



BUDGET COMMITTEE MEETING # 2 (READJOURNMENT)

Thursday, May 15, 2025, at 6:00 PM

HYBRID: City Hall Council Chambers, 265 Strand Street & Zoom (details below)

AGENDA

Call Meeting to Order

Budget Officer Comments

Approval of Minutes

1. Review & Approval of May 1, 2025, Minutes

Public Comment (3 minutes each)

Review Submitted Questions & Staff Responses

Staff Revisions

Opportunity Discussion

Open & Close Public Hearing for State Shared Revenue

Check In for Adjournment to May 29, 2025, or Approval of the Proposed Budget

VIRTUAL MEETING DETAILS

Join Zoom Meeting: <https://zoom.us/j/94076522935?pwd=5Aa6IYW9qNYyi8zEiE1nT6kZh5KdYT.1>

Meeting ID: 940 7652 2935

Passcode: 533314

Call in: +1 253 215 8782 US

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.

To: Budget Committee

From: Kathy Payne

Subject: Fiscal Year 2025/26 Budget

At noon on May 6, I invited employees to join me for lunch in the Council Chambers to brainstorm and throw out ideas of ways to increase revenues and decrease expenditures. A large number (a majority) of concerned employees attended. I am also sharing ideas that were mentioned to me individually. Here is a list of some of those ideas, in no particular order:

- Sell City-owned properties, such as Millard Road, N. 10th Street, the Plymouth & Old Portland Road triangle, the waterfront property, and the Industrial Business Park property.
- Initiate a “Community Impact Fee” on all tourism tickets of \$5 per ticket.
- Permanent gas tax within the City.
- Change work schedule from five 8hr days to four 10hr days.
- Tell each department/division that they need to reduce expenses by 10%.
- Parking fees such as meters and permits in the downtown area.
- Increase dockage permit fees and dock fees.
- Slowly increase reserve from where it’s at to get to 20% in 3-5 years.
- Increase parks use fees which are very low compared to other jurisdictions.
- Freeze hiring.
- Increase the 2% contribution to insurance premiums to 3%.
- Do not offer the physical fitness benefit to employees. Apply for grants to buy some physical fitness equipment to put at the Recreation Building for employees to use instead.
- Reduce the City’s fleet.
- Stop leasing vehicles.
- Increase the per-unit fee for business licenses.
- Increase septage hauling fees per gallon and add fees for out-of-county and out-of-state.
- Increase all Miscellaneous Fees.
- Cancel Cintas services for First Aid boxes where they are not necessary. Safety Committee could create something smaller to replace them.
- Have Police Department keep their vehicles longer than they do.
- Discontinue allowing City vehicles to be taken home except for on-call employees.

- If City employees' pay is decreased in any way, so should the Mayor and City Councilors' pay.
- Reduce recruiting expenses.
- Reduce overtime.
- Do not approve employees traveling to conferences/trainings unless they are required for keeping up with certifications that are required for the position. Require attendance online, if it is an option. Conduct more in-house trainings.
- Have the library operate for four days per week instead of six and reduce staffing levels.
- Reduce MorePower contract.
- Do not hire an IT Manager.
- Surplus unused vehicles and equipment and remove them from insurance coverage.
- Require a deposit on parks reservations and special use permits.
- Change the requirement to rent a dumpster for special use permits to 25 people or more, from whatever it is now. (I think it's 100.)
- Change travel reimbursement to actual costs rather than the new method.
- Discontinue buying properties that create more work for City crews.
- Consider changing or discontinuing janitorial services.
- Don't build a new police station. Remodel and add on to the existing one.

I want to be clear that these are not all my ideas. I personally don't necessarily support all of them. But I believe that they are all great ideas and a combination of many of these could help balance the budget.

Something I wanted to clarify for Steve Toschi is that salaries increased in 2020/21 as a result of a salary study that was conducted.

I am also attaching some ideas that were sent to me via email from some employees.

Thank you for taking the time to read all these ideas. And thank you, too, for being very thoughtful in your deliberations.

Sincerely,

Kathy Payne

Kathy Payne

From: Aaron Kunders
Sent: Tuesday, May 6, 2025 10:32 AM
To: Kathy Payne
Subject: RE: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget

Hi Kathy,

I don't have much to suggest but one thing that may be considered is in lieu of a COLA, have the City match a certain % in deferred comp. Not everyone would take advantage of it and it would lower the tax liability for those who do. Just a thought

Aaron

From: Kathy Payne <kpayne@sthelensoregon.gov>
Sent: Tuesday, May 6, 2025 8:38 AM
Subject: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget
Importance: High

Reminder about today's lunch in the Council Chambers. Please join us. I'd love to hear your thoughts. There will be plenty of pizza.

From: Kathy Payne
Sent: Friday, May 2, 2025 9:51 AM
Subject: FW: Message to all Staff regarding 2025-26 City Budget
Importance: High

Good morning my fellow team members,

I'm writing as an employee of the City. I am very concerned about the impact of the grim outlook of our budget for this coming year and for future years to come and how decisions of the Budget Committee and City Council may have a very negative effect on City employees. I invite you to come to the **Council Chambers for lunch next Tuesday, May 6 at noon** to brainstorm with fellow employees about ideas to help the City cut expenditures and potentially increase revenue, without trying to balance the budget on the backs of the employees. They will be considering furlough days, freezing raises, and not giving us a COLA or reducing the COLA. If you are unable to make it, please consider writing a letter to the Budget Committee. You can send your letter to me by May 12 and I'll make sure it gets to the Budget Committee. If you just want to send me an email about your ideas and feelings, I will compile them and send them to the Budget Committee on May 13, in time for them to review before the next Budget Committee meeting on May 15.

If you were unable to watch the Budget Committee last night, you can go to our [YouTube Channel](#) to view it.

Suggestions/Concerns:

- There are staff, and more than just a few, who are uncomfortable stating our opinions publicly with our names behind them because there is fear of retaliation from the Police and Council, specifically for statements that they construe to be anti-law enforcements when that is not the case. The majority of staff support police services and our Police. What we don't support is unsustainable expenditures where the shortfall is put on the backs of every other employee to make up the difference and balance the budget.
- You've proposed the idea of a General Service Fee and/or an increase to the Public Safety Fee. The rhetoric to the community has been that there is a system-wide General Fund shortfall and so we need a General Service Fee to make up for that shortfall. The Council has stressed transparency so let's be transparent about where the majority of those shortfalls have come from. As stated to staff and in previous public meetings, Police have been given multiple unsustainable raises that have put their salaries at the top of any agency in Oregon of our size and are on par with Portland metro salaries. We've also added multiple patrol officer positions consistently over the last several budget cycles and management positions. At the time that many of these were added to the budget, it was stated at the time that these were not sustainable with the budget. We can also no longer afford to pay the interest on the bond for the new police facility. These are the majority of your budget shortfalls and the main reason we are in the position we are in now.
- Non-essential staff are now being burdened with having to make up for these shortfalls. And Police are exempt from furloughs due to the nature of their work and so it's up to non-essential staff to make up the budget shortfalls that are mainly coming from the police budget. This is on top of a proposed budget for next fiscal year, proposing a COLA for Police staff when Police staff are not burdened with making up that shortfall that the COLA will create by furloughs.
- In the interest of transparency, you should be increasing the Public Safety Fee and not calling it a General Service Fee. The majority of the budget shortfall is related to public safety, so, call it what it is and charge it to the Public Safety Fee and don't call it a General Service Fee.
- Staff support our Police. This is definitely not about not supporting law enforcement. What we are frustrated with is approval of unsustainable increases to the Police budget and then the shortfall for those increases being placed on the backs of every other employee.

Kathy Payne

From: Angelica Artero
Sent: Monday, May 5, 2025 3:00 PM
To: Kathy Payne
Subject: RE: Message to all Staff regarding 2025-26 City Budget

Hi there Kathy, 😊

Here is just a couple sentences of some thoughts I have, I also am a bit concerned given my short time here at here at city and I worry a little bit given I am a probatory employee for a year.

My fear in the projected options that are proposed against city employees is that it will create a sense of fear, distrust, and employment uncertainty, therefore leading to a loss in retention of well deserving employees that have a strong dedication to public service and their community. I know it varies across the board by different cities and agencies, and whether be City, State or Federal, we are all public servants that deserve security and not cuts to paychecks/deserved raises.

Angelica Artero

City of St. Helens | Community Development Administrative Assistant
 265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov
 P: (503) 366-8209 | aartero@sthelensoregon.gov



From: Kathy Payne <kpayne@sthelensoregon.gov>
Sent: Monday, May 5, 2025 10:05 AM
To: Angelica Artero <aartero@sthelensoregon.gov>
Subject: RE: Message to all Staff regarding 2025-26 City Budget

If you want to send me some thoughts from your experience, I will just include them in my letter.

From: Angelica Artero <aartero@sthelensoregon.gov>
Sent: Friday, May 2, 2025 10:09 AM
To: Kathy Payne <kpayne@sthelensoregon.gov>
Subject: RE: Message to all Staff regarding 2025-26 City Budget

Hi Kathy,

As a new employee coming from Federal government and seeing drastic changes to Federal employees, which was quite traumatizing, I would like to be involved and share my thoughts if they are welcome. Rather than send a letter myself, I think I would rather just send you some thoughts. I appreciate you

How To Save the City of St. Helens Money

submitted by Brett Long, Joint Maintenance

1. **Take insurance coverage off of decommissioned vehicles.** We have six vehicles that have been decommissioned and do not run. When I went through the insurance list for Hagen Hamilton, I asked if we could take the decommissioned vehicles off the insurance. They said we should leave the vehicles on the insurance in case someone moves them. *They do not run or move.* We should sell them and get a few dollars, and save the insurance cost for six vehicles.
2. **Sell unused equipment to reduce insurance costs.** Public Works has a road grader and a dozer that we hardly ever use. We could sell them and get some money out of them while they are in great shape. For the times that we would need a piece of equipment like that, we could rent it. That would save the cost of keeping insurance on them.
3. **End the leases on barely-used vehicles.** The three Ford Escapes at City Hall and the van at the Rec Center sure don't get very many miles on them in a year's time. Do we really need those vehicles? We would save a lot of money on vehicle insurance, which is very expensive for the rec van alone.
4. **Cancel the Public Works appreciation day lunch.** When you are talking about furloughs and putting a \$42.00 utility bill fee on the citizens of St. Helens, how would it look to the citizens if we all show up at the restaurant for lunch, and they are forced to pay a higher water bill?
5. **Sell some more of the properties the City has.** You should really lower the price on the property at the end of N. 10th street also. You're asking for a lot of money, and it's been for sale for a long time.
6. **Freeze all hiring.** I heard we are hiring another engineer and an IT manager. If we are talking about furloughs, why are we hiring anyone at all?
7. **Sell or rent the caretaker's house at McCormick Park** before it becomes so run down that it isn't worth anything.

From: Jamie Ford
To: Kathy Payne
Subject: Regarding Budget
Date: Tuesday, May 6, 2025 1:51:59 PM
Attachments: image001.png

Good Afternoon, Kathy.

I'm aware that you may have received a similar email from Dawn as to what I'm about to touch on, but I feel that I need to state my feelings regarding the potential fee increase to the citizens.

I am concerned regarding customer interaction and workplace morale. Dawn and I still, on a daily basis, have to interact with customers whom are very upset over the \$10 public safety fee. This is, in all honesty, a call or in person interaction that we have **daily**. Some customers bring up their distaste for this fee relatively levelheaded, but many customers feel the need to yell, cuss or threaten due to ONLY \$10. I worry that the level of aggression with a potential \$42 fee will create a very toxic working atmosphere. One in which (personally speaking) will make me consider if the job is worth the aggression from upset customers.

I pray that you understand I am comfortable and manage confrontation to the best of my abilities, but front line can only be berated for so long before the emotional wear and tear breaks down the employees. It is not only stressful on the UB side, but also for Municipal who has to overhear the customers being disrespectful to staff.

I realize that our goal is to not have to furlough or have the cost ultimately pulled from the employees, but we also have to consider if we're asking too much from our customers as well.

On top of that, we have several customers on limited/fixed income (social security, etc.) who already have a very difficult time paying their bill. Respectfully, there are several of our customers, whom I know if we implement this potential fee will end up placing them into a category of service disruption. This will cause these specific customers to incur even more fees regarding shut-off/reconnection and potentially put them into the vacate notice category.

Thank you for allowing me a comfortable environment to express my concern and not feel as if I am going to be reprimanded for doing so.

On another note, I'd like to say "Thank You" for putting together the staff meeting to generate ideas for potential savings. I really appreciate your transparency and dedication to this staff. Your heart for others is definitely noticed. Thank you again.

Thank you,

..Jamie Ford..

Administrative Billing Specialist
City of St. Helens

Kathy Payne

From: Tyler Hills
Sent: Monday, May 5, 2025 1:54 PM
To: Kathy Payne
Subject: RE: Message to all Staff regarding 2025-26 City Budget

Hi Kathy,

Thanks for sending this out. I also sent it out to all afscme members who may not regularly check their work email. I watched the budget committee meeting and I too am very concerned about the choices that will have to be made. Here are some of my questions or concerns for the Budget Committee.

