA 'NATCHEZ'	NATCHEZ CRAPE MYRTLE

SHRUB SCHEDULE

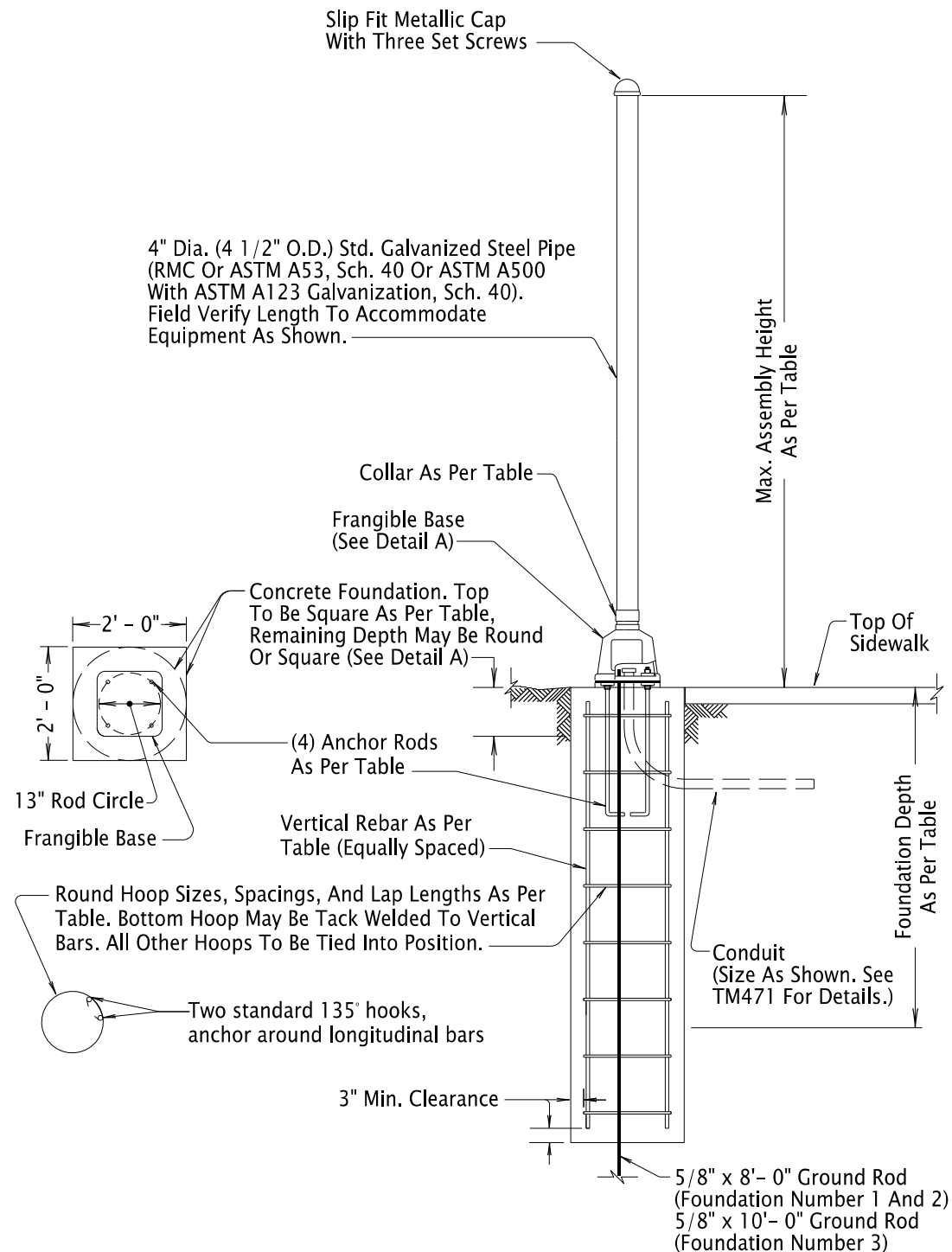
SYMBOL	BOTANICAL NAME	COMMON NAME
	ARCTOSTAPHYLOS 'MED.' (NO SPECIES OVER 5')	MEDIUM MANZANITA
	BACCHARIS PILULARIS 'PISTOL PANCAKE'	COYOTE BRUSH

GROUND COVER TO BE JUNCUS SPP. (RUSH) IN 5' PLANTING STRIP AND CLEANTHUS GLORIOSUS SPP. (CALIFORNIA LILAC) IN 14' WIDE LANDSCAPED MEDIAN.

RECORD DRAWINGS
THESE RECORD DRAWINGS (ALSO REFERENCED AS "AS BUILT") DEPICT PROJECT IMPROVEMENTS INCLUDING CONSTRUCTION CHANGES MADE KNOWN TO ENGINEER THROUGH INFORMATION PROVIDED BY BOTH CONTRACTOR OBSERVATION AND/OR SURVEYOR DATA COLLECTION, DEC 2023. ALL INFORMATION HEREON SHALL BE FIELD OR SURVEY VERIFIED PRIOR TO ANY FUTURE USE IN DESIGN AND/OR CONSTRUCTION.

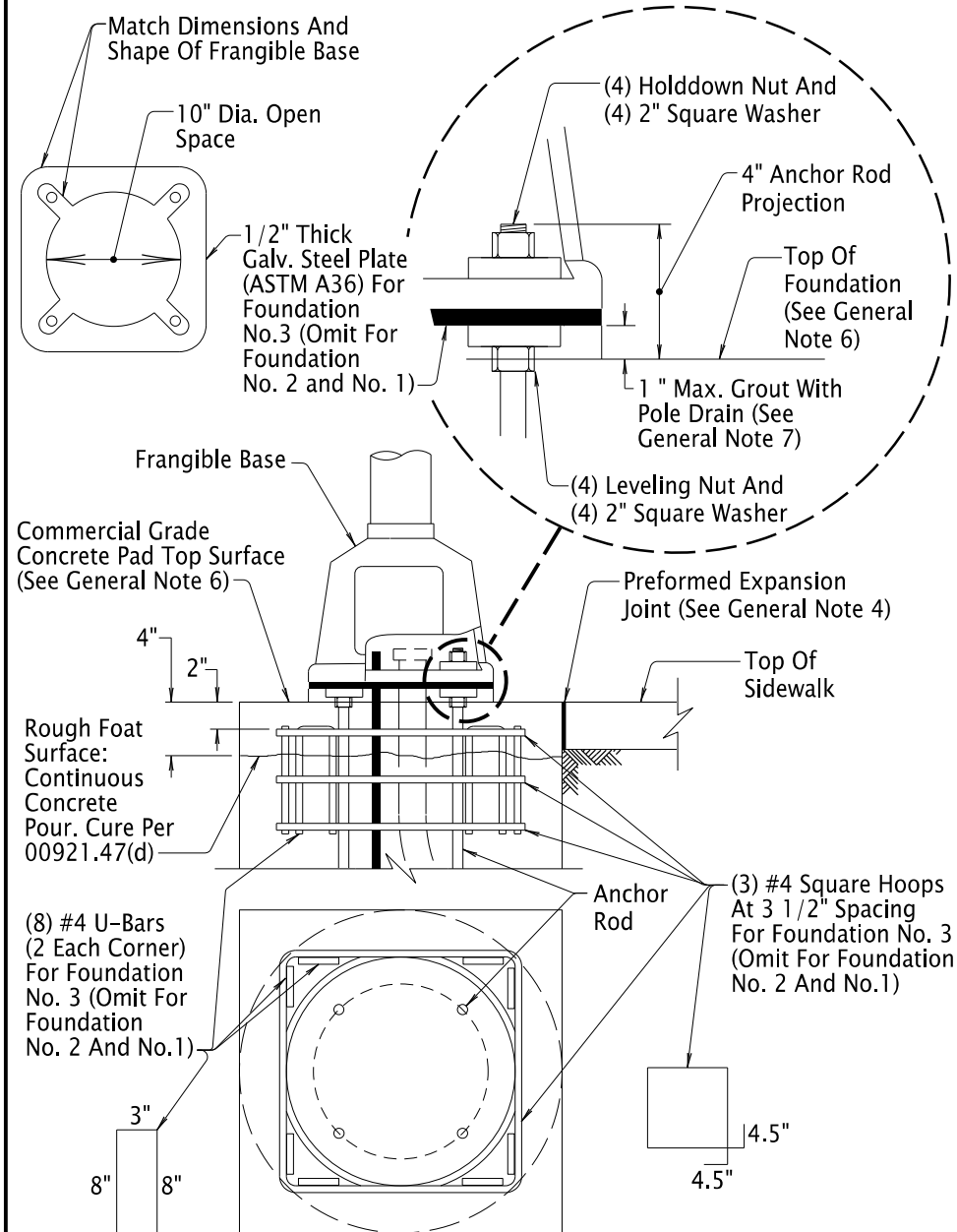
DATE: 01/30/2024
AS BUILT

PROJ. NO.	
DWG. BY	
APPR. BY	
FILE	DATE
SHEET	C-13



Pedestal Foundation Number	Max. Assembly Height	Foundation Depth	Depth of Square Foundation	Anchor Rods (ASTM F 1554 Grade 36)	Reinforcing Steel			Collar
					Vertical Rebar	Hoop Size & Spacing	Hoop Lap Length	
1	6' - 0"	2' - 0"	4"	3/4" x 18" x 4" (6" Thread)	N/A	N/A	N/A	N/A
2	10' - 0"	3' - 0"	4"					
3	20' - 6"	8' - 0"	12"	1" x 36" x 4" (6" Thread)	8-#6	#4-12"	6" with 2 hooks	Req'd

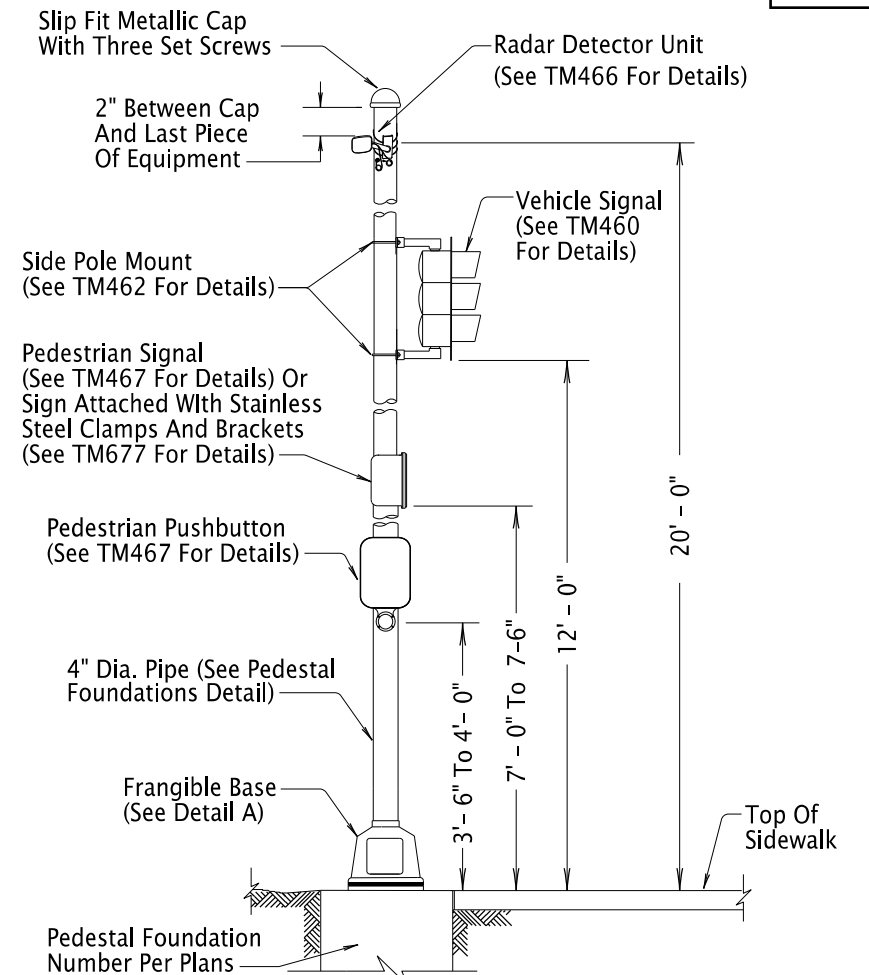
PEDESTAL FOUNDATIONS



DETAIL A - FRANGIBLE BASE

General Notes:

1. All Bolts, Nuts And Washers To Conform To 02560.20 And Be Galvanized Steel According To 02560.40 Unless Noted Otherwise.
2. All Anchor Rods To Be Galvanized Steel Conforming To 02560.30.
3. All Pole Entrances Containing Wiring To Be Smooth.
4. Install 1/4" Thick Preformed Expansion Joint Filler Around Footing In Sidewalk Areas.
5. The Entire Foundation To Be Located On A Single Plane With Less Than 2% Slope. The Flat Edge(s) Of The Foundation May Be Adjacent To The Turn Space, Back Of Walk, Or A Curb Ramp Grade Break Line.
6. Install Commercial Grade Concrete Pad Above Rough Float Surface With Top Surface Matching Sidewalk Grade And Less Than 1/4" Vertical Exposure From Adjacent Grade. Clean Rough Float Surface Prior To Placing Fresh Concrete By Removing All Scum, Laitance, Loose Gravel, And Sediment. Pour During Sidewalk Installation After Installing Pipe And Appurtenances.
7. Non-Shrink High Early Strength Grout (Non-Ferrous) with 3/4" Diameter Pole Drain And A Minimum Strength of 5000 psi. Do Not Use Footing Concrete.



Notes:

1. Equipment Shown In The Assembly Detail Is An Example Of The Equipment That May Be Mounted. Install Equipment As Shown.
2. See TM492 For Ramp Meter Pedestal Mounting Details.
3. See TM493 For RRFB Pedestal Mounting Details.

TRAFFIC SIGNAL PEDESTAL ASSEMBLY

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without first consulting a Registered Professional Engineer.

All materials shall be in accordance with the current Oregon Standard Specifications.

OREGON STANDARD DRAWINGS

PEDESTAL FOUNDATION AND TRAFFIC SIGNAL ASSEMBLY

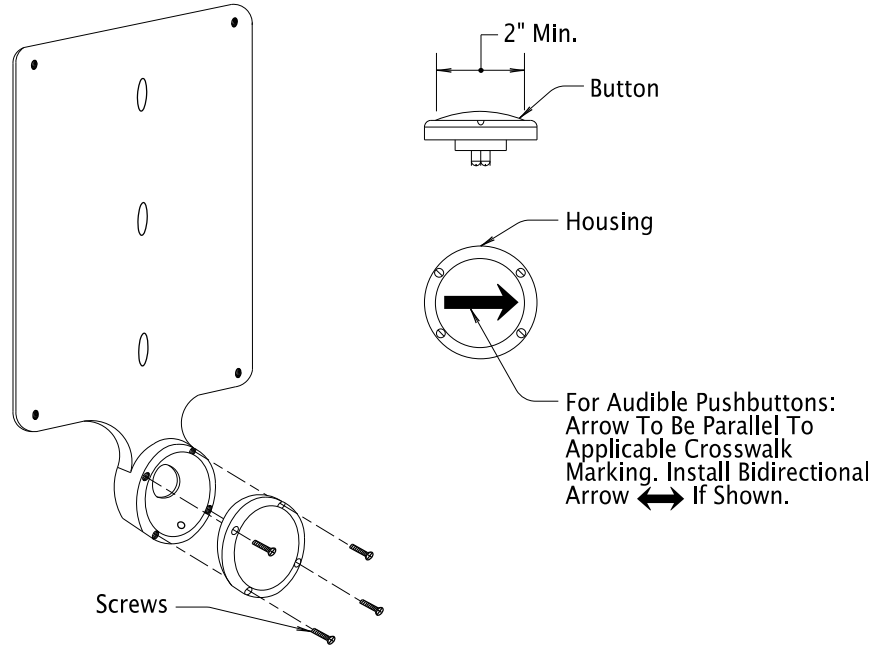
2024

DATE	REVISION	DESCRIPTION
01-2021	01	UPDATED ALL ANCHOR ROD DETAILS. CORRECTED STD. DWG. REFERENCE
07-2022	02	COMPLETE REDESIGN OF FOUNDATION AND INSTALLATION PROCEDURE
07-2023	03	NOTE 5 - CHANGED TO 2% SLOPE, ADDED RMC AS PIPE OPTION, MINOR TEXT CHANGES FOR CLARITY.