1. Why is the City's general fund reserve set at 20%? Many cities operate at much less than this. If ours is set too high, we will be in a constant constraint to balance the budget.
2. Why are we currently hiring to fill any positions? Public works is hiring a utility 1 and engineering has been trying to hire an engineering technician. If the budget is truly in that bad of shape, we should freeze hiring for all departments. I know public works is the enterprise fund, but my belief is that everything trickles down and has an impact.
3. Why was there talks of hiring an IT manager during the budget committee meeting? That position would likely be paid quite well. Include benefits on top of that and it just doesn't make sense.
4. Why does the city carry a lease on a take home vehicle for the police chief and public works director? They should be required like the rest of us to be responsible to get themselves to and from work with their own vehicle. There are plenty of city vehicles for use during the workday. The truck that the former chief was using has been sitting and the rec center for quite some time unused.
5. Why is the city not being transparent on the sale of the mill property, millard rd property, and other city properties that were said to be sold? If things were going so well at the mill then it should be included in the forecasted budget. There have been no updates on Millard rd and that was a major chunk of money said to be coming to the city.
6. The city currently has equipment and vehicles that could be sold as surplus. Why are we not doing this? This could be an easy way to increase revenues.
7. When the streets and utilities project and park are complete, I think there needs to be some major conversations about slowing down these large projects They have snowballed into major budget issues with no revenue to support it. The police station will only add to these issues. Beyond that no major projects should be moving forward at this point unless grant funded.

I'm sure I'll have more than this, but I will also attend the meeting to see what others have to say.

Thanks,

Tyler Hills
Water Quality Operator II
Cell: 503-396-6492
Desk: 503-366-8246
thills@sthelensoregon.gov

Kathy Payne

From: Sheri Ingram
Sent: Tuesday, May 6, 2025 4:12 PM
To: Kathy Payne
Subject: RE: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget

One more tidbit...someone asked if we are still renting the building downtown where the Halloweentown store was. We've heard the rent is pretty high on that. Doesn't seem like a necessity.

From: Kathy Payne <kpayne@sthelensoregon.gov>
Sent: Tuesday, May 6, 2025 3:50 PM
To: Sheri Ingram <singram@sthelensoregon.gov>
Subject: RE: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget

Thanks for this Sheri. I really appreciate you pointing this out so well. I will pass it along.

From: Sheri Ingram <singram@sthelensoregon.gov>
Sent: Tuesday, May 6, 2025 3:45 PM
To: Kathy Payne <kpayne@sthelensoregon.gov>
Subject: RE: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget

Hi Kathy,

Thank you so much for organizing this today!!

I just want to reiterate that furlough days for Public Works would not be a benefit to the City. It could be argued that we are also essential personnel (not just during snowstorms) because we provide basic services to the citizens and try our hardest to make sure it's not interrupted. It would not benefit the General Fund since most of the Public Works departments – PW Ops, Engineering, Building Maintenance, WWTP & Water Quality are paid from the Enterprise fund, which is healthy. Only the Parks Dept. with a whopping three employees comes out of the General Fund.

All of the Public Works Departments have been short-staffed the past few years and specifically PW Ops has been short two positions for the past five years. We have had less people than what has been listed in the budget for those years. The current budget book says we have 13 people in this department but we have 11. We were going to hire another Utility Worker since the Field Supervisor position got eliminated but we just heard the Utility Worker position was pulled just two hours after someone mentioned a hiring freeze. We have been stretched thin over here for quite some time and yet these guys work their butts off and get things done and we have been under budget in this department over the past few years too. It would not be right to furlough them when it would not impact the budget that is in trouble and they would have to do the same amount of work in less time. The City keeps growing and our department keeps getting chipped away at. It is disheartening and I know morale is in the toilet City-wide because of this type of thing.

We see a lot of wasteful things that have been done over the past years and it appears no one really thinks about the long-term costs associated with projects. Here is a small example but what about all of the new planting areas downtown? I'm sure all of those trees and plants were expensive and now who is now going to take care of them? It's going to be a lot of work to keep those weeded and watered and looking good. This can't be done by departments who are already overloaded. Are we going to hire a landscaper to come in and take care of it all since

we are too short staffed to do it ourselves? Probably not a good idea since we are talking about cutting back on cleaning services and first aid cabinet upkeep.

Thanks,

Sheri

From: Kathy Payne <kpayne@sthelensoregon.gov>

Sent: Tuesday, May 6, 2025 1:34 PM

Subject: RE: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget

Thank you to everyone who came to lunch today! I think it was very productive and I surely appreciated all the questions and input! **YOU ALL ROCK!!!!**

If you have anything else you'd like the Budget Committee to hear, please email me by Monday afternoon (May 12). I'll be sure to pass it on.

Have a great rest of your day! 😊

Thank you,
Kathy

From: Kathy Payne

Sent: Tuesday, May 6, 2025 8:38 AM

Subject: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget

Importance: High

Reminder about today's lunch in the Council Chambers. Please join us. I'd love to hear your thoughts. There will be plenty of pizza.

From: Kathy Payne

Sent: Friday, May 2, 2025 9:51 AM

Subject: FW: Message to all Staff regarding 2025-26 City Budget

Importance: High

Good morning my fellow team members,

I'm writing as an employee of the City. I am very concerned about the impact of the grim outlook of our budget for this coming year and for future years to come and how decisions of the Budget Committee and City Council may have a very negative effect on City employees. I invite you to come to the **Council Chambers for lunch next Tuesday, May 6 at noon** to brainstorm with fellow employees about ideas to help the City cut expenditures and potentially increase revenue, without trying to balance the budget on the backs of the employees. They will be considering furlough days, freezing raises, and

Kathy Payne

From: Lisa Scholl
Sent: Monday, May 5, 2025 4:47 PM
To: Kathy Payne
Subject: RE: Message to all Staff regarding 2025-26 City Budget
Attachments: 4-10 Schedules.pdf; 4-10 Schedules Staff Report - Report on Conversion to Compressed Work Week for Various City Facilities and Departments.pdf

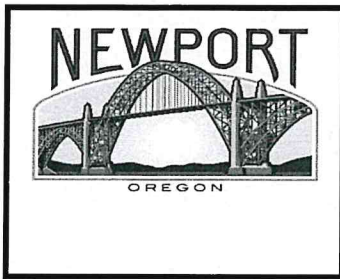
Some ideas to reduce costs/increase revenue:

- Remove every other light bulb in areas it's not needed to be as bright; i.e. hallways, shared spaces, corners of offices, etc.
- Request a free energy evaluation from CRPUD for all buildings.
- Put in limited fitness equipment at the Rec Center gym space and discontinue fitness membership benefit. Use grants to help purchase the equipment.
 - This may be something we need to check with our insurance about first.
- Transition to 4-10's. This will only save money if the buildings are not being used during the three days off.
 - Shut down all computers to conserve power
 - Maintain thermostats at low levels
 - Turn off all building lights
 - I did poll other cities, hoping to get data of cost savings. While they were not able to provide numbers, there were cities who responded about the positive impacts such as improved morale and work life balance, fewer days taken off for appointments, employee retention and recruitment, as well as additional hours for the public to conduct business outside of normal work hours.
- Create a one-time incentive for people to sign up for auto pay on utility accounts. They would also need to opt out of receiving bills via mail to save on postage and printing costs.
- Pass credit card processing fees on to the user.
- Increase cost of all McCormick Park and Campbell Park covered areas from \$15/3hrs to \$25/3hrs. (some already are \$25/3hours)
- Reimburse for actual travel expenses only.
- Utilize City vehicles when attending meetings, trainings, or any type of travel to reduce reimbursement expenses. When possible, ride share with co-worker attendees to save on fuel expense.
- Increase Animal Facility License fee. I'm checking with Everardo to find out the approximate time spent on each one. Here are a few that I was able to find online:
 - Clackamas County \$450
 - Coos Bay \$100/2 years
 - Columbia County \$250
 - Elgin \$70/2 years
 - Junction City \$50/2 years
 - Lane County \$150
 - Multnomah County \$180
 - Washington County \$225

Schedule Responses from other Cities

City	Schedule	Working Hours	Open Hours	Notes
Baker City - office		7am-5pm, M-Th 7-11am or 8am-noon, Fr	7:30am-5pm, M-Th 7:30am-noon, Fri	
Baker City - PW	4-10s			Split of M-Th & Tu - Fr
Bay City - office	4-10s	7am-5:30pm, 30min lunch, M-Th	7:30am-5pm, M-Th	I'm not sure about cost savings but I do believe it helps with morale boosting and a good work life balance. At first our Council was concerned about what the public would think of the office being closed on Friday's, but most customers have been very supportive of the change.
Bay City - PW	4-10s or 5-8s		8am-5pm, M-Th	Our Public Works employees work either a 4/10 schedule or 5/8 schedule it's their choice of what suits them best, making sure someone is on schedule M-F.
Brookings	4-10s			Some in Finance choose to work 5-8s. I will say those that do the 4-10's love that schedule. It is a huge benefit to have three days off in a row, we feel like we can actually rest in addition to getting things done that we can't during the work week. It also allows for fewer days off for travel or appointments, as they have the extra weekday to do so. Although I don't have numbers for you, I hope seeing the other benefits help!
Happy Valley	4-10s			<p>I only have anecdotal evidence, but working a four-day work week has been great for my colleagues and I who are on this schedule. I understand it doesn't work well for some people, but it is probably the #1 retention tool for those on this schedule. Recruiting, hiring, training, and loss of expertise are extremely costly to organizations, so I think employee retention is important especially if HR is staffed by only one person who is stretched quite thin. Here are a few interesting articles, especially the PSU study about Clackamas County:</p> <p>A Four-Day Workweek Reduces Stress without Hurting Productivity Scientific American</p> <p>Alternate Work Week Clackamas County</p> <p>Clackamas County Alternate Work Week Pilot Project (PDF page 7 summarizes the findings – this may be useful)</p>

Estacada				Same as Bay City
Newport	4-10s	7:30am-6pm, M-Th	8am-6pm, M-Th	<p>I led an effort to convert to a 4/10 for city staff. I did a variety of surveys and it was about 80% of staff that wanted it. Others elected to go on a 9/80, aka every other Friday off. I had a large number of staff tell me thank you, and indicated it was a reason to choose the organization, or stay with the organization over others.</p> <p>Offering 4/10s to general office staff is a major positive recruiting tool. Most unions ie police, and public works offer such a schedule. For staff that cover meetings, it also helps to include some of that extra time in a standard work day.</p> <p>One of the major benefits is that the public can do business from 5-6pm when they are off work which was very well received.</p> <p>One thing to keep in mind is that meals and rest break periods are increased. Not many people know that, but for hourly workers who are working a long council day its probably already being picked up anyway. The short version is absolutely offer 4/10's and 9/80's.</p> <p>Holiday/vacation accruals are kind of tricky. For example, a standard holiday is 8 hours. For someone on a 10 hour workday, we had a situation where they get paid 8, and have to use 2 hours vacation. We also had 3 selectable holidays (24 hours) which folks used. I wasn't really a fan of the above, but I guess it makes sense. If you pay people 10 hour holidays, they in effect get more holidays than they are supposed to.</p> <p>Staff Report - Report on Conversion to Compressed Work Week for Various City Facilities and Departments.pdf</p>
Seaside	5-8s	8am-5pm	9am-5pm	
Sweet Home	4-10s	7am-6pm, M-Th		We were concerned about how the public would respond (especially in planning and building), but we never had one complaint that I was aware of.



**STAFF REPORT
CITY COUNCIL AGENDA ITEM**

Example

Meeting Date: December 04, 2023

Title: Report on Conversion to Compressed Work Week and Adoption of Hours of Operation for Various City Facilities and Departments

Prepared by: Erik Glover, Assistant City Manager/City Recorder

Recommended Motion: I move to approve the transition to a compressed schedule 4/10 for applicable City facilities, and Departments where appropriate, effective January 1, 2024.

Background Information:

Since 2021 the City has been undergoing a work place culture review. This included a review of various organizational workplace culture items, such as benefits, schedule, holidays, awards, education incentives, and compensation/pay, to ensure that Newport operates as an employer of choice, which is especially important given the "Great Resignation" which occurred during/after the Covid-19 pandemic. The end result of this effort was the creation of a strategic plan for strengthening workplace culture. Through much of 2022 and 2023 the City has operated with a vacancy rate in the order for 20%.

These actual vacancies and retirements included some key department head positions, to include Tim Gross- Public Works Director, Mike Murzynsky- Finance Director, Aaron Collett- City Engineer, Richard Dutton- IT Director, David Powell- Public Works Director, Judy Mayhew- Recreation Superintendent, Peggy Hawker- City Recorder/Special Projects Director, Clare Paul- Assistant City Engineer, Andrew Grant-Waste Water Treatment Plant Supervisor.