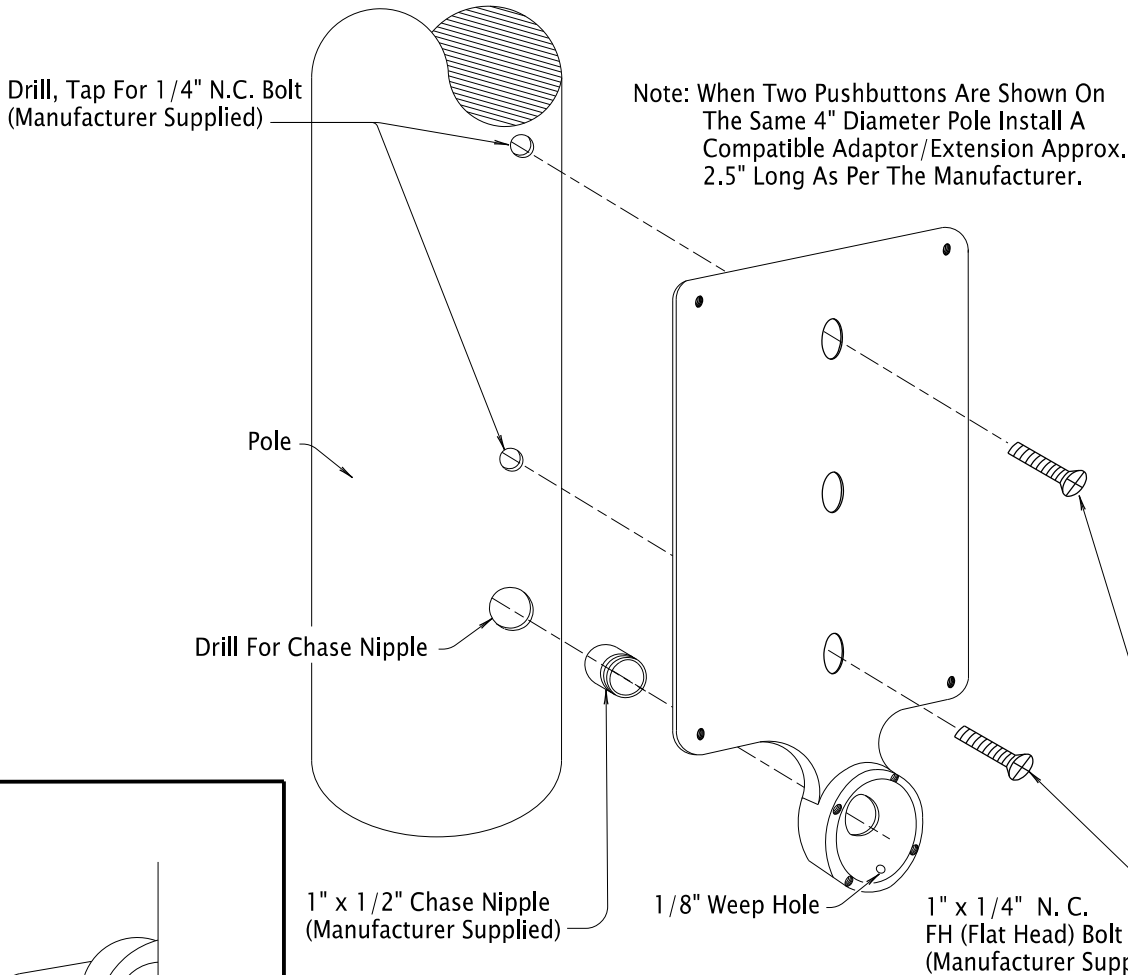
CALC. BOOK NO. - - - N/A - - - SDR DATE - 14-JUL-2023 -