In addition to the above, various staff level positions have been experiencing vacancy and turnover. Many of these positions have had to undergo multiple recruitment cycles to result in a successful hire. While good from a budgetary impact, these vacancies have resulted in other staffers having to wear multiple hats to attempt to mitigate service delivery disruptions.

The Department Heads through the workplace culture planning sessions arrived at a variety of strategies to ensure Newport operates as an employer of choice. One such strategy was the idea to convert City facilities which could do so, to a 4-10 or compressed work week schedule. City Hall for example, has been closed on Fridays, except by appointment since the Covid-19 pandemic, to provide for staff work time.

A survey was developed and drafted, which was sent out to Department Heads who shared it with their applicable staff members to obtain feedback on the conversion. A variety of responses were received, but 77% of the surveyed members reported they were interested in a 4/10 compressed work week.

Staff contacted multiple entities around the State of Oregon, who currently operate on a 4/10 work week to learn the pros and cons of the conversion. The entities included but were not limited to: Tigard, Happy Valley, Cascade Locks, Sweet Home, MWVCOG, Beaverton, Central Point (some departments), Lowell, Bandon, Estacada, Clackamas County, Burns, Brookings, Hubbard and Oakridge.

Typical responses for pros included that employees like better/more hours for public engagement (outside of standard work hours) encouraging work life balance, it helps to facilitate recruitment/allow their entity to stand out, reduced financial spend on facility utilities, increasing organizational sustainability due to one entire less commuting day for employees, and reduced sick time use with employees using standard Friday off for appointments.

Typical responses for cons included there is one less day a week to schedule meetings, holidays which fall on a Friday/standard off day is a concern, the aspect of whether to pay 8/hours or 10 hours for a holiday, childcare difficulties, and ergonomic strain for longer work hours.

At the December 5, 2022 City Council meeting and the November 20, 2023 City Council meeting drafts of the entire workplace culture strategic plan were presented and feedback solicited. At the November 20, 2023, general discussion was held on a variety of the strategies, but discussion relating to 4/10s conversion indicated that the proposed transition date was January 1, 2024, and primarily centered around possible hybrid/remote changes, extended hours for public engagement, reduced utility expenses. No motions were made, but no major concerns were expressed by the City Council.

Following this meeting Departments were contacted with additional 4/10 work schedule questions, to determine the possibility to convert to 4/10's on January 1, 2024.

See the attached breakdown below:

Location	Existing	New Schedule
City Hall		
City Manager	8-5 Monday-Thursday. Friday appointment only.	4/10s M-Th 7:30-6. Open hours to public 8-6.
Human Resources	8-5 Monday-Thursday. Friday appointment only.	4/10s M-Th 7:30-6. Open hours to public 8-6.
Community Development	8-5 Monday-Thursday. Friday appointment only.	4/10s M-Th 7:30-6. Open hours to public 8-6.
Engineering	8-5 Monday-Thursday. Friday appointment only. Some staff work 4/10's already.	Staffed. M-Th 730-6. Existing 4/10 staff will remain on 4/10's one works m-th, the other will work tu-Friday. Exec assistant 5/8's or 9/80. 4/10's M-TH 7:30-6. Open hours to public 8-6. Flex schedules for certain positions for monthly functions.
Finance	8-5 Monday-Thursday. Friday appointment only.	
Police Department		
Patrol	No change to existing schedule.	No Change
Records	No change to existing schedule.	No change from 9/80s
Admin	8-5 Monday-Thursday, with call outs. Friday appointment only.	Staffed-7:30-6 M-Th 4/10's Chief works M-TH, Lt. already on 4/10's, will stay on 4/10s Tu-Friday
Airport		
	8-5, 7 days a week	No change. 8-5 P.M 7 days a week.
Library		
	Tu-Sat 9-6 or 10am to 7 pm.	No change. Tu-Sat 9-6 or 10am to 7 pm.
Fire Department		
Firefighter	No change to existing schedule.	No change to existing schedule.
Admin Staff	M-F 8-5, with callouts.	7:30-6 PM 4/10's. Chief will work M-Th, Assistant Chief will work Tu-Fri
Exec Assistant	Part time	No Change to existing schedule.
Emergency Management Coordinator	M-F 8-5, with callouts.	
Recreation/Parks Department		
Senior Center	M-F 8-5	Facility hours 830-530 m-f. 4/10s M-Th 745 to 615 with 30 minute lunch.
Aquatic Center	M-F 8-5	Tu-Fri 7-7, Sat 8-6, Sunday Monday Closed. Move to 9/80s 8am-530 w 30 minute lunch
Recreational Center	M-F 830-530	TU-Fri 7am to 8pm. Sat 8-7, Sunday Monday Closed. Move to 9/80s for most positions, exception being financial specialist who cannot change due to schedule.
Parks/Custodial Crew	M-F 730-4	4/10s. Need to determine schedule for 7 day coverage.
Admin	M-F 830-530	Move to 9/80s, 8am to 530 w 30 minute lunch.
Public Works		
Streets	M-Th 630-5. call out as needed.	No change.
Water Dist	M-Th 630-5. call out as needed.	No change.
Wastewater Plant	No change from existing schedule for operators. Supervisor/Admin/Environmental compliance may be able to work 4/10s.	No change from existing schedule for operators. Supervisor/Admin/Environmental compliance may be able to work 4/10s.
Wastewater Collections	M-Th 630-5. call out as needed.	No change.
Water Plant	No change from existing schedule for operators	No change. Supervisor/Admin may be possible to go with 4/10's.
Facilities	M-F 8-5, call out as needed.	4/10's with City Hall hours.
PW SHOP/Admin	M-F 8-5 call out as needed.	4/10s. Exec Assistant 6-4:30 P.M. OPS Supervisor 6:30-5:00 PM.
Information Technology		
Admin	M-F 8-5, calls/evenings weekends as needed.	4/10 or 5/8's until support roles are filled.
Gis Tech	M-F 8-5	5/8's.
Sys Admin 1	None	4/10s
Sys Admin 2	None	4/10s
IT Temp	None	Schedule flexible by nature.

Fiscal Notes: None

Alternatives: None recommended

Attachments: Various



Outlook

Re: REMINDER - FW: Message to all Staff regarding 2025-26 City Budget

From Bashar Al-Daomi <baldaomi@sthelensoregon.gov>

Date Fri 5/9/2025 3:17 PM

To Kathy Payne <kpayne@sthelensoregon.gov>

Cc Heidi Davis <hdavis@sthelensoregon.gov>

Hi Kathy,

I just spoke with Heidi regarding the budget concerns and wanted to share one potential idea with you. If the council decides to implement furlough days, freezing raises, or reducing/eliminate the COLA, perhaps we could ask that the employees be credited for their support either through future compensation or acknowledgment once the city's financial position improves and development investment returns.

This approach could also help with employee retention, as it signals that the city values its staff's sacrifices. Otherwise, they risk losing experienced employees, which would lead to higher future costs in hiring and training.

The idea is simply to convey that employee are stepping up to help during a difficult time, but that does not mean they should carry the burden alone or be forgotten later. A symbolic gesture such as a future compensation review (e.g. higher COLA percentage or recovery of furlough days) might help maintain morale and acknowledge this shared sacrifice.

Thank you,

Bashar Al-Daomi, PhD, PE* | Engineer II

City of St. Helens | Public Works – Engineering Division

265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov

p: (503) 366-8238 | c: (971) 899-1971 | baldaomi@sthelensoregon.gov

*Licensed to practice in the State of Oregon

[CITY OF ST. HELENS – ENGINEERING DIVISION](#) | [SEARCH CITY BIDS & RRPS](#) | [FACEBOOK](#) | [TWITTER](#) | [YOUTUBE](#)



Hello,

As someone who has worked in the utility department for almost 6 years I would like to express my concerns over the General Service Fee and how it would impact our community.

The average family household uses 550 cubic feet of water per month which translates to a bill of \$135.36. Adding \$42 to that is a 31% increase. This does not include seniors, low income households, or those living alone who use even less. My own bill when living alone averaged \$90 per month. Adding \$42 to that would be a 46% increase.

My department sees something that most others do not, the daily struggle of our citizens to afford their basic needs. Many of our citizens rely solely on their social security checks. Community Action Team (who was our largest source of aid) ran out of water funds back in September of 2023. While St. Vincent de Paul and Salvation Army still sometimes assist, the amounts are much smaller and less frequent.

Adding \$42 to the water bill **guarantees** more citizens will fall behind and have their water shut off.

It's important to note that I also worry for the safety of frontline staff (myself included) who will have to endure ongoing aggressive behavior as a result of this fee. When the Public Safety Fee went from \$3 to \$10 my coworkers and I were yelled at, insulted, and threatened on a regular basis. This has an immense impact on moral.

I understand the gravity of our financial situation, but I urge all involved to consider other options that would not place this burden on your fellow community members.

Thank you,

Dawn Richardson

Administrative Billing Specialist

12 May 2025

Dear Mayor Massey, City Council members, and members of the St. Helens Budget Committee:

I am writing today to express my staunch support for continuing funding at current levels for our city library. There has never been a time when the library and all the resources and opportunities it represents have been more critical to the ongoing vitality of our local community.

In the most basic sense, the purpose of government is to provide services. People come together in community to pool their resources and desires collectively so that these citizens can reach goals and accomplish efforts that would not be possible by individuals alone. Within that framework, a library is the Swiss Army knife of government. Libraries provide safe spaces, access to information, support for learning, and referrals to a variety of community resources.

Books provide an escape from what can be a painful reality for some. They can provide comfort when, after the loss of a job or a loved one, a person needs help to keep going. In times of struggle, a person seeking answers to ethical or moral dilemmas can find guidance in books. Books can open avenues for future success that a person who might not know those avenues exist. But a library is so much more than just the books and other media housed within it. A library is the keeper of knowledge: local knowledge, lists of resources, career advice, templates and plans for creating a local business, language improvement, and so much more.

We live in uncertain times. No one knows what our future looks like – politically, economically, or socially. People need help. People need access to knowledge. People need to know there is somewhere they can go when they don't know what to do. Libraries provide the one thing that can give people a sense of control and direction in times of chaos and fear: knowledge. Libraries help kids applying for college figure out where to apply, how to apply, and how to obtain the financial resources needed to attend. Libraries provide job search assistance, access to online job forums, resume creation and editing, and resources for continuing career development. Libraries provide safe spaces, access to shelter, and even sometimes something as simple as a bathroom to those who might not have access to basic needs otherwise.

In the book *Palaces For The People*, Eric Klinenberg suggests that the future of democratic societies rests not simply on shared values but on shared spaces, libraries in particular. He argues that investments in community resources, like our libraries, amount to investments in social infrastructure that provide benefits that far outweigh the sum of their parts. One of

the benefits he highlights is that libraries provide a space where community members from all different walks of life come together to interact, thus strengthening social bonds through shared needs and experiences. Given the divided nature of our disrupted digital lives, this social infrastructure has become critical to our ability to see one another as a people that has more in common than that which divides us. In short, a library helps us hang on to our individual and collective humanity.

The phrase “palaces for the people” was coined by Andrew Carnegie as he went about building ~2,500 libraries around the world, 1,700 of them in the U.S. He imagined that the library was a sacred and revered space that provided an average citizen with the kinds of resources historically reserved for nobility and the wealthy. As a result, libraries became table stakes for a vibrant, functional community; it is difficult to imagine a city or town of any significant population without one. In many rural communities, such as ours, libraries are often the difference between success and failure for many residents. When you consider that there is not one bookstore in the entirety of Columbia County, it becomes obvious that access to our libraries is essential to our future.

At various times in my life, I have used libraries for knowledge, for shelter, for safety, for escape. I know, in my heart, that without access to libraries I never would have made it to college or have a solid foundation for gainful employment. Libraries saved my life. When the outlook for so much around us seems, at best, uncertain and, at worst, bleak or even hostile, I would argue that after food, water, shelter, and safety, the most important things a human being needs for survival can be found at the library. There is no other function the government provides that offers as many different benefits to as many different people. Every person in our community is better able to face any challenge in their life with access to a library.

I know you face a lot of tough decisions going into the budgeting process. There are so many things we want as a community, more than we can afford at present. But I urge you to give serious thought to any plans to cut, curtail, or furlough library resources or staff as part of your efforts. A library is more than a building, or the books inside it, or the people who work there. A library is a view into the past, a service for the present, and a hope for our individual and collective futures. In our current paradigm, I cannot think of a resource more important than that.

Sincerely,

Diana Wiener

St. Helens resident and St. Helens Library Board Member

From: [Macaluso](#)
To: [Jamie Edwards](#)
Subject: [External] Public comment for budget
Date: Wednesday, May 14, 2025 8:38:00 PM

Good evening,

I am writing as a parent, a community member, and a constituent to strongly urge to continue funding the St. Helens Community Recreation Center and prevent the devastating loss of this essential program.

The Rec Center fills a critical gap in our community providing opportunities for children to participate in sports, classes, and activities that simply don't exist elsewhere in our area. But beyond recreation, this center serves as a cornerstone of inclusion, particularly for our most vulnerable population: children with disabilities.