12-JUL-2024

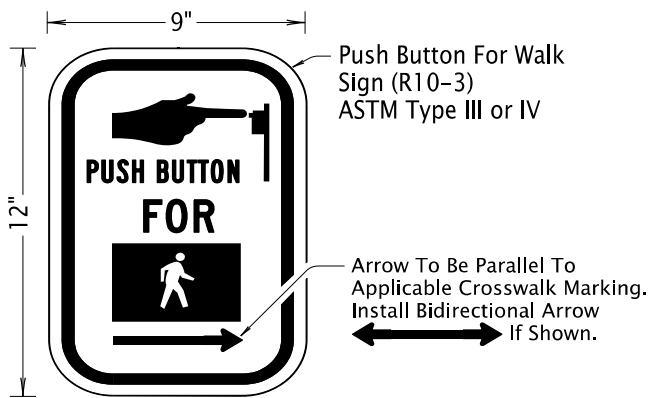
TM467.dgn



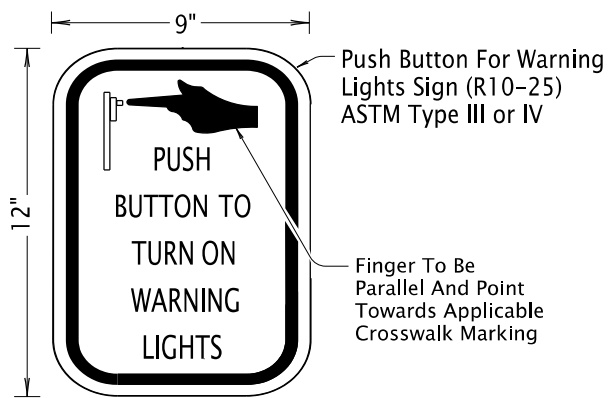
STANDARD PUSHBUTTON



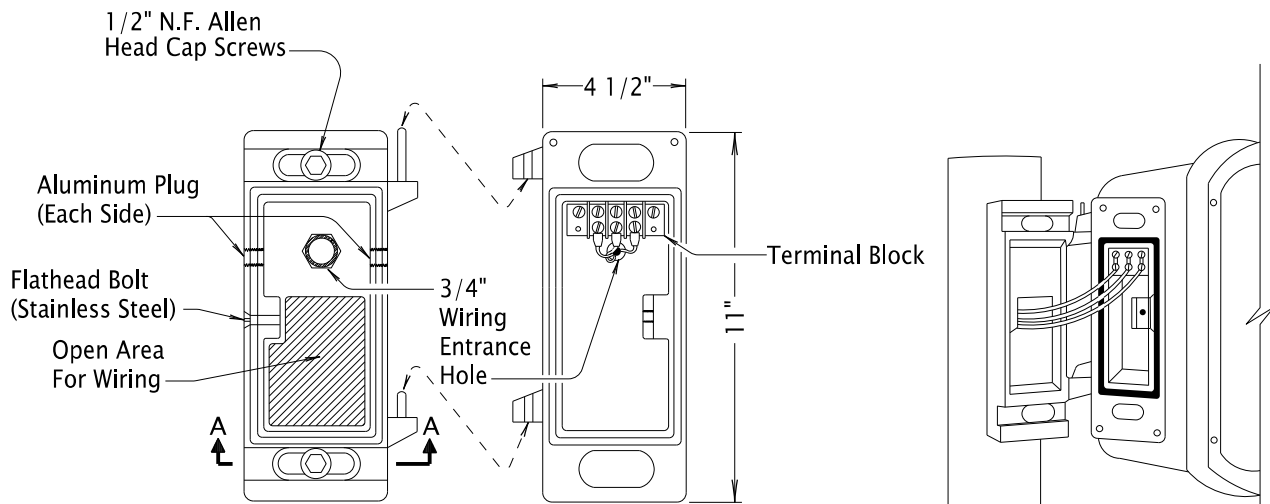
STANDARD PUSHBUTTON STATION AND INSTRUCTION SIGN



SIGN FOR PEDESTRIAN SIGNALS



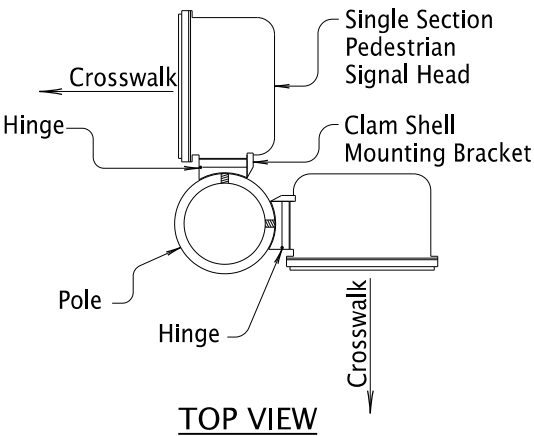
SIGN FOR WARNING BEACON ASSEMBLY



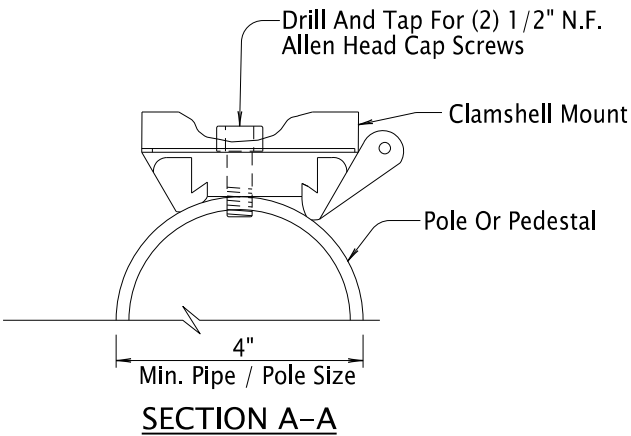
PEDESTRIAN SIGNAL MOUNT (CLAM SHELL)

- General Notes:
1. All Screws, Bolts, Nuts And Washers To Be Type 304 Or 316 Stainless Steel Unless Noted Otherwise.
 2. Bolts And Screws To Have Square Or Hex Heads. Allen Head Fasteners Not Allowed.
 3. Drill And Tap Pole As Per Orientation Shown On Plans.
 4. Horizontal Reach To The Pushbutton To Be 10 Inches Maximum. See Plans Or Consult Engineer To Ensure Compliance.

- NOTES:
1. Where Two Heads Are Side Mounted On 4" Conduit, Proper Clearance To Be Maintained To Allow Legend To Be Fully Visible.
 2. Clam Shells To Be Orientated So That The Heads Can Be Opened For Maintenance. (Verify Hinge Placement Of Clamshell).



TOP VIEW

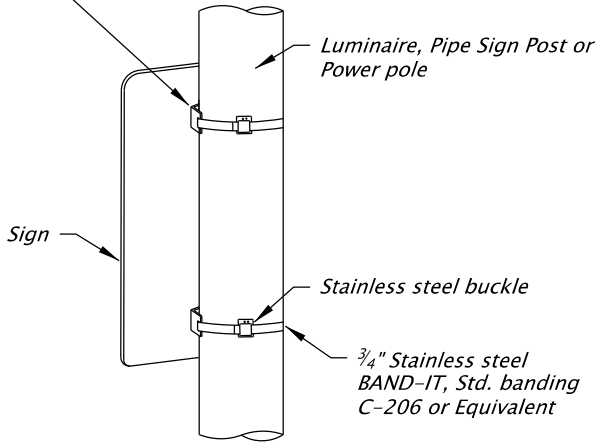
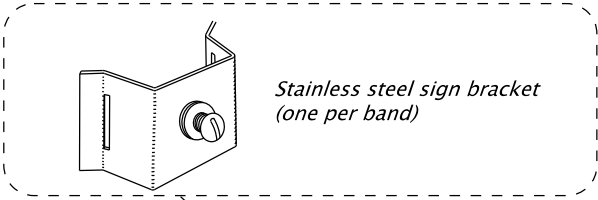


CLAM SHELL ORIENTATION

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without first consulting a Registered Professional Engineer.

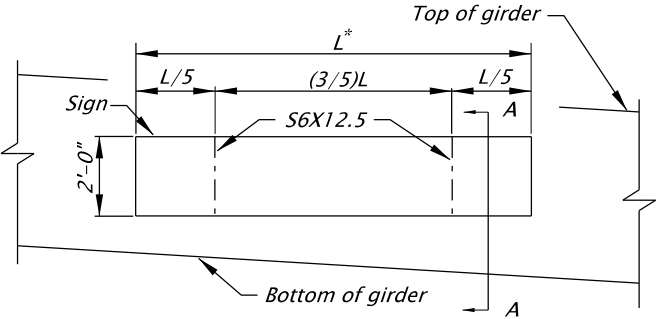
All materials shall be in accordance with the current Oregon Standard Specifications.		
OREGON STANDARD DRAWINGS PEDESTRIAN SIGNAL MOUNT AND PEDESTRIAN PUSHBUTTON DETAILS 2024		
DATE	REVISION DESCRIPTION	
07-2022	ADDED R10-25 SIGN. ADDED EXTENSION MOUNTING NOTE FOR 2 PUSHBUTTONS ON SAME 4" DIA. POLE.	
07-2024	ADDED ARROW TO PUSHBUTTON. ADDED BI-DIRECTIONAL ARROW.	
CALC. BOOK NO.	N/A	SDR DATE 12-JUL-2024

10-JUL-2020
TM677.dgn



Signs mounted to vertical posts that use stainless steel clamps shall not be wider than 36". Use 2 clamps for all signs less than 48" in height and 3 clamps for signs 48" to 60" in height.

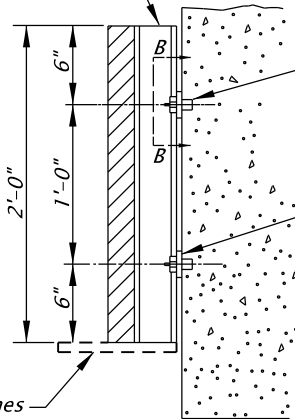
STAINLESS STEEL CLAMP (SSC) DETAIL
No Scale



* - L maximum is 14'-0".

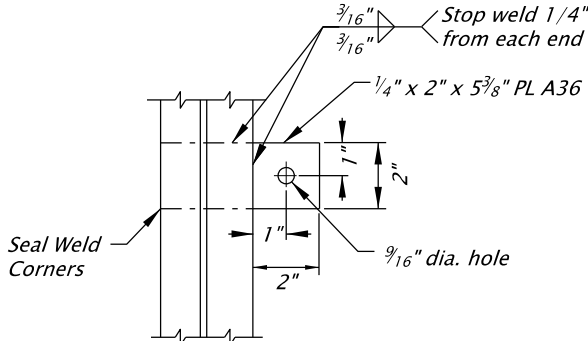
SIGN ELEVATION
No Scale

S6X12.5 - A36
Hot Dipped Galvanized



Signs mounted over travel lanes shall use the SIGN SUPPORT BRACKET DETAIL shown on TM618

SECTION A-A
No Scale



SECTION B-B
No Scale

- Notes:
1. Install resin bonded anchors according to Section 00535.
 2. Resin bonded anchors shall conform to ASTM A307.
 3. The hole depths shall develop the pullout strength specified in Table 00535-1.
 4. Tighten 1/2" dia. anchors using 16 ft-lb of torque for waxed galvanized and 40 ft-lb of torque for galvanized only connections.

ROAD NAME SIGN STRUCTURE MOUNT DETAIL

GENERAL NOTES

1. For Secondary Sign Mounts See TM678.

<p>The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without first consulting a Registered Professional Engineer.</p>		All materials shall be in accordance with the current Oregon Standard Specifications.	
		OREGON STANDARD DRAWINGS	
		SIGN MOUNTS	
		2024	
DATE		REVISION	DESCRIPTION
CALC. BOOK NO.	N/A	SDR DATE	06-JUL-2015



STAFF REPORT

Meeting Date: May 7, 2025
 Author: Sharon Darroux, Engineering Manager
 Department: Public Works
 Division: Engineering
 Subject: Reservoir Siting Study
 Type of Item: Project Award
 CC: Mouhamad Zaher, Public Works Director
 John Walsh, City Administrator

Introduction:

This project will complete a comprehensive study for the siting of a new water storage reservoir in St. Helens. Work for this project includes assessing potential reservoir locations based on system hydraulics, subsurface and soil conditions, environmental impacts and regulations, site constraints and constructability, site adjacencies and aesthetics, and construction costs.