As the mother of a child with a rare, progressive disability, I know firsthand how difficult it can be to find spaces that are not only physically accessible, but emotionally welcoming. The Rec Center has made this possible. Their annual Sensory Friendly Santa event is the only opportunity my child has to experience the magic of seeing Santa in a way that honors her needs. Most public settings are not equipped with ADA accommodations or a true understanding of sensory differences. This also has been almost always consistently done with the same Santa and photographer which helps not only my child but many children who have disabilities with the consistency that they need to expect to have these enjoyable experiences. Most places would not even think of this detail. The Rec Center not only accommodates these needs, they center them.

What makes this program stand out is its commitment to evolving. They consistently listen to feedback and have shown a genuine dedication to building a more inclusive and connected community. One of the most meaningful recent additions has been their collaboration with the local developmental disabilities program to offer a monthly group specifically for children with disabilities and their families. This space provides something we often go without a place for connection, shared experience, and belonging.

Losing the Rec Center would not just mean fewer activities. It would mean taking away one of the only access point many of our children have to joy, to inclusion, and to community. These are not luxuries. These are fundamental parts of childhood and of a healthy, compassionate city.

Please consider what this space means to so many families. Please do not let it disappear.

With gratitude and urgency,

Ashlee Macaluso

Parent, Advocate, Community Member

From: [Joan Youngberg](#)
To: [Jamie Edwards](#)
Subject: [External] Budget
Date: Thursday, May 15, 2025 9:32:34 AM

As an active long time resident of St Helens I have witnessed the lack of transparency of our tax dollars. The city has misused and diverted funds and now they are in trouble, oh my!

Do not take moneys away from the community building heart of our town, the Recreation Center and the Library. We are moving forward with these two community hubs. They are where people meet and make connections and build a healthy city.

Thank you
Joan Youngberg

St. Helens Public Library

Impact of Furloughs on Library Operations

- **Impact of eight-hour per month furloughs for all employees**
 - 15 fewer shifts per month
 - Reduction of open hours of **two** half days per week
 - At least three fewer programs for youth and in the Makerspace
 - More time at the desk for full-time staff, reducing the ability to complete essential projects and tasks
 - Up to 2,400 fewer items per year prepared for use, i.e., books, DVDs, Library of Things items
 - Because the building would not be open, this would impact
 - Library users
 - Hallway users – safety of vulnerable community members, tutoring, CCMH, WorkSource and other mentoring, teen meetups
 - Reduction of meeting room and Auditorium availability and corresponding library income
 - Substantial reduction of hours for only cooling center in the county
 - Retention loss due to 10% reduction in part-time staff pay
 - Decrease in take-home pay employees not offset by reduction to 2.5% COLA reduction
 - Increase in support from communications and IT staff
 - Decrease in ability to collaborate with community partners

- **Impact of eight-hour per month furloughs for full-time staff and four-hour per month for part-time staff**
 - 10 fewer shifts per month
 - Only cooling center in the county
 - Reduction of open hours of **one** half day per week
 - At least three fewer programs for youth and in the Makerspace
 - More time at the desk for full-time staff, reducing the ability to complete essential projects and tasks
 - Up to 1,200 fewer items per year prepared for use, i.e., books, DVDs, Library of Things items
 - Because the building would not be open for current hours, this would impact
 - Library users
 - Hallway users – safety of vulnerable community members, tutoring, CCMH, WorkSource and other mentoring, teen meetups
 - Reduction of meeting room and Auditorium availability and corresponding library income
 - Less reduction of hours for only cooling center in the county
 - Retention loss due to 5% reduction in part-time staff pay
 - Decrease in take-home pay employees not offset by reduction to 2.5% COLA reduction

- Increase in support from communications and IT staff
- Decrease in ability to collaborate with community partners
- Less concern about retention due to 5% reduction in part-time staff pay
- Decrease in take-home pay employees not offset by reduction to 2.5% COLA reduction
- Minimal need for increased support from communications and IT staff
- Less decrease in ability to collaborate with community partners

Comments regarding the proposed Library budget.**Submitted by Lynne Pettit, Library Board, St. Helens Public Library****May 13, 2025**

Dear members of the Budget Committee,

Under the St Helens proposed budget our library services would be drastically cut. We are fortunate here in St Helens to have a Library that offers so much to our community. It serves as the center for many activities that enrich the lives of adults and children and fosters a healthy intellectual and cultural life. It is the “living room of our community”.

To start, I will mention Makerspace first, as it’s a place for kids, teens, and adults to conduct hands-on projects using problem solving, creativity and at the library’s initiative, to bring science, technology, engineering, art, and math (STEAM) to the community. The Lab contains a 3-D printer, laser cutter, computers, tablets, and other tools, for all ages.

Additionally, other projects, but not all, are the Summer Library Challenge (450+ last year) for Children and Adults, Winter Reading, Toddler/Preschool Storytime, and “Library of Things” where you can learn how to make pasta from a machine, learn about rain clouds, learn navigation constellations through a telescope, and play with math and coding.

The library provides many learning opportunities for families in our area that would otherwise be unaffordable. The library provides the internet for students and adults, and a safe place to study. There has been an increased use by small business owners, also for patrons navigating court documents, city transactions, health care paperwork, school support (middle school through Grad school) and more.

Please let our St. Helens City Council know that the proposed cuts to the library would drastically impact the many services the library provides that enrich our community.

Please protect this essential service and the resources that reflect the community in which we live.

Thank you for considering my comments.

From: [Jamie Edwards](#)
To: [Gloria Butsch](#); [Jennifer Johnson](#)
Subject: FW: [External] Rec impact letter of support
Date: Wednesday, May 14, 2025 11:09:02 AM
Attachments: [image001.png](#)
[image002.png](#)

Jamie Edwards

Accountant III

City of St. Helens

503.366.8210

jedwards@sthelensoregon.gov

www.sthelensoregon.gov



From: Becky Izbicki <izbicki.becky@gmail.com>
Sent: Wednesday, May 14, 2025 11:08 AM
To: Jamie Edwards <jedwards@sthelensoregon.gov>
Subject: [External] Rec impact letter of support

Hi there,

I'm writing to share just how much the rec program means to my family and many others. They have become a lifeline for this community!

During COVID, when everything felt uncertain, the rec center stepped up. The activity kits kept my kids engaged and gave us something to look forward to. For my youngest son, Miles, who is autistic, the inclusive programming—like Sensory Santa—was more than special. It was the first time he was able to participate in a holiday event that didn't overwhelm him. That meant everything to us. He also built social skills through these programs in a way that felt natural and safe.

What's more, the rec center keeps in mind families like mine—they actively partnered with our county's developmental disability program to support a self-advocacy group for young children. They opened their doors to make space for kids who are often forgotten or left out.

These programs have given so many young people in our town their very first job—mentoring kids, learning responsibility, and growing their confidence. And the after-school care has been essential for families—providing structure, snacks, support, and social connection in a world that can often feel isolating.

This is the kind of programming that builds resilient, inclusive communities. It makes kids feel seen. It gives families hope. And it gives working parents peace of mind.

I truly hope there's continued funding and support for this program. Losing it would be a devastating blow to so many families—mine included.

Thank you for listening,

Becky Izbicki

May 14, 2025

Dear Members of the Budget Planning Committee and City Council:

In 2021, our family purchased our first home in St. Helens. We moved here ready to put down roots and become part of this community. The public library has always been a place of refuge and knowledge for me. Growing up in Los Angeles' inner city during a particularly violent period in its history, the library was a sanctuary where I could lose myself in storybooks and escape the world outside.

One of our first outings after moving to Oregon was a visit to the local library to create accounts for my young daughters. It was important to me that they develop a love for the written word and an appreciation for a place dedicated to helping them dream, learn, and grow.

As our town faces a budget shortfall, I understand that sacrifice and difficult choices will be required. I ask that, as these decisions are made, those who have dedicated their time to making these challenging decisions remain committed to fairness and parity. Let us ensure that the burden of cutbacks does not fall disproportionately on vital community services like the library, which some may overlook in times of financial strain.

Our library is more than books. It is a hub of information, a space for creativity, and a cornerstone of civic pride and development. We owe it to the dedicated staff, and to our future as a thriving community, to protect and support this essential resource.

Sincerely,

Fatima Salas
Saint Helens Resident
Saint Helens Library Board Member

Comments regarding the proposed Library budget.

Submitted by Nancy Tarnai, St. Helens Public Library Friends of the Library President

May 14, 2025

St. Helens City Budget Committee:

I read with distraught the proposed cuts to the St. Helens Public library hours and staffing. Our library is a community center where people go for essential services and its budget should be added to, not subtracted from!

As you know, it serves as a cooling center on hot summer days. It provides free access to a plethora of information. The staff is knowledgeable, friendly and helpful, and provide information without censure.

There has been a markable increase in library usage in the past year. Why would you cut this valuable service?

Having a viable public library saves the community money on resources it has access to via the library without having to purchase these books and other services.

I can't say enough good about our local library and request that you take another look at cutting any funding there.

Thank you,

Nancy Tarnai

134 N. Second St.

St. Helens

907.460.9812

From: [Kathy Payne](#)
To: [Jana Mann](#)
Cc: [Gloria Butsch](#); [Jamie Edwards](#); [Jennifer Johnson](#); [John Walsh](#)
Subject: RE: Budget Comments
Date: Tuesday, May 13, 2025 11:05:09 AM

Hi Jana,

I am sharing your email with the Finance staff to share with the Budget Committee.

Thank you,
Kathy

From: Jana Mann <janamanna@hotmail.com>
Sent: Tuesday, May 13, 2025 11:01 AM
To: Kathy Payne <kpayne@sthelensoregon.gov>
Subject: [External] Budget Comments

Hi Kathy,
Please include my email in the written comments for the budget committee. Thanks for all you do! jm

Dear Budget Committee,

My name is Jana Mann and I am writing in support of fully funding the St Helens Public Library.

It is a vital resource, accessed by a wide swath of the population. In the last year alone, library visits have increased by 30%. In April 2024, there were 2,557 visits and this April saw 3,632 visits. That's an incredible amount of traffic - probably more than most any other city department.

The proposed furloughs would be a profound disservice to the community. The furloughs would mean 15 fewer shifts per month, a reduction of open hours by two half days per week, and at least three fewer programs for youth and in the Makerspace.

Historically, when the economy slows and finances get tight, folks access the library more and more to provide what they cannot. The ripple effect of library reductions would be harmful across the spectrum.

Please reconsider the proposed reductions to the library in order to maintain this amazing resource. Our community is depending on it.

Thank you,
Jana Mann



BUDGET COMMITTEE

Thursday, May 01, 2025, at 6:00 PM

DRAFT MINUTES

Members Present:

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

Chair Lew Mason
Vice Chair Steve Toschi
Committee Member Jennifer Gilbert
Committee Member Ivan Salas

Members Absent:

None

Staff Present:

Gloria Butsch, Finance Director - Budget Officer
John Walsh, City Administrator
Jamie Edwards, Accountant III- Budget Committee Secretary
Jennifer Johnson, Accountant III
Ashley Wigod, City Attorney

Others:

Brady Preheim
Tina Curry
Reed Hjort

Jim Coleman
Robyn

Call to Order

6:01 P.M. Called to order

Introductions & Budget Committee Role

Finance Director Gloria Butsch welcomed the members and thanked them for volunteering, followed by a roundtable of introductions from Council, Committee Members and staff.

Mayor Jennifer Massey declared an actual conflict of interest, as her husband is a police officer employed by the City. To avoid any potential bias, she stated she would not participate in discussions or voting related to staffing for the St. Helens Police Department.

Butsch outlined the role of the Budget Committee, emphasizing that it is responsible for reviewing, discussing, and making additions or deletions to the proposed budget presented by the Budget Officer. She clarified that the Committee does not make management decisions such as establishing or eliminating specific programs or services. Additionally, she highlighted that projects within the Capital Improvement Plan (CIP) are typically determined by master planning efforts led by the City Council, in collaboration with staff and the community.

New Chair & Vice Chair Nominations

Motion: Motion made by Committee Member Toschi to nominate Budget Committee Member Mason as Budget Chair, seconded by Budget Committee Member Salas. Mason accepted.

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

Motion: Motion made by Chair Mason to nominate Committee Member Jennifer Gilbert as Vice Chair, seconded by Councilor Sundeen. Gilbert Declined.

Motion: Motion made by Committee Member Gilbert to nominate Committee Member Toschi as Vice Chair, seconded by Councilor Sundeen. Toschi accepted.

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

Public Comment (5 Minutes Each)

Public comment was heard by Brady Preheim, raising several concerns:

- He objected to Mayor Jennifer Massey's participation due to conflicts of interest related to her husband's employment with the police department and pending lawsuits.
- He questioned the use of public funds for legal fees related to election interference allegations.
- He supported canceling the Citizens Day event and redirecting those funds to the food bank.
- He inquired about tourism revenues and discrepancies in budget projections.
- He requested to see documentation on the City's banking information that had been previously requested.
- He highlighted language in the budget document referencing a public safety levy or fee increase that some claimed to be unaware of.