Background:

The St. Helens water system is supplied by two Ranney collector wells located to the north of St. Helens in Columbia City. The wells collect water from induced infiltration through shallow alluvial sand and gravel adjacent to the Columbia River. Water is then pumped to the Water Filtration Facility (WFF), which filters and pumps water into the distribution system. Water is currently stored in one of three active reservoirs – a 2.5 MG reservoir, the 0.2 MG Green Tank and the 0.5 MG Elk Ridge Reservoir. The City's oldest reservoir, a 2.0 MG Reservoir, located on the same site as the 2.5 MG reservoir, is no longer in use due to significant and unresolved leaks.

Plans to rehabilitate the existing 2.0 MG reservoir were abandoned in favor of potentially replacing it in its current location with a new reservoir in 2023. However, this project was ultimately abandoned because estimated project costs derived from the 30% design cost estimate were over 200% higher than originally planned. In addition to the significant cost factor, site constraints will not allow for the construction of a larger reservoir which could address the City's future water storage deficiencies identified in the current Water Master Plan.



With the existing 2.0 MG Reservoir out of service, the City is operating on a surplus deficiency of 0.8 MG. In 20 years, the storage deficit is estimated to be 2.8 MG. To meet current and future demands, a new reservoir with a storage capacity of at least 5.0 MG is required.

Project Goals:

- ✓ Identify optimal site locations for a new reservoir
- ✓ Ensure selected site will comply with federal, state, and local drinking water regulations
- ✓ Evaluate environmental and community impacts and minimize negative environmental and social impacts

- ✓ Optimize hydraulic performance by ensuring selected site will take into account improved system pressure, reduced pumping costs, and reliable water delivery.
- ✓ Enhance system redundancy and emergency response capacity by considering tank location relative to seismic risks, flood zones, and redundancy in water supply routes
- ✓ Ensure selected site is cost-effective to develop and maintain by considering land acquisition, grading, utilities access, and long-term O&M.

Consultant Selection:

On February 26, 2025, the City issued an RFP for Professional Services to Perform the St. Helens Reservoir Siting Study.

On March 25th, the City received three (3) proposals from the following firms, Black & Veatch, Consor, and Keller Associates.

The Proposal Selection Committee, comprised of City staff of various divisions, reviewed each of the proposals individually and met on Monday, March 31, 2025, to evaluate and discuss the proposals. The Proposal Selection Committee shortlisted two of the firms, Consor and Keller Associates, and invited them for interviews.

Staff Analysis:

After interviews and careful a review of both firms, the Proposal Selection Committee recommends the City Council award the contract to Keller Associates as the most qualified and highest-ranking proposer for the project.

Budget Impact:

The project will be funded by SDC funds and City water fund.

Requested Action:

City Council is requested to award the project Keller Associates and authorize the Engineering Manager to negotiate a final Scope of Work and cost based on the consultant's proposal. The final contract will be added to the Council Agenda for final signature and approval at a future meeting.



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

May 7, 2025

Oregon Broadband Office
 775 Summer St. NE, Suite 200
 Salem, OR 97301

Re: Letter of Support – BEAD Program Application

Dear Oregon Broadband Office,

On behalf of the City of St. Helens, we are writing to express our support for the BEAD Program funding application submitted by RSG Telecom.

The Columbia County-led project brings an experienced network operator, RSG Telecom, to build, operate, and maintain an open-access broadband network that will serve the unserved and underserved locations in the county. The open access model offers user choice and greater competition, which helps keep the service affordable, and allows incumbent providers the opportunity to participate, if they choose.

As a community-owned network, public grant dollars will fund publicly owned infrastructure, rather than subsidizing private profits. This is a smart, flexible approach that brings economic development opportunities and maximizes our community's input into our digital future, while allowing free enterprise to participate and thrive.

We believe this project will provide:

- Local ownership – keeping control of our digital future in community hands
- A non-profit model – focused on public benefit, not private profit
- A countywide coverage goal – working to reach every household
- Open network access – giving residents more choices and better service
- Support for economic growth – helping businesses, remote workers, students, and healthcare providers get connected

- Responsible public investment – using grant funds to build lasting, community-owned infrastructure

For these reasons, the City of St. Helens is proud to support RSG Telecom's application to the Oregon Broadband Office for BEAD Program funding.

Sincerely,

Jennifer Massey, Mayor
City of St. Helens



SUPPORT COLUMBIA COUNTY'S BROADBAND FUTURE

Item #8.

Strengthen Our BEAD Grant Application - Send Your Letter of Support Today!

COLUMBIA COUNTY is one of 52 prequalified applicants for Oregon's Broadband Equity, Access, and Deployment (BEAD) Program. This is a rare and important opportunity to bring funding for fast, affordable, and reliable internet access across Columbia County.

WHAT IS THE BEAD PROGRAM?

The BEAD Program is a federal initiative funded by the Bipartisan Infrastructure Law. Oregon will invest \$689 million to improve broadband in unserved (no internet or speeds under 25/3 Mbps) and underserved (speeds under 100/20 Mbps) areas.

The Oregon Broadband Office (OBO) is leading the program in our state.

YOUR SUPPORT COUNTS

Letters of support make up 10% of the total application score. The more letters we receive, the stronger our submission. Your support helps bring reliable internet to the Columbia County communities that need it most.

IT'S EASY

Columbia County has created and attached a sample letter of support that you can customize on your own letterhead.

Using this template ensures your message meets BEAD requirements—and saves you time.

PLEASE STEP UP!

Help us close the digital divide and connect more people in Columbia County to high-speed internet.



CRITICAL DATE

May 12, 2025

Send your letter by May 12 to make sure it counts.

CONTACT THE PROJECT LEAD AT HOLLY.MILLER@COLUMBIACOUNTYOR.GOV WITH QUESTIONS OR TO SUBMIT YOUR COMPLETED LETTER.

Page 61



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

www.sthelensoregon.gov

May 7, 2025

Oregon Broadband Office
 775 Summer St. NE, Suite 200
 Salem, OR 97301

Re: Letter of Support – BEAD Program Application

Dear Oregon Broadband Office,

The City of St. Helens is pleased to support Astound Broadband in their application for funding through Oregon's Broadband Equity, Access, and Deployment (BEAD) Program to help close the digital divide for unserved and underserved communities in St. Helens.

Astound has maintained a longstanding relationship with the communities in Oregon. Over the years, they have collaborated with local governments, schools, and businesses to provide dependable internet services and foster community development. The proposed BEAD project will deliver significant benefits, including:

- Enhanced educational opportunities for students and educators in the St. Helens School District boundary
- Improved access to telehealth, remote work, and digital government services
- Increased economic development potential for local businesses and entrepreneurs
- Reliable, affordable high-speed internet for households currently lacking adequate service

St. Helens' vision is to be, "An equitable community that is walkable, healthy, and accessible for everyone." The provision of dependable and accessible internet services for all community members aligns with our vision.

If funded, Astound would expand high-speed, reliable internet access within the St. Helens School District boundary and surrounding areas to serve broadband services to those households who are currently unserved or underserved.

For these reasons and the reasons mentioned above, the City of St. Helens supports Astound's application for BEAD Program funding.


Sincerely,

Jennifer Massey, Mayor
 City of St. Helens

MEMORANDUM

Date: May 1, 2025

To: St. Helens Mayor and City Council

From: Ashley Wigod, City Attorney 

Re: Revisions to the Governing Policy and SHMC 2.12.030

Purpose: To review proposed revisions to the Governing Policy and SHMC 2.12.030

Background: The City of St. Helens Charter and the St. Helens Municipal Code (SHMC) provide for a Council /Administrator form of government. The Governing Policy that further delegates the City Council and City Administrator's administrative authority under that form of government was adopted by the City Council through Resolution 1838 on March 20, 2019.

After a review of the League of Oregon Cities Model Charter for Council/Administrator forms of government and a review of other Oregon cities with Council/Administrator form of government, the City Attorney's Office recommended that the St. Helens Governing Policy be revised to be made more consistent with best practices for a Council/City Administrator form of government.

On March 17, 2025, City Council held a Work Session to discuss recommended revisions to the Governing Policy. A copy of those recommendations are enclosed. At that Work Session, there was a general consensus from the Council that the proposed recommendations would be beneficial to the City of St. Helens.

For City Council's review and consideration, enclosed are redline revisions to the Governing Policy, that implement the recommendations discussed at the March 17, 2025, meeting.

In addition, SHMC 2.12.030 authorizes the City Administrator to have certain powers and duties as those "listed" or those in a "job description." None are listed in code. The League of Oregon Cities and other Oregon cities governed by Council/Administrator forms of government recommend a general list of authorities and duties to be clearly delegated to the City Administrator for the proper functioning of a city's business affairs. It is recommended that SHMC 2.12.030 be updated to reflect these general powers and duties. Enclosed are proposed revisions to SHMC 2.12.030 that include these recommendations.

Next Steps: At the May 7, 2025, Work Session, City Council to have an opportunity to review and discuss the proposed revisions to the Governing Policy and SHMC 2.12.030. Based on these discussions, additional revisions may be included in these documents before a final draft is presented for adoption at a subsequent City Council meeting.

CITY OF ST. HELENS WORK SESSION March 17, 2025	
Current Governing Policy	Legal Recommendations for revisions to Governing Policy
Hiring	
City Council hires City Administrator	No change
City Council hires Department heads	City Administrator selects Department head for hire, to be confirmed by City Council
Collaborative process of Council liaison, City Administrator and Department head hires Department employees, or if cannot agree, refer to Council	Department heads hire Department employees, subject to City Administrator approval
Supervision and Discipline	
City Council supervises and disciplines City Administrator	No change
City Administrator supervises and disciplines Department heads	No change
Department heads supervise and discipline Department employees	No change with input from City Administrator as needed.
Termination	
City Council terminates City Administrator	No change
City Council terminates Department Heads	City Administrator terminates Department heads
Collaborative process of Council liaison, City Administrator and Department head terminates Department employees, or if cannot agree, refer to Council	Department heads terminate Department employees
Performance Evaluations	
City Council evaluates City Administrator	Annually
Council liaison and City Administrator evaluates Department head.	Annually
Department employees are evaluated by supervisors, subject to review and approval by Department head	Annually

~~Adopted by Resolution No. 1838, 3/20/2019~~

CITY OF ST. HELENS GOVERNING POLICY

1. **Purpose:** The purpose of this policy is to establish guidelines for ~~collaborative administrative decision-making and~~ a governing structure to be used by City Councilors and staff, and to delegate responsibilities and authority to implement the guidelines.

2. **Governing Structure:**— The City Council shall operate ~~based on a combination of forms of government. Subject to the allocation and delegation of authorities herein, the City in a manner consistent with the City Charter. The City Council shall act as a commission with each Councilor assigned one or more City departments. exercise its legislative and administrative authority by establishing policies through the adoption of ordinances and resolutions.~~ The City Administrator shall ~~supervise and coordinate~~ be responsible for the activities of all departments, and ~~coordinate proper administration of the collaborative process described below. daily affairs of the City of St. Helens, by carrying out these policies established by the City Council. No Councilor shall act individually, other than by expressions of opinion, recommendation, and motions stated during the conduct of City Council meetings.~~

3. **Collaborative Decision-Making on Policy Issues:**— This process applied to ~~administrative decision-making regarding department-level matters. Routine~~
 - a. Regular and emergency administrative decisions applying that apply adopted City policies shall be made by Department Heads, the City Administrator or City staff, as delegated to city staff by the City Administrator.

 - a.b. Decisions requiring policy interpretation or development of significant consequence or probable controversy shall be made in a collaborative process involving discussion and resolution between the Councilor Liaison assigned to the department, the City Administrator, and the Department Head. Issues that When a consensus cannot be resolved by consensus in the collaborative process reached related to such a policy interpretation, the City Administrator shall be referred refer the question to the Council.

- 3.4. **Personnel Hiring, Supervision and Discipline, and Termination:** Subject to the City's adopted personnel rules, supervisory authority shall be as follows:
 - a. City Administrator
 - i. The Council shall appoint and remove the City Administrator in accordance with the City Charter and St. Helens Municipal Code.

 - ii. The City Administrator shall carry out the duties set forth in the Charter, this Governing Policy, City Code or as otherwise directed by the Council.

b. Department Heads and Employees of departments shall be supervised by the

- a. Department Heads, including discipline not involving termination, shall be selected by the City Administrator in accordance with a recruitment and selection process determined by the City Administrator, who shall weigh the public interests, value of a national or regional search and recruitment, and the value of preserving internal career development and promotional opportunities for well-qualified, tenured and experienced employees. The City Administrator shall hire the selected Department Head candidate, subject to confirmation by a majority of the Council.
 - b. Department Heads shall be supervised by the City Administrator. Hiring and termination of as necessary, Department Heads and the City Administrator shall may be the responsibility of the Council. disciplined and separated from City employment by the City Administrator in accordance with City's personnel policies.
 - c. Department Heads may be fired by the City Administrator in accordance with any applicable employment contract and the City's personnel policies.
 - d. Decisions regarding hiring and termination of department employees shall be made using the collaborative process. Such, and the supervision and discipline of employees, shall be performed by Department Heads in consultation with the City Administrator.
- b-c. No member of the council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Administrator or Department Heads in the making of any hiring, firing, or discipline decisions that lack concurrence of the collaborative group shall be referred to the Council. of any employee, or attempt to exact any promise relative to any hiring from any candidate. Nothing in this section prohibits, however, the Council, in open session, from fully and freely discussing with or suggesting to the City Administrator anything pertaining to city affairs or the interests of the city.

4.5. Personnel Evaluations: Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:

- a. The performance and accountability of the City Administrator shall be evaluated annually by the City Council. One Councilor will be selected by City Council to work with a suitable human resource professional, who will be either a contractor or employee, to administer a cost-effective performance evaluation process. Evaluations shall be written in a form approved by the Council. The City Administrator may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.

b. The performance and accountability of Department heads shall be evaluated annually by the City Administrator with involvement from the Council liaison. The City Administrator shall work with a suitable human resource professional, who will be either a contractor or employee, to administer an effective and cost-effective performance evaluation process. The Department head may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.

a-c. Department employees shall be evaluated annually by their supervisors subject to review and approval by each Department Head.

~~a. Department Heads shall be evaluated by the assigned Councilor and the City Administrator.~~

~~b. The City Administrator shall be evaluated by the City Council.~~

~~c. Evaluations shall be written in a form approved by the Council.~~

d. Upon completion, evaluations shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files. in accordance with all public records and public meetings laws.

5.6. Personnel and Merit Principles: Nothing in this Governing Policy shall be interpreted or applied in a manner which contravenes or is inconsistent with the St. Helens City Charter and the City's rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

CITY OF ST. HELENS GOVERNING POLICY

1. **Purpose:** The purpose of this policy is to establish guidelines for a governing structure to be used by City Councilors and staff, and to delegate responsibilities and authority to implement the guidelines.
2. **Governing Structure:** The City Council shall operate in a manner consistent with the City Charter. The City Council shall exercise its legislative and administrative authority by establishing policies through the adoption of ordinances and resolutions. The City Administrator shall be responsible for the proper administration of the daily affairs of the City of St. Helens, by carrying out these policies established by the City Council. No Councilor shall act individually, other than by expressions of opinion, recommendation, and motions stated during the conduct of City Council meetings.
3. **Collaborative Decision-Making on Policy Issues:**
 - a. Regular and emergency administrative decisions that apply adopted City policies shall be made by the City Administrator or City staff, as delegated to city staff by the City Administrator.
 - b. Decisions requiring policy interpretation of significant consequence or probable controversy shall be made in a collaborative process involving discussion and resolution between the Councilor Liaison assigned to the department, the City Administrator, and the Department Head. When a consensus cannot be reached related to such a policy interpretation, the City Administrator shall refer the question to the Council.
4. **Personnel Hiring, Supervision, Discipline, and Termination:** Subject to the City's adopted personnel rules, supervisory authority shall be as follows:
 - a. City Administrator
 - i. The Council shall appoint and remove the City Administrator in accordance with the City Charter and St. Helens Municipal Code.
 - ii. The City Administrator shall carry out the duties set forth in the Charter, this Governing Policy, City Code or as otherwise directed by the Council.
 - b. Department Heads and Employees
 - i. Department Heads shall be selected by the City Administrator in accordance with a recruitment and selection process determined by the City Administrator, who shall weigh the public interests, value of a national or regional search and recruitment, and the value of preserving internal career development and promotional opportunities for well-qualified, tenured and experienced employees. The City Administrator shall hire the selected

Department Head candidate, subject to confirmation by a majority of the Council.