Approval Minutes

1. Budget Committee Minutes 5/2/2024

Motion: Motion made by Councilor Sundeen to approve the Budget Committee Minutes from 5/2/2024, seconded by Vice Chair Toschi.

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

Receive Budget Message

Butsch presented the Budget Message and Proposed Budget for FY 2026.

Budget Assumptions & CIP

Butsch shared additional information on Budget challenges and options:

- A proposed General Service Fee of \$42.10 per month would achieve an 18% General Fund reserve.
- Other options like reducing COLAs or implementing furloughs were presented but have drawbacks.
- The Public Safety Facility fee needs a \$0.30 increase to cover debt payments.
- Water, sewer, and storm rates will see increases of 2.9%, 8.1% and \$0.19 respectively.
- An additional \$2 million loan is anticipated to complete the public safety facility project.

Discussions/Questions:

There was extensive discussion among Committee members on these proposals, including, but not limited to:

- Questions about the history and funding of the public safety facility project
- Concerns about increasing fees and impacts on residents

- Suggestions to look at further cuts or use of reserves
- Requests for more information on specific department budgets
- Discussion of potential revenue sources like business license fees
- Toschi inquired on how the General Service Fee would be collected. Butsch advised on the Utility Billing, that it was not a utility fee but applied on the utility bill.
- Suggestion to reevaluate the legality of implementing the fee on the utility bill without having gone to the public for a vote.

Break 7:04 p.m.

Resumed 7:11 p.m.

Committee Discussions (Roundtable) (10 Minutes Each)

Committee members provided comments and questions during a roundtable discussion:

Mayor Massey suggested looking at hiring a full-time grant writer instead of an IT Manager position. She proposed a combination of measures like a phased-in General Service Fee along with some internal cost reductions to close the budget gap over three years.

Salas-no additional comments.

Councilor Sundeen requested more information on when the General Fund decline began. He expressed concerns about fee increases impacting residents on fixed incomes but acknowledged many cities are facing similar challenges.

Council President Chilton-asked what services would be cut and by how much if they did not do the General Service Fee. Butsch shared how much each department's budget was.

Vice Chair Toschi asked who has the burden of paying the passthrough loan back. Butsch advised Portland General Electric (PGE). Toschi reiterated that if the general service fee is added then salary cap needs to be implemented as well and wants to know what the long-term financial plan is. Toschi suggests the option to increase business licenses fees on rentals and charge the tourism contractor to provide fee.

Councilor Hubbard emphasized focusing on core priorities of life, fire, and safety. He suggested looking at every area for potential cuts and questioned if reserves could be reduced further. Butsch advised the Committee can make a recommendation to lower the reserves, it just cannot go negative.

Gilbert expressed reservations about implementing a General Service Fee, reinforcing that citizens have opposed such measures previously and highlighted the need for alternative financial options.

Councilor Gundersen indicated he needed more time to digest all the information presented before forming opinions. He acknowledged the complexity of the budget issues and the pressure to make responsible decisions.

Chair Mason inquired about several specific revenue sources and property sales that were pending or anticipated, including the status of the Millard Road property sale and the Arcadia paper mill. He emphasized the potential significance of these transactions for the City's budget and discussed the importance of considering past decisions and lessons learned in future planning.

Additional discussion topics included:

- Potential business license fees or excessive use fees for properties requiring frequent police calls
- Concerns about transparency and public input on fee proposals
- Questions about utility fund transfers and maintaining appropriate reserves
- Requests for department heads to be available at the next meeting

Check in for Adjournment to May 15, 2025

Butsch asked when they adjourned tonight, that the Committee email all their questions so they can be compiled into a Q&A at the next meeting. Butsch advised decisions will need to be made at that time and a public hearing will be held.

Chair Mason asked when they should have questions in by, Butsch advised questions should be turned in by 8 a.m. on Thursday, May 8, 2025.

Adjourned to May 15, 2025, at 8:16 p.m.

Respectfully Submitted by Jamie Edwards, Accountant III with assisted transcription by ClerkMintues.

FY2026 Budget Committee Q&A

ST 4.2.25

1. Has the City explored with the County taking over police services for St. Helens?
 - A. *No prior Chief to my knowledge has ever explored this concept. It may have been discussed by City Council in the past but this has never made it to the table to my knowledge.*
2. What does a contract look like with the County taking over 90% of police services for St. Helens?
 - A. *This would of course require significant negotiations between both county commissioners, City Council, and Sheriff Pixley. In some cities, the sheriff's office contracts with the city to absorb the police department personnel. The officers become deputies (or supervisors within the sheriff's office) and the city and county agree on a contract where the city pays for their portion of police services (whatever is negotiated). Some cities in Oregon where the sheriff's office contracts with the city for police services are Cornelius, Wilsonville, and Clatskanie. Deputies who respond to these cities for calls or those stationed in these cities for patrol ultimately answer to the Sheriff. Typically, the sheriff's office would not enforce city municipal codes in their normal contractual duties.*
3. Can the County provide 24hr. coverage to St. Helens less expensively than the City doing the hiring?
 - A. *This would require input from Sheriff Pixley. CCSO would ultimately need funding from the city to hire enough deputies for the City of St. Helens to have 24-hour coverage, or the city would have to continue paying for the officers to become CCSO deputies and the contract would stipulate how many deputies would be needed, along with the associated costs. It certainly could be less expensive, but at what cost to services for the citizens, and retention of the officers? Both citizens and council may miss having the relationship with their own officers.*
4. What would be the effect if St. Helens decided to cut police services in half?
 - A. *The three areas that would immediately stand out are 24-hour coverage, retention of officers, and the ability to fully investigate crimes.*

SHPD could not keep 24-hour coverage if the department was reduced in half. “Services” are not specified in the question but I’ll make an assumption you mean personnel.

If the department was reduced by half many of the officers would depart for other agencies, leaving SHPD less attractive to applicants to fill positions.

SHPD detectives serve a vital role in the community for criminal investigations that cannot always be done at the patrol level. A recent example is the school sex abuse investigations that impacted our community last fall. Our detectives worked on this case for months, with some assistance from patrol officers as well. A scandal like that could have never been worked properly without detectives or a police force that had been reduced by 50%.

5. How can we reduce the cost of police officer pensions?

A. There is no way to reduce PERS costs for any employee group. Police & Fire rates are higher than General Service rates and are set by the PERS Board.

6. What is the continuing obligation, if any, toward officer pensions if St. Helens for example eliminates its police force?

A. The City only pays PERS on the current payroll. We would not pay PERS on officers if they were not employed by the city.

ST 4.2.25

7. Regarding Urban Renewal:

a) Please provide the spreadsheet and whatever documentation there is concerning expenses incurred from July 1, 2024 to the present;

A. Here is a link to the UR FY 24-25 Budget.

https://www.sthelensoregon.gov/sites/default/files/fileattachments/urban_renewal_agency/page/20201/ur-009_adopting_fy_24-25_budget.pdf

In April 2025, Resolution UR-10 was approved which amended the adopted FY24-25 Budget.

https://www.sthelensoregon.gov/sites/default/files/fileattachments/urban_renewal_agency/page/57893/ur-010_fy_24-25_budget_amendment.pdf

b) Please provide an explanation of the exact scope of the current contracted work for all Urban Renewal projects, and provide documentation supporting this contracted scope of work;

A. Please see the Budget Message for FY-24-25 for the scope of UR-funded projects linked above.

- c) Please provide an explanation concerning the scope of work, the expense, and the delays of the project at First and St. Helens Streets. This project was supposed to be completed more than a year ago. What is the scope of the project? How much has been spent? What are the projections?

A. *For the overall Streets & Utilities Project scope, please see our Project Website:*

<https://www.sthelensoregon.gov/waterfront/page/streets-and-utilities-extension-project>

November 2022 was the original project kickoff, with construction beginning December 2022. It was originally scheduled for completion September 2024. Completion is now anticipated by June 30, 2025. The largest component of the construction delay was related to undergrounding aerial utility infrastructure which was added to the project after contracting with MEI. Franchise utilities were not cooperative with the City's initial construction timelines which delayed overall construction.

The project is within the adopted budgeted amounts and is anticipated to be completed within the adopted budgeted amounts.

- d) Please produce all documentation used to support whatever debt was incurred to finance the current Urban Renewal expenditures. By way of specific example, last year the Urban Renewal Agency Budget Committee approved \$17.5 million in expenditures to occur in 2024-2025 fiscal year. How was this financed? Provide the documentation to support the application of the debt and the documentation concerning the debt. What is the debt service on the debt?

A. *Here is a link to the URA packet when the IGA between the City Council and the URA was approved which includes the Loan Contract with the IFA as an attachment.*

<https://mccmeetings.blob.core.usgovcloudapi.net/sthelensor-pubu/MEET-Packet-21ffa61f6c0f477aa2f8dbf111a76e5f.pdf>

This Loan Contract with the IFA has been amended twice since its original approval. Here is a link to the most recent amendment to the Loan Contract approved by City Council on 5/7/25:

<https://mccmeetings.blob.core.usgovcloudapi.net/sthelensor-pubu/MEET-Packet-f80ce7cbde6745ce86a537db0e8bcf54.pdf>

- e) A consideration is to stop all new construction projects except re the waterfront current roads project and the 1st and St. Helens project. This means that all work will stop once Phase 1 is complete on the waterfront project and the roads project at 1st and St. Helens will be done. What exactly is the scope of the Phase 1 roads project? How much have we spent? What is the projected of date of completion of the Phase 1 work? What is the plan for restoring at least a stage for the stage that was torn out?

A. For the overall Streets & Utilities Project scope, please see our Project Website: <https://www.sthelensoregon.gov/waterfront/page/streets-and-utilities-extension-project>

For a description of all revenues which have been spent on both the Streets & Utilities Project and the Riverwalk Project, please review the Council packet item Number 6 linked here:

<https://mccmeetings.blob.core.usgovcloudapi.net/sthelensor-pubu/MEET-Packet-f80ce7cbde6745ce86a537db0e8bcf54.pdf>

The projected completion date is June 30, 2025.

- f) Regarding INCOME from Urban Renewal: Explain exactly if we allow building a 200'x200' residential project with a building improvements totaling \$40,000,000, how much in annual taxes will St. Helens get from one such building?

A. If in the Urban Renewal plan area it would be approximately \$500,000.

- g) Provide documentation and a presentation regarding WHEN income will occur in Urban Renewal and HOW it will occur? With specifics re what exactly is the PLAN?

A. The URA receives incremental property tax revenue. It has been assessing property taxes since FY2019. The Urban Renewal property taxes are pledged as collateral for payment of the loan.

- h) Why is there no parking plan being worked on for the downtown?

A. This is outside of the scope of the Budget Committee and has no relevance to the upcoming budget adoption. City Council dictates strategic planning priorities based on staff capacity.

- i) Is there contemplation regarding any new loans for Urban Renewal? If so, these need to be itemized and the reasons stated. Consideration to not taking on any further debt.

- A. *There are no loans being contemplated for the URA in the short term. Revenues are to be allocated towards servicing the debt of the existing IFA infrastructure loan.*
- j) Why exactly is construction of the police station not moving forward in the Houlton? What exactly is the intended scope for the police station? What has been done to recoup the \$2 million spent on plans before land use approval? Has there been a claim made for malfeasance by our architects? What exactly is the intended scope of the police station? Please provide the legal documentation supporting the approval to build a police station. Was there approval to expand the police station into a “City Center?” How and when was there a legal adoption of such an expansion of this project? Provide all documentation to support that the police station project has been legally expanded beyond simply a police station. What is being done to get this project completed in the Houlton for the amount currently still in the bank?
- A. *The City is in negotiations with the property owner of 1771 Columbia Blvd. Should the City move forward on this site the plan would be to tear down the existing buildings and reuse the Kaster Road Police Station architectural plans. The new site will require a new Civil design at additional expense. The architects and engineers have performed the work they were contracted to perform and paid for their services. Other than attempting to find a suitable site to utilize the existing plans there has been no attempt to recoup funds for design changes initiated by the City. Approvals for all work related to the new facility, including building downsizing and location changes, have been approved by the City Council. If the goal is to complete the project with the remaining funds available there will likely need to be additional revisions, perhaps phasing to work within the budget.*
- k) How does the Urban Renewal Agency respond to the perception that the current Urban Renewal projects are unduly delayed, without any clearly defined scope, without a budget, and without public oversight?
- A. *The Urban Renewal Agency Plan was based on years of strategic planning and includes a detailed list of projects including scope and budget. The agency funding has taken longer than anticipated to generate tax increment due to various setbacks. In 2017, just after the Agency was formed, Armstrong closed rather than making an anticipated \$40M investment in the site which would have kick started the Agency. The \$10M Legacy Clinic was also deemed tax exempt as was the Broadleaf Arbor public housing project not coming on*

the tax roles. Despite these setbacks the Agency is now performing well enough to cover the Phase 1 Riverwalk and Streets and Utilities debt and with taxable investments forthcoming in the Riverfront District, the Agency will provide the funding for additional projects the URA plan.