- ii. Department Heads shall be supervised by the City Administrator and as necessary, Department Heads may be disciplined and separated from City employment by the City Administrator in accordance with City's personnel policies.
- iii. Department Heads may be fired by the City Administrator in accordance with any applicable employment contract and the City's personnel policies.
- iv. Decisions regarding hiring and termination of department employees, and the supervision and discipline of employees, shall be performed by Department Heads in consultation with the City Administrator.
- c. No member of the council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Administrator or Department Heads in the making of any hiring, firing, or discipline decisions of any employee, or attempt to exact any promise relative to any hiring from any candidate. Nothing in this section prohibits, however, the Council, in open session, from fully and freely discussing with or suggesting to the City Administrator anything pertaining to city affairs or the interests of the city.

5. Personnel Evaluations: Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:

- a. The performance and accountability of the City Administrator shall be evaluated annually by the City Council. One Councilor will be selected by City Council to work with a suitable human resource professional, who will be either a contractor or employee, to administer a cost-effective performance evaluation process. Evaluations shall be written in a form approved by the Council. The City Administrator may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.
- b. The performance and accountability of Department heads shall be evaluated annually by the City Administrator with involvement from the Council liaison. The City Administrator shall work with a suitable human resource professional, who will be either a contractor or employee, to administer an effective and cost-effective performance evaluation process. The Department head may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.
- c. Department employees shall be evaluated annually by their supervisors subject to review and approval by each Department Head.

- d. Upon completion, evaluations shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files in accordance with all public records and public meetings laws.

6. Personnel and Merit Principles: Nothing in this Governing Policy shall be interpreted or applied in a manner which contravenes or is inconsistent with the St. Helens City Charter and the City's rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

DRAFT

Proposed revisions for the May 7, 2025, St. Helens City Council Work Session

CHAPTER 2.12 CITY ADMINISTRATOR

2.12.030 Power and authority – Duties.

(1) The Ceity Aadministrator shall exercise all authority and power herein delegated, or hereinafter delegated, to them by the Ceity Cecouncil. The duties of the Ceity Aadministrator are listed herein ander in any employment agreement the job description that is approved by Ceity Cecouncil. The duties and responsibilities hereinabove listed shall not be interpreted as limiting the authority of the city administrator but shall be interpreted as merely a partial definition of their responsibilities.

(2) The powers and duties of the City Administrator shall be as follows:

(a) The City Administrator shall devote their entire working time to the discharge of their official duties, attend all meetings of the Council unless excused therefrom by the Council, keep the Council advised at all times of the affairs and needs of the City, make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.

(b) The City Administrator shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.

(c) The City Administrator shall appoint, supervise, and remove city employees as required, including designating a custodian of records, and except as the Charter or Governing Policy otherwise provides. The City Administrator shall have general supervision and control over them and their work with power to transfer an employee from one department to another. The City Administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them. The City Administrator shall delegate duties, but remain responsible for actions of all subordinates.

(d) The City Administrator shall ensure that all expenditures of public funds, including the purchase of goods and services, are made in accordance with City policies, State budget and public contract law, and generally accepted financial management practices.

(e) The City Administrator shall be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as that body requests.

(f) The City Administrator shall supervise the operation of all public utilities owned and operated by the City and shall have a general supervision over all City property; and

(g) The City Administrator shall perform other duties as direct by the Council.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: May 7, 2025

Business License Report attached.

Suggestion Box Report attached.

PACKET: 01064 4-7-25 Approvals 4-7-25 Approvals
 SEQUENCE: License #

4/8/25
 Item #12.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00185	1/04/25- 1/04/26	C'S THE MOMENT DBA PAPA MURPHY	RESTAURA RESTAURANT	0.00
00235	1/04/25- 1/04/26	STRAIGHTFORWARD COMPUTERS	COMPUTE COMPUTER	0.00
00265	1/04/25- 1/04/26	BEACON CHIROPRACTIC	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00270	4/24/25- 4/24/26	VAULT ELITE CHEER	PHYSFIT PHYSICAL FITNESS	0.00
00343	2/04/25- 2/04/26	OEG INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00358	2/04/25- 8/04/26	ALL IN THE FAMLY LANDSCAPE MAI	LANDSCAP LANDSCAPING	0.00
00397	2/04/25- 2/04/26	BLUE HERON SEPTIC & DRAIN SER	SEPTIC SEPTIC SERVICE	0.00
00400	2/04/25- 2/04/26	ARTISAN CONCRETE DESIGN & CONS	CONTCO NC CONTRACTOR-CONCRETE	0.00
00514	3/04/25- 3/04/26	BREAKING GROUND EXCAVATION INC	EXCAV EXCAVATION	0.00
00559	2/13/25- 2/13/26	HDR ENGINEERING INC	ENG ENGINEERING	0.00
00603	2/21/25- 2/21/26	PURRZ AND PAWS	RETAILPE RETAIL PET STORE	0.00
00656	3/01/25- 3/01/26	FIRESIDE CONTRACTING SERVICES	WHOLESA WHOLESALE	0.00
00689	4/04/25- 4/04/26	WEST STREET GROCERY	GROCERY GROCERY	0.00
00692	4/04/25- 4/04/26	*LARRY CHASE	AUTO AUTO REPAIR	0.00
00694	4/04/25- 4/04/26	JIMIKAT INC.	TAVERN TAVERN	0.00
00699	4/04/25- 4/04/26	OLSEN, HORN & TAYLOR	LAW LAW OFFICES	0.00
00703	4/04/25- 4/04/26	POINT MONITOR CORPORATION	CONTELEC CONTRACTOR-ELECTRICA	0.00
00720	3/13/25- 3/13/26	NORTH SKY COMMUNICATIONS LLC	COMMUNIC COMMUNICATION	0.00
00732	3/13/25- 3/13/26	SUNBELT RENTALS INC	DELIVERY DELIVERY SERVICE	0.00
00734	4/04/25- 4/04/26	ST HELENS RIVERFRONT LLC	RENTAPT RENTAL - APARTMENTS	0.00
00735	4/04/25- 4/04/26	ST HELENS MARINA, LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
00736	4/04/25- 4/04/26	TRINITY SERVICES GROUP INC	CATER CATERING/MISC FOOD E	0.00
00739	4/04/25- 4/04/26	BIG RIVER APARTMENTS LLC	REC OUT DOOR RECREATION	0.00
00740	4/04/25- 4/04/26	AMERICAN PROPERTY MANAGEMENT	RENTCOMM RENTAL - COMMERCIAL	0.00
00748	3/14/25- 3/14/26	DE TEMPLE COMPANY INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00751	4/04/25- 4/04/26	DON DWORSCHAK (COMM'L)	RENTCOMM RENTAL - COMMERCIAL	0.00
00754	4/04/25- 4/04/26	DON DWORSCHAK (APT)	RENTRESI RENTAL - RESIDENTIAL	0.00
00771	3/14/25- 3/14/26	A & E BUILDERS	CONTGEN CONTRACTOR-GENERAL	0.00
00773	3/14/25- 3/14/26	SLB STUDIO	2NDHAND 2ND HAND DEALER/PAWN	0.00
00776	3/14/25- 3/14/26	COMCAST OF OREGON II INC	SOLICIT SOLICITATIONS	0.00
00787	3/13/25- 3/13/26	PML ENTERPRISES	MISC MISCELLANEOUS	0.00
00790	3/15/25- 3/15/26	PRICELINE.COM LLC	RENTSVCS RENTAL SERVICES	0.00
00796	3/15/25- 3/15/26	MARSH CLARISSA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00797	3/15/25- 3/15/26	HANDS OF REDEMPTION	MASSAGE MASSAGE	0.00
00807	3/15/25- 3/15/26	JEFF'S CUSTOM DETAILING	AUTOBODY AUTO BODY/DETAILING	0.00
00811	3/15/25- 3/15/26	NATIONAL ENTERTAINMENT NETWORK	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
00817	3/15/25- 3/15/26	BLACKBURN KATHY	2NDHAND 2ND HAND DEALER/PAWN	0.00
00833	3/16/25- 3/16/26	WHITE SWALLOW CABANAS LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
00845	3/16/25- 3/16/26	BELFOR USA GROUP	CONTGEN CONTRACTOR-GENERAL	0.00
00862	3/16/25- 3/16/26	2CS VENDOR MALL	2NDHAND 2ND HAND DEALER/PAWN	0.00
00868	4/04/25- 4/04/26	MACDONALD MILLER FACILITY SOL.	CONTMECH CONTRACTOR-MECHANICA	0.00
00873	3/29/25- 3/29/26	GREEN TERESA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00876	3/29/25- 3/29/26	ZHEN'S CHINESE RESTURANT INC	RESTAURA RESTAURANT	0.00
00886	4/06/25- 4/06/26	FRICK RESTORATIONS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00901	4/26/25- 4/26/26	D & J RESIDENTIAL RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00903	4/26/25- 4/26/26	BASIC FIRE PROTECTION IN	CONTMISC CONTRACTOR-MISC.	0.00
00917	5/07/25- 5/07/26	TYGO, LLC	REALEST REAL ESTATE	0.00
00928	5/29/25- 5/29/26	PEPSI BEVERAGE COMPANY	DELIVERY DELIVERY SERVICE	0.00
00929	6/01/25- 6/01/26	QUIET HEART COUNSELING LLC	COUNSEL COUNSELING	0.00
00943	5/15/25- 5/15/26	ORKIN EXTERMINATING CO INC	PEST PEST CONTROL	0.00