ST 4.2.25

8. Budget Committee Questions, TOURISM:

- a) What is the amount of money in the shared account between Treadway and the City, currently? (can we please see the balance from the actual bank statement?)

A. The redacted statement will be included at the meeting. As of April 30, 2025 the bank balance was \$236,265.26 (Attachment 1)

- b) Please provide Treadway's estimate of money that needs to remain in the account for the City to successfully implement its tourism program through 2025. Examples: Costs for 13 Nights on the River, Costs for 4th of July, Costs for Sand Castle Competition, Costs for Halloweentown 2025, Costs for Christmas Ships 2025? Considering there will be some collected hotel tax, and sales of Halloweentown tickets, how much do we need to keep in reserve for next year's events?

A. There is currently \$236,265.26 as of April 30, 2025 in the City's Wauna Tourism account, which in consultation with Treadway, should be sufficient to make it to Halloweentown. The revenues from Halloweentown cover much of the other City sponsored events throughout the year.

- c) What is the projected gross income for next year's HT? What factors will bring increased/decreased revenues for 2025?

A. The Proposed Budget anticipates \$1.2M in event revenue for FY 2025-26. The completion of the downtown streets and riverwalk projects along with restoring access to the Veneer property for parking opportunities there will result in more physical space for visitors to enjoy the events and reduced operational expenses related to operating the shuttle service.

- d) How much is in the E2C Wauna Account currently held by E2C? (Note "E2C Wauna Account" is used merely as a descriptive term, to distinguish it from the joint Treadway/City account, and should not be construed as an admission.)

- A. *The dispute with E2C is a matter of pending litigation not appropriate for budget committee discussions.*
- e) Are there any claims that EC2 made contracts that the City did not pay or were breached? If so, what is the amount of the alleged breach of contract claims? What is the anticipated litigation budget to resolve those claims?
- A. *The dispute with E2C is a matter of pending litigation not appropriate for a budget committee discussion.*
- f) What is the expected litigation expense to the City to pursue whether the City owns the money in the E2C Wauna account, through trial?
- A. *This is not a budget-related question.*
- g) What is the value of property in dispute re: E2C's termination by the City? Art, Props, boat?
- A. *This is not a budget-related question.*
- h) What is the exposure to the City for E2C claims of defamation, rigged RFP, emotional distress? Are any of these insured claims? Which ones?
- A. *The dispute with E2C is a matter of pending litigation not appropriate for a budget committee discussion.*
- i) What is the exposure to the city if Tina Curry and Chris Cannard should bring 6 years of wage and hour claims against the City? Is that an insured claim?
- A. *This is not a budget-related question.*
- j) Which City fund does the City propose the Budget Committee should use for the anticipated 2025-2026 litigation expenses re E2C?
- A. *Litigation expenses in connection with E2C are accounted for in the Visitor Tourism Fund. This is determined by the City, not the budget committee.*

ST 4.16.25

9. First: The Jim Band Report that establishes that the St. Helens police department is being paid one of the highest salaries in the state and that we do not have any deficiency compared to other cities in the state needs to be published to the budget committee.
- A. *Here is the relevant information from the Band Report on this remark.*
"A look at the City budget showed that the support of the police department has grown over recent years. In 2018, the Police Department budget was 34% of the general fund budget. In 2024, the Police Department budget was 40% of the general fund budget, a significant increase. The police department has

also increased their number of officers in that time. The police department funded 17 sworn officers in 2018, and they have funded 24 sworn officer positions for 2025. That is a current officer per thousand ratio of 1.67. This ratio does not tell a complete story of the needs of a community, but anecdotally it is on the high side of agencies in Oregon. Here is a random comparison of officer per thousand ratios of a few random cities in Oregon:

Albany Police Department: 1.14
Grants Pass Police Department: 1.41
Oregon City Police Department: 1.22
Tigard Police Department: 1.38
St. Helens Police Department: 1.67”

10. Second: the findings of the band report that the X police chief Greenway was implicated by officers of sabotaging the hiring process in order to falsely give the appearance of needs to be provided to the budget committee.

A. This is not a budget-related question.

11. Third: I would like the opinion of chief Hogue regarding whether the St. Helens Police Department can safely have 24 hour coverage With the current resources and whether we can reduce the size of the police department and maintain 24 hour coverage. I don't think any opinion from any New police chief allegedly hired here at the last minute, can possibly answer this question accurately.

A. SHPD currently has six vacancies. We can safely have 24-hour coverage, with minimal overtime, when these positions are filled. This allows SHPD to keep their detectives and even provide a school resource officer. No, we cannot reduce the size of the department and maintain 24-hour coverage as overtime is currently being used to cover the patrol hours as we are awaiting the hiring and training process for new officers.

12. Fourth: Jennifer Massey should not participate in the discussion concerning Police budget whatsoever. It violates our ethics code and it violates the state Ethics code as well.

Not a question.

13. Fifth: the budget committee, and not the administration shall have the final say concerning all budgetary matters coming out of the committee. The administration is subservient to the will of the budget committee.

Not a question. However - The administration and staff are not subservient to the Budget Committee. The Committee is appointed by the City Council and serves in an advisory capacity; they have no authority over management or staff.

14. Sixth: Evidence that chief Hogue was harassed in a conspiratorial manner by Jennifer Massey and Adam St. Pierre On Facebook attempting to discredit chief Hogue's ability to reestablish 24 hour Police coverage needs to be presented in a cogent manner to the budget committee such as the budget committee understands that the Police, the Police union, Jennifer Massey, and others have been conspiring for years to give the appearance of a shortage of budget and a shortage of police officers in St. Helens when the Opposite Appears to be true. These at the very least need to be discussion points.

Not a question & not relevant to the Budget Committee

15. We definitely need to be looking at reduction of the Police budget, not increase of the police budget as a consideration for the budget committee. There is considerable evidence that I presented last year at the budget committee meeting that our police force is the best paid or one of the best paid in the state and now we have that evidence from our own investigation.

This is not a question and is a management discussion and not for budget committee consideration.

16. Seventh: has to see the city receive funds for the sale of the Millard Road property?

- A. *Only the \$100K earnest money deposit has been received. The Developer is working through some unanticipated wetland easements that should result in a higher lot yield and increased funding to the City.*

ST 4.16.25

17. Are the people paying for the attorney that is appearing at the City Council meetings to travel to and from St. Helens? If so, what is the hourly rate for the travel and how much has been paid so far this year or build so far this year to the city just for travel time by the attorney.

- A. *The Attorney attending Council meetings bills \$350 per hour and does not charge for travel.*

ST 4.17.25

18. How much have we paid the main street alliance this fiscal year and are there any more schedule payments this fiscal year?

A. Nothing has been paid to the main street alliance this fiscal year.

ST 4.20.25

19. Is the Hogue v City suit insured for defense for the City? For Massey? What about Judgment? If the City should defense the case, and Massey should be held liable, is that an insured loss re the City? Does the City need to indemnify Massey in the event she has a judgment entered against her? If the City is held liable is that an insured loss? How does this type of suit effect St. Helens rates, if at all?

A. The City is insured through CIS which is an insurance pool of nearly every city in the State. This claim is covered for both the City and Mayor Massey in her capacity as Mayor. We cannot comment on the potential claim outcomes but insurance losses do impact the City's future rate premiums.

20. Do Massey and the City have separate counsel? Again, are these attorneys being paid by insurance?

A. CIS has assigned the City legal Counsel and Mayor Massey separate counsel in her capacity as Mayor for the City. The claim is covered by insurance.

21. What are the projected fees and costs of the litigation for each party?

A. CIS has assigned the City legal Counsel and Mayor Massey separate counsel in her capacity as Mayor for the City. The claim is covered by insurance.

ST 4.25.25

22. General Fund and Community Development Fund Revenues: Sale of Surplus property: Is this money collected? From which property sales? Last I looked, Millard Road property had not closed.

A. We have not closed on these properties.

23. Services Support Revenue in General Fund proposed for 25/26: Where is the source of that money?

A. As I explained in the meeting, that is the "plugged" amount needed to balance the budget as proposed. The options were discussed during the meeting.

24. Long term outlook for Revenues: What's the plan?

A. Attached is a revenue forecast. The forecast is dependent on what is approved by the budget committee.

25. Revisit Discussion Points for Revenue:

- a) Business tax increase for rental properties.
- b) re: parking plan for Riverfront district;
- c) Pushing for 225 waterfront condominiums to be developed;
- d) Discuss height increase for waterfront from 45 feet to 55 feet.

A. The business tax increase for rentals is included in the revised proposed budget.

The other items are not budget committee related discussions or decisions.

ST 5.3.25

26. Also, can we please have Brandon Treadway there? Basically, my questions for him are going to center upon his company being able to make the City of St. Helens \$300,000 per year, at minimum.

A. Contract discussions are not a role of the budget committee.

27. Also, here is a question: I went through the SDC funds expected as revenues. I'd like to discuss elimination of SDC fund requirements for building homes. I see that Portland is having a budget shortfall, but still is waiving SDC funds for 5,000 building permits, probably under certain terms and conditions. We should do that and prioritize permits in Urban Renewal, and to builders who would otherwise have to pay for SDC's (meaning that non-profits are excluded). We do not have a need for more lower income housing. Our needs are to get middle income and up housing built, and soon.

A. While SDCs are an important source of funding for infrastructure & improvements related to new development – the City Council have the ability to eliminate or waive them for certain projects or during specific periods. This can be a tool for promoting affordable housing, stimulating economic growth, and streamlining the development process. However, cities must carefully consider the potential impacts on infrastructure funding and ensure that SDC exemptions or waivers are applied fairly and equitably.

How The City Can Eliminate or Waive SDCs:

SDC Exemption Programs:

Some cities have programs that provide exemptions from SDCs for specific types of projects that meet certain criteria, such as affordability requirements.

Deferrals:

Instead of paying SDCs up front, developers can sometimes defer payment until a later date, which can reduce their upfront costs.

Temporary Waivers:

Some cities may implement temporary waivers of SDCs to address specific needs, such as stimulating housing production or promoting economic development.

Reducing SDC Rates:

Cities can also choose to lower the amount of SDCs assessed for new development, potentially reducing the overall cost of development.

Factors to Consider When Eliminating or Waiving SDCs:

Impact on Infrastructure:

The city needs to carefully consider the impact of SDC exemptions or waivers on their ability to fund and maintain infrastructure.

Revenue Shortfalls:

Waivers can lead to revenue shortfalls for the city, which may need to be addressed through other funding sources or budget adjustments.

Fairness and Equity:

The city needs to ensure that SDC exemptions or waivers are applied fairly and equitably to all developers.

28. What is the cost of a grant writer position, and should we offer this position internally?

A. *We currently have a couple of staff that are great grant writers; we have no need for a grant writer. We really need a grants manager/reporter, but that is not contemplated in the FY2026 budget.*

29. What would be the expected revenues of a grant writer.

A. *It depends on the grants available and the projects that need funding. Grant opportunities vary significantly depending on the political and economic environment. Due to those factors, expected revenue cannot be quantified.*

ST 5.2.25

30. I'd like to see the contracts between PGE and the City guaranteeing payment of the note by PGE, and if the attorney is there, hear from her that this will stick.

A. *The City Attorneys are working on the contracts between the City and PGE which are currently under development to ensure the City is adequately protected.*

31. I'd like to see the banking documents regarding how much money is actually left in the account re the police station (this was requested by the Budget Committee last year and was not produced).

A. *The banking documents will not tell you how much is left of the bond proceeds for the police station. The Local Government Investment Pool (LGIP) is where the funds are held. The LGIP and the Wells Fargo bank accounts are "pooled" and allocated across all city funds. All information relevant to the police station bond proceeds were provided last year. The attached spreadsheet and pooled cash report are as of April 30, 2025. Attached is the LGIP account statement and Pooled Cash Report for April 30, 2025. (Attachments 2 and 3) Also attached is the spreadsheet we are using to track the bond proceeds and amount spent on the project. (Attachment 5)*

32. Along Councilor Hubbard's discussion regarding getting out of the development business, let's get some opinions regarding amount of money it would garner to sell all or part of the industrial land.

A. *Getting the Industrial lands back on the tax roles and into productive use was the primary purpose the City acquired the former Boise White Paper Mill site. The City's master planning of the 204 acre property to create the St. Helens Industrial Business Park aimed to create smaller parcels and attract a more diversified mix of industrial users. Arcadia Paper Mills purchase of 35 acres including the paper machines was only made possible by the City maintenance of the machines to keep them from deteriorating into a salvage value condition. The remaining 160 acres in the Industrial Business Park are available for development subject to wetlands, riparian buffers and infrastructure availability. In the interim, the City retains control of the popular ball fields, use of the former FARA Rec. Building, onsite warehouses for City storage needs, and access for trail development along Milton Creek and through the site to the adjacent Port property.*

33. I'd like to hear from Chief Hogue regarding how many officers are actually needed to staff 24 hr. coverage in our City.

- A. *SHPD would need at least 20 sworn officers to sustain 24-hour coverage in the city. This does not include School Resource Officers.*

34. Please send out the draft plan if the \$3,000,000 is not approved.

- A. *We will review staff revisions with the committee during the meeting.*

35. What would be the mechanism to submit some choices to the voters in November re General Services Charges on the utility bill.

- A. A referral, also known as a legislative referendum, is a method for city councils to propose a local law to voters. The proposed text of the local law and its effects must be clear and complete.
A city's governing body may adopt a referendum that refers a measure for voters to decide. The choice for voters is either yes or no.

Once a city adopts this resolution, the city has two options. First, the city may file the text of the referral measure with the city's elections official. The city elections official then sends the referral to the city's attorney, who has five business days to prepare a ballot title. Second, and alternatively, the city's governing body can prepare the ballot title in advance and file it with the city election's official.

Generally, a measure referred to voters by a city's governing body can be voted on at any election date permitted under state law: (1) the second Tuesday in March, (2) the third Tuesday in May, (3) the fourth Tuesday in August, or (4) the first Tuesday after the first Monday in November. The deadline for a city to submit their referral to the county (along with all other city measures) is the 61st day before the election.

SEPARATE TOPIC TO BE INCLUDED IF THERE IS A QUESTION ON VOTERS:

A referendum, also known as a popular referendum, is a method that enables voters to adopt or reject a local ordinance or other legislative enactment that has been enacted by the voters' governing body. Like initiatives, the process of putting a referendum on the ballot begins with a prospective petition. Unlike initiatives, a referendum petition happens quickly; a petition must be submitted with signatures no later than 30 days after an ordinance is adopted.

36. General budget question. When did the trend in budget deficit start and are there certain areas either decline in revenue in one category or increase in expenses in another, that are primary causes?

A. Attached is a summary. (Attachment 4)

ST 5.6.25

37. Please show how the City can continue to operate using furlough days if the General Fund is reduced to 5% contingency;

A. A 5% reserve/contingency would be greatly irresponsible. Staff have provided reductions and options that would allow for continued services, that combined with a \$16 service fee would leave a 10% reserve.

38. Please identify the amount of GF services that can be returned to the funds to support the GF? I see that Public Works and Community Development have increasingly been taxed to support the GF. If those funds are returned, then please calculate the furlough days needed. In other words, no water fees, and return funds to Public Works and Community development.

A. The GFSS (General Fund Support Services) charge is not a tax. The GFSS is an internal service charge to the funds that use general services. For instance, utility billing is performed by finance division staff, so there is an allocation to the utility funds for the cost of providing that service. The only departments that do not provide internal services are the police, library and recreation, and there are no internal charges for those services. Police and Public Works services for events are charged directly. It is not meant to be refunded.

39. Let's discuss eliminating the recreation department and having it absorbed by the library.

A. This is an item for management, not a budget committee decision. However, the library and recreation are two entirely different functions / programs and combining the two is not a feasible option.

40. What other departments can be reduced? Eliminated.

A. Staff have made some revisions that will be reviewed with the budget committee during the meeting.

41. Please examine the large pay increases that occurred in 2021 time frame. What if we roll back salaries to that level? At least for some positions?

A. The City conducted a Compensation Survey in 2021 for AFSCME and Unrepresented Staff which demonstrated some positions substantially below the average of comparable cities. In an effort to become an employer of

choice and pay competitive wages and retain talented staff, Council authorized wage adjustments at or above market averages.

Considerations of “roll back” is a function of management and not the roll of the budget committee.

42. What property does the City current have for sale? Milard? Anything else?

- A. *The City has the Millard Road and 5 acre bluff property off N 10th Street actively listed on the RLMS and being marketed. The remaining 160 Mill Site acres, much of which is wetlands and riparian areas are Industrial lands potentially for sale but not actively on the market. The former Veneer riverfront has a prospective developer interested in the site and you will see more information soon.*

ST 5.7.25

43. What are the attorney’s fees incurred so far pursuing our past contractor E2C?

- A. *\$60,947 as of April 30, 2025*

LM 5.7.25

44. What is the total dollar amount of our grants? What is the source make-up of our grants? What percentage is Federal grant money?

- A. *For FY2025 (as of 4/30/2025) the city has received:*
\$1,071,663 from OR State Parks & Rec.
\$4,486 from Dept of Justice (Federal)
\$94,585 from OR Community Renewable Energy
\$3,249 OR Teen (Library) Internship
\$6,680 Columbia County Transitional Housing
\$30,728 FEMA (Federal)
\$558,600 OR Business Development Department (Federal)
\$1,769,991 Total
34% is Federal

45. What are the terms of the bonds we have issued for the waterfront development project – balance, interest rate and term? Is the interest rate fixed?

- A. *The loan balance at closeout will be \$14,677,678. The interest rate is 3.14% for 20 years. Payments begin 3 years following close of loan.*

46. What exactly are the capital improvements or projects currently being considered or are they in progress? Police station, downtown, sewer, lagoon, what else? The

budget committee will need to discuss stopping all these projects. What can be stopped or deferred? What can't?

A. *The Capital Improvement Plan is detailed in pages 93 – 114 of the Proposed Budget document.*

PROJECT	DESCRIPTION	PROPOSED BUDGET	STATUS	POTENTIAL FOR DEFERMENT
Street Improvements & Overlays	Project is for the annual pavement patching and striping of City streets	\$150K (STBG)	Preparing bid documents	No
Reservoir Siting Study	Siting study is the first phase in City's 5MG Reservoir project to address critical infrastructure needs within the City's aging water system	\$150K (SDC) \$50k (Water)	In Progress	No
Reservoir Land Acquisition	Land purchase is the second phase in City's 5MG Reservoir project to address critical infrastructure needs within the City's aging water system	\$300k (SDC)	Not Started	No
Sewer Capacity Design	Design of engineered plans, secure permits, and produce construction documents for Sewer Basins 4, 5, & 6	\$1.25M (CDBG) \$140K (SDC)	In Progress	No
Basin 6 Pipeline Upsize	Project is for the construction of wastewater collection system capacity improvements in Sewer Basin 6	\$3.5M (SRF) \$500 (SDC)	Not Started	No
Capital Outlay Storm Drain	Annual CIP project covers the costs of any extension of storm drain that may come up unexpectedly	\$50K (SDC)	Not Started	Yes, but not recommended
Annual Maintenance Well #2 Flow Meter/Booster Pump Replacement	Replacement of the flow meter at Ranney Well No . 2 and Booster Pump	\$100K (Water)	Not Started	No. Meter does provide correct data. This is a critical replacement.
Water Meters	Replacement of outdated water meters	\$70K(Water)	Not Started	No. Budget has already been reduced by 60%
Annual Maintenance Water Filtration	Annual CIP project covers the costs of pumps, motors, controllers, and other critical repairs	\$100K (Water)	Not Started	No

Railroad Ave Watermain Replacement	Project is to replace the failing 2-inch water main off Railroad Ave	\$450K (Water)	Surveying Has begun	Yes, but not recommended because the water main is in failure.
WFF Rack Replacement	Replacement of filter module rack as the facility	\$250K (Water)	Not Started	No.
Annual Maintenance – Engineering – Sewer	Annual CIP project covers the costs of any small sewer repair/replacement project	\$50K (Sewer)	Not Started	Yes, but not recommended

PROJECT	DESCRIPTION	PROPOSED BUDGET	STATUS	POTENTIAL FOR DEFERMENT
	that may come up unexpectedly			
Annual Maintenance - PW OPS – Sewer	Annual CIP project covers the costs of any sewer repairs and replacement costs that may come up unexpectedly	\$50K (Sewer)	Not Started	No
Annual Maintenance - PW WQ – Sewer	Annual CIP project covers the costs of any WWTP repairs replacement costs that may come up unexpectedly	\$75K (Sewer)	Not Started	No
Basin 4 Pipeline Upsize & Reroute	Project is for the construction of wastewater collection system capacity improvements in Sewer Basin 5	\$7.25M (SRF)	Not Started	No
Sewer Pump Station No 7 Upsize	Continued design for the upsizing of PS#7 in Sewer Basin 6	\$500K (SRF)	In progress	No
WWTP SCADA Upgrade	Update of SCADA at WWTP	\$40K (Sewer)	In progress	No
WWTP Aerator Replacement	Replacement of aerator with a new diffused air mixer/aerator.	\$125K (Sewer)	Not Started	No
Annual Maintenance - PW OPS – Storm	Annual CIP project covers the costs of any storm drain repairs and replacement costs that may come up unexpectedly	\$50K (Storm)	Not Started	No
Annual Maintenance Storm (Cleaning & CCTV)	Storm drain cleaning and CCTV inspection project to reduce flooding risk, maintain and protect City infrastructure	\$200K (Storm)	In progress	No

Equipment purchases	CIP to replace critical PW equipment	\$140K	Not Started	No
Public Safety Facilities	Project is for the construction of a new police station	\$10.3M (PS Fund)	In Progress	No

47. Millard Road property: Where are we in the sales process? Expected date of closing? Do we have non-refundable deposit? What will be the net proceeds?

A. Developer has provided a \$100K non-refundable deposit and is working on the preliminary plat for City consideration. The City will receive \$35K per lot once the preliminary plat is approved. The net proceeds will depend upon the number of lots approved.

48. Who determines value and who negotiates a sale of City property?

A. The City relies on independent appraisals to determine the value of property. Negotiations are directed by the Council and typically involve the City Administrator and City Attorney's.

49. Paper mill property: same questions as above.

A. The City relied on an independent appraisal to determine the value of the Arcadia Paper Mill property. Negotiations are directed by the Council and have involved involve the City Administrator and City Attorney's with regular updates to the City Council.

50. Is the city going to lease or sell parcels in the waterfront development?

A. The City will consider all options to lease, sell or other forms of public-private partnerships to attract desired development on the waterfront.

51. It is widely rumored that we are close to a buyer committing to a lion share of the waterfront. Where are we in that process?

A. The former Veneer riverfront has a prospective developer interested in the site and more information will be available as the proposal progresses. The next steps will be a presentation to the Council and subsequent negotiations.

52. What is the status of the city's Wauna Credit Union account.

See answer to question #8

JG 5.7.25

53. At the last meeting, it was stated John Walsh "knew from the beginning" the police station would be \$2.2 million short. Why was this not disclosed during the prior budget cycle, and where, if anywhere, was this funding gap documented at the time? Can you please provide the documented reference to this known shortfall prior to this year? Was Council and Budget Committee intentionally excluded from this information?

Was the shortfall disclosed to bond and rating agencies?

- A. *There is a misunderstanding here on a specific known short fall. What John was referring to was City Council's Resolution No. 1930 which authorized \$22M in full faithed credit-backed financing for construction of the initial facility design which was an amount deemed sufficient to complete the construction. The plan was to make an initial debt issuance to advance work on the project and any additional funds required would come through a second issuance totaling at or under the \$22M limit. The City proceeded with issuing a \$15M debt obligation to advance the project planning, design and permitting, civil and ground work and construction. Through this process the 22K sf public safety facility "Taj Mahal", which included police operations, courts, IT, and public meeting room costs were higher than anticipated and the scope was reduced to only police station within a much smaller and efficient 11K sf footprint. Of the initial \$15M debt there remains approximately \$12.6M after initial design, re-designs, engineering, civil, site studies and debt obligation. The total cost of the new station will depend upon a variety of factors including the cost of the land, timing related to inflationary construction costs, whether the existing plan can be repurposed to another location, the time delays from additional design changes, civil improvements and land use considerations.*

Police Station project Manager David Lintz shared in the Public Forum on May 7 an evaluation of several sites in the City that included projected construction costs. 1771 Columbia Blvd. was determined the least cost alternative at \$15.848M. The City Council and Planning Commission and previous site selection efforts also ranked 1771 as the most preferred site for the Station.

54. How much ARPA or one time funding remains, and how is the city ensuring it is spent in alignment with the original community priorities rather than patching ongoing structural gaps?

- A. *All ARPA Funds have been expended, reported and closed out.*

55. Given ongoing legal concerns and past personnel related claims, does the city maintain a risk management reserve? If not, how are unexpected legal liabilities being planned for in the budget?

A. Unbudgeted and unforeseen expenses are the primary reason for a healthy contingency (reserve).

56. What additional steps are being taken to enhance transparency and encourage public participation in our budgeting process? How is the feedback from residents being incorporated into budget decisions?

A. The public is welcome to attend budget meetings, provide comments and make recommendations on the budget. The committee can review information from all sources to ensure the fiscal health of the City.

57. What are the projected economic benefits of the capital projects (waterfront and substation at the mill) and how will they contribute to our city's revenue base? How is the city ensuring these projects stay within budget and on schedule?

*A. Commercial and Industrial businesses generally contribute more tax and revenue than the services received. The substation will add capacity for new industrial users and bring employment and revenue to the City through property tax, construction and utility use.
The Waterfront development will likely be a mix of higher end residential and commercial investments including hotel potential.*

ST 5.8.25

58. Russ stated that there was a law where SDC's can be delayed. Some information regarding this may help. I think spurring development and getting housing for working families will help the long term financial prospects on many levels. Seattle puts the cost of SDC's on the buyer of the property. How is that working out for them?