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
01081	4/03/25- 4/03/26	*SUNNY DAY CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01092	4/17/25- 4/17/26	DESCUTES TITLE	REALEST REAL ESTATE	0.00
01095	4/21/25- 4/21/26	G SMITH HOLDINGS	RENTRESI RENTAL - RESIDENTIAL	0.00
01103	5/29/25- 5/29/26	FLORI CONSTRUCTION INC.	CONTCONC CONTRACTOR-CONCRETE	0.00
01207	4/22/25- 4/22/26	IN LINE COMMERCIAL CONST.	CONTGEN CONTRACTOR-GENERAL	0.00
01208	4/26/25- 4/26/26	BADGER DAYLIGHTING CORP	EXCAV EXCAVATION	0.00
01213	4/30/25- 4/30/26	*HARRISON HOMEZ	REPAIR REPAIR - GENERAL	0.00
01216	5/17/25- 5/17/26	STUMPTOWN PLUMBING CO.	CONTPLUM CONTRACTOR-PLUMBING	0.00
01217	5/24/25- 5/24/26	JOHNS WATERPROOFING CO	CONTPLUM CONTRACTOR-PLUMBING	0.00
01313	3/08/25- 3/08/26	AKEMI'S SWEETS LLC	BAKERY BAKERY	0.00
01329	4/06/25- 4/06/26	FIVE RIVERS CONSTRUCTION, INC.	CONTGEN CONTRACTOR-GENERAL	0.00
01330	4/09/25- 4/09/26	ADVANCED EXCAVATING SPECIALIST	EXCAV EXCAVATION	0.00
01334	4/13/25- 4/13/26	TAPANI ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
01336	4/19/25- 4/19/26	TOPSY TURVY TUMBLERS & MORE	SALESMKT INTERNET SALES/MARKE	0.00
01421	3/18/25- 3/18/26	TAQUERIA EL ROSARIO LLC	FOODCART FOOD TRUCK	0.00
01423	3/27/25- 3/27/26	STICKERS AND MORE EMPORIUM	2NDHAND 2ND HAND DEALER/PAWN	0.00
01424	3/28/25- 3/28/26	STATELINE LLC (OF WASHINGTON)	MARINA MARINA/REPAIR SVC	0.00
01425	3/28/25- 3/28/26	PIER PERFECT, LLC	MARINA MARINA/REPAIR SVC	0.00
01426	3/28/25- 3/28/26	*FAIRLY AVERAGE TACKLE COMPANY	IMPORT IMPORT/MAIL ORDER/SA	0.00
01427	4/04/25- 4/04/26	WOODBURY STUDIOS	ART ART	0.00

LICENSE CODE		TOTAL	BALANCE
2NDHAND	2ND HAND DEALER/PAWN	6	0.00
AMUSEVEN	AMUSEMENT/VENDING/BO	1	0.00
ART	ART	1	0.00
AUTO	AUTO REPAIR	1	0.00
AUTOBODY	AUTO BODY/DETAILING	1	0.00
BAKERY	BAKERY	1	0.00
CATER	CATERING/MISC FOOD E	1	0.00
COMMUNIC	COMMUNICATION	1	0.00
COMPUTE	COMPUTER	1	0.00
CONTCONC	CONTRACTOR-CONCRETE	2	0.00
CONTELEC	CONTRACTOR-ELECTRICA	3	0.00
CONGEN	CONTRACTOR-GENERAL	5	0.00
CONTMECH	CONTRACTOR-MECHANICA	1	0.00
CONTMISC	CONTRACTOR-MISC.	2	0.00
CONTPLUM	CONTRACTOR-PLUMBING	3	0.00
COUNSEL	COUNSELING	1	0.00
DELIVERY	DELIVERY SERVICE	2	0.00
ENG	ENGINEERING	1	0.00
EXCAV	EXCAVATION	3	0.00
FOODCART	FOOD TRUCK	1	0.00
GROCERY	GROCERY	1	0.00
IMPORT	IMPORT/MAIL ORDER/SA	1	0.00
LANDSCAP	LANDSCAPING	1	0.00
LAW	LAW OFFICES	1	0.00
MARINA	MARINA/REPAIR SVC	2	0.00
MASSAGE	MASSAGE	1	0.00
MISC	MISCELLANEOUS	1	0.00
PEST	PEST CONTROL	1	0.00
PHYSFIT	PHYSICAL FITNESS	1	0.00
PHYSICIA	PHYSICIAN/HEALTH CAR	1	0.00
REALEST	REAL ESTATE	2	0.00
REC	OUT DOOR RECREATION	1	0.00
RENTAPT	RENTAL - APARTMENTS	1	0.00
RENTCOMM	RENTAL - COMMERICAL	2	0.00
RENTRESI	RENTAL - RESIDENTIAL	5	0.00
RENTSVCS	RENTAL SERVICES	1	0.00
REPAIR	REPAIR - GENERAL	1	0.00
RESTAURA	RESTAURANT	2	0.00
RETAILPE	RETAIL PET STORE	1	0.00
SALESMKT	INTERNET SALES/MARKE	1	0.00
SEPTIC	SEPTIC SERVICE	1	0.00
SOLICIT	SOLICITATIONS	1	0.00
TAVERN	TAVERN	1	0.00
WHOLESALE	WHOLESALE	1	0.00
TOTAL ALL CODES:		70	0.00

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 9999999999R thru 9999999999
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 **

Suggestion Boxes

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
2/12/25	I just want to say how thankful I am for the Library. My kids are now 19, 17, and 15. To this day, the Library is one of their favorite childhood memories. We moved and where we moved to, they have hardly anything for a library. This is such a blessing to the community.	None	No	Lana G.	Great	5/7/25	Suzanne Bishop	N/A	5/7/25
2/18/25	I think the Library is a calm and safe place for me and my friends, the Librarians.	No, it's perfect.	No	Lou C.	Great Overly Awesome	5/7/25	Suzanne Bishop	N/A	5/7/25
3/7/25	So friendly, they helped me transfer a picture (DL) to a form. Suzanne and Michele are amazing. Love the great help from both.	None	No	None	Great	5/7/25	Suzanne Bishop	N/A	5/7/25
4/9/25	Just wanted to share rug from adult arts and crafts event at the Library – excellent program. Also, excellent help with a printing/login issue I had today on computers. Thank you.	Continue monthly fiber arts, painting, sketching, etc.	No	Catherine M.	Great	5/7/25	Suzanne Bishop	N/A	5/7/25

City Hall – 1st Floor Lobby/ Council Chambers Lobby/Utility Billing & Court Lobby

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