A. The St. Helens Municipal Code, System Development Charges are set by resolution. Staff is required to impose System Development Charges on "all development within the city, and upon all development outside the boundary of the city that connects to or otherwise uses the sewer facilities, storm sewers, or water facilities of the city. " except as may be exempted the provisions of chapter 13.24 or other local or state law.

- *There is no current City ordinance that allows for the deferment or the elimination of System Development Charges. The only SDC exemptions allowed by City Code are located in Chapter 13.24.120, are (1) structures and uses established and existing on or before June 19, 1991, are exempt from a system development*

charge, except for water and sewer SDCs; (2) additions to single-family dwellings that do not constitute the addition of a dwelling unit; (3) alterations, additions, replacements, or changes in use that do not increase the parcel or structure's use of the public improvement facility; and (4) projects financed by city revenues is exempt from all portions of the system development charge.

- *Oregon Revised Statutes (ORS) 223.304 authorizes municipalities to adopt ordinances that may allow for the deferral of SDCs for certain type of development – specifically affordable housing and low-income housing. This would have to be drafted and amended to the St. Helens Municipal Code by the City Council. Specifically, the policy would have to be tied to affordable housing and the Finance Department will have to keep track of interest, lines, and repayment terms for each deferment. A housing project in Oregon qualifies as affordable or low-income only if it serves households whose incomes fall within the specified percentages as defined by Area Median Income (AMI), as defined by the U.S. Department of Housing and Urban Development (HUD).*
- *The statement that “Seattle puts the cost of SDC’s on the buyer of the property” is incorrect. In Seattle, like most cities, the developer is directly responsible for paying the SDCs. The developer then typically passes this cost on to the buyer when the developer factors these fees into the overall cost of the project, and ultimately the final sale price of the properties.*
- *Finally, it is not a good policy to delay or defer System Development Charges, except as already provided in our city Code. SDCs are a major funding source for infrastructure like roads, water, sewer, and parks (includes projects such as installing traffic safety devices, improving the capacity of existing pump stations to handle increased water demand, increasing the capacity of undersized sewer pipes; building new water storage tanks to ensure adequate water supply during peak demand; etc.) With a growing city like St. Helens, delays can create cash flow problems and limit our ability to build or expand infrastructure when it's most needed—before new development comes in. When SDCs are deferred, the City will still need to finance infrastructure projects and this will mean shifting the burden from the development, where it belongs, to the taxpayer, by borrowing funds, by using general revenue, or by increasing utility rates.*

ST 5.8.25

59. Can an issue be phrased to the voters such as:

At the recommendation of the Budget Committee, the City Council adopted a budget that called for 2 years of salary freeze and no COLA increases for all City employees, [other terms], [other terms], and a General Services Fee to be collected through the municipal utility in the amount of \$_____ per

month, which was first collected in the August 2025 billing. Do the people reject this decision? Y or N. A “yes” vote would require some sort of super majority.

A. Not likely. Measures referred to the voters by the City must be legislative, which means they are a generally applicable law, not an administrative action. In general, a legislative action is one that “makes policy of general applicability and is more than temporary in duration.” The adoption of a General Services Fee is a legislative action. The adoption of a budget is an administrative action. Freezes on salaries and COLA increases are likely administrative actions. See League of Oregon Cities, Oregon Municipal Handbook, Chapter 4, Page 21.

60. I reviewed the statute concerning the public safety fee. It still appears to be tied to water service, specifically stating that if a property does not have water service, the fee is not owed. I think if we adopt something like a General Services Fee to be placed upon a municipal utility, it probably needs to be phrased this way. Please check with finance counsel. If we adopt a “property tax” verses a utility fee, that may pose greater risk of legal challenges. Please be ready with a legal analysis by the end of May if possible.

A. Legal research ongoing. A public safety fee placed on utility bills must not be allowed to become a lien on real property if delinquent. This attachment undermines the fees status as a fee and not a tax.

61. The Budget Committee should resolve to request that the Council form a resolution to amend Measure 5 such that when property changes hands, the property can appraise for tax purposes at the new purchase price (new appraised value). This is similar to California’s “Proposition 13,” which limits property tax increases except when properties change hands or are sold.

This is a statement, not a question. Any amendment to Measure 5 must be referred to the Oregon State legislature to be voted on statewide ballot.

62. I think you are going to need to be prepared to discuss elimination of the recreation department to be absorbed by the library which will become the library and recreation department, how the police can cut down their budget for two years, savings through reduced hours at the library, operating with 5% reserve.

This a repeat of item #39 and not within the budget committee scope for discussion.

63. I've gone through the Treadway numbers, we have no money going into the General Fund. We need to get our tourism contractor to get us a return of at least 20% of the gross, including parking, beginning this year.

This is not a question. Discussion of the contract with the Events Contractor is not a budget committee role.

64. Defer SDC's. I'd like to discuss getting at least 150 waterfront condominiums built within three years.

A. This is not relevant to the budget committee.

65. When the Millard Road property sells, we need to discuss where the funds will go.

A. This is not a budget committee decision.

66. What are the capital improvement projects?

A. The CIP (Capital Improvement Program) is included in the budget document beginning on page 93 through page 115, and shows how the projects will be paid for.

67. What are our charitable donations (clubs, non-profits, etc.)

A. The Council has budgeted \$5,000 for Community Support

RH 5.8.25

68. Has a percentage cut across all departments been considered?

A. No. Different departments have different operational needs. Cuts have been made where possible.

69. Has a local transient tax ever been considered? Are local short-term rentals regulated by the city?

A. Yes, and now with recently revised legislation, Council may want to pursue this.

We do currently collect lodging taxes from hotels, motels and other short-term rentals.

70. Have freezes on hiring, new software and travel been considered?

A. Yes – in the revised proposed budget, staff have made reductions in Professional Development and hiring. The only new software is for improved efficiency to delay the eventual need to hire an additional accountant.

71. Police fuel/oil costs dropped from \$85,000 in 24/25 to \$8,000 in 25/26?

A. This was a Scribner error, which has been corrected in the revised proposed budget.

72. How much was spent on the tourism boat?

A. The purchase price for the Fisheagle Osprey water taxi was \$230K.



Wauna Credit Union
PO Box 67 • 101 Truehaak St SE
Clatskanie OR 97016
800-773-3236 waunafcu.org

Serving Clatsop, Columbia,
Western Washington & Pacific Counties

Page 3
Item #4.

Statement Period
Account Number

04/01/2025 to 04/30/2025

CITY OF ST. HELENS
265 STRAND ST
SAINT HELENS OR 97051-2039

7505

Tired of getting these statements in the mail every month? Switching to eStatements enhances the security of your personal information and reduces paper clutter in the process. Visit <https://waunafcu.org/membership/estatement-registration.shtml> to learn more about this convenient way to manage your finances!



SUMMARY - ALL ACCOUNTS

Type	Beginning Balance	Ending Balance	Type	Beginning Balance	Ending Balance
SHARE 2 Business Share Advantage:	\$5.00	\$5.00	SHARE 16 Business Interest Checking:	\$269,321.35	\$236,265.26

SAVINGS

Suffix 2 BUSINESS SHARE ADVANTAGE

Date	Description	Deposits	Withdrawals	Balance
	Beginning Balance			\$5.00
	No transactions this statement period.			
	Ending Balance			\$5.00

Dividends YTD: \$0.00

Dividends YTD Withheld: \$0.00

	Total for this period	Total year-to-date
Total Returned Item Fees	\$0.00	\$0.00
Total Overdraft Fees	\$0.00	\$0.00

CHECKING

CHECKING 16 Business Interest Checking

Date	Description	Deposits	Withdrawals	Balance
	Beginning Balance			\$269,321.35
04/02	Withdrawal Check #5047 Trace: 18202890		-604.33	268,717.02
04/03	Withdrawal Check #5045 Trace: 12103371		-59.14	268,657.88
04/04	Withdrawal Check #5048 Trace: 18002099		-15,966.67	252,691.21
04/04	Withdrawal Check #5046 Trace: 18009700		-223.59	252,467.62
04/14	Deposit ACH Dahlgren's Build 6916/1 **2729239 Spirit of Halloweeento	21.98		252,489.60
04/14	Deposit ACH Dahlgren's Build 6940/1 **2729138 Spirit of Halloweeento	5.92		252,495.52
04/15	Withdrawal Check #5049 Trace: 19312885		-16,028.83	236,466.69
04/16	Withdrawal Card purchase 99999999 CL.INTUIT.COM CA INTUIT *QBooks Online REF# 510523043894 04/15 Card# *****5157		-99.00	236,367.69
04/21	Withdrawal Card purchase IOKRORDE SHOPIFY.COM IL SHOPIFY* 356408897 REF# 511026366829 04/20 Card# *****5157		-194.00	236,173.69
04/30	Withdrawal Check #5050 Trace: 12212546		-59.14	236,114.55

Continued on next page Page 62



Statement Period
Account Number

04/01/2025 to 04/30/2025

Date	Description	Deposits	Withdrawals	Balance
04/30	Deposit Annual Percentage Yield Earned 0.750% (04/01/2025 - 04/30/2025)	150.71		236,265.26
	Ending Balance	\$178.61	\$33,234.70	\$236,265.26



Dividends YTD: \$1,037.09
Dividends YTD Withheld: \$0.00

CHECKS CLEAR SUMMARY - ID: 16 Business Interest Checking

Date	Number	Amount	Date	Number	Amount	Date	Number	Amount	Date	Number	Amount
04/03	5045	59.14	04/02	5047	604.33	04/15	5049	16,028.83	04/30	5050	59.14
04/04	5046	223.59	04/04	5048	15,966.67						

	Total for this period	Total year-to-date
Total Returned Item Fees	\$0.00	\$0.00
Total Overdraft Fees	\$0.00	\$0.00

If you have been paying multiple overdraft fees, there may be cheaper alternatives to better suit your needs. Call or visit the Credit Union to discuss other options.

YTD STATEMENT SUMMARY

YTD Dividends:	\$1,037.09	YTD Finance Charges (Interest):	\$0.00
YTD Dividends Withheld:	\$0.00	YTD Dividend Penalties:	\$0.00

End of Statement

We have partnered with Zelle® to bring you a fast and easy way to send and receive money with friends, family and people you know. With Zelle®, you can send money directly from your account to enrolled recipients in minutes, all from the convenience of online banking or our mobile app. Get started: waunafcu.org/zelle

OREGON
STATE
TREASURY

Item #4.

Account Statement - Transaction Summary

For the Month Ending April 30, 2025

ST HELENS CITY OF - ST HELENS CITY OF - 4071

Oregon LGIP

Opening Balance	33,680,661.08
Purchases	1,953,962.79
Redemptions	(1,000,000.05)

Closing Balance	\$34,634,623.82
Dividends	130,590.82

Asset Summary

	April 30, 2025	March 31, 2025
Oregon LGIP	34,634,623.82	33,680,661.08
Total	\$34,634,623.82	\$33,680,661.08





Pooled Cash Report

St. Helens, OR

For the Period Ending 4/30/2025

Item #4.

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
100-000-10101	Claim On Cash - General Fund	928,409.49	(409,342.83)	519,066.66
201-000-10101	Claim On Cash - Visitor Tourism	290,788.16	(24,431.93)	266,356.23
202-000-10101	Claim On Cash - Community Development	2,920,461.66	1,359,917.98	4,280,379.64
203-000-10101	Claim On Cash - Community Enhancement	202,947.16	3,360.83	206,307.99
205-000-10101	Claim On Cash - Streets	778,145.16	24,243.38	802,388.54
301-000-10101	Claim On Cash - Streets SDC	1,918,609.91	0.00	1,918,609.91
302-000-10101	Claim On Cash - Water SDC	1,302,824.67	0.00	1,302,824.67
303-000-10101	Claim On Cash - Sewer SDC	2,094,572.45	4,117.00	2,098,689.45
304-000-10101	Claim On Cash - Storm SDC	603,656.24	522.48	604,178.72
305-000-10101	Claim On Cash - Park SDC	193,355.89	0.00	193,355.89
601-000-10101	Claim On Cash - Water	3,591,081.06	(127,763.27)	3,463,317.79
603-000-10101	Claim On Cash - Sewer	4,875,618.93	329,954.53	5,205,573.46
605-000-10101	Claim On Cash - Storm	1,079,942.19	97,507.80	1,177,449.99
701-000-10101	Claim On Cash - Equipment	0.00	0.00	0.00
702-000-10101	Claim On Cash - Information Systems	473.72	0.00	473.72
703-000-10101	Claim On Cash - PW Operations	711,064.17	(41,000.40)	670,063.77
704-000-10101	Claim On Cash - Facility Major Maintenance	0.00	0.00	0.00
706-000-10101	Claim On Cash - Public Safety Fund	13,277,643.18	54,936.61	13,332,579.79
801-000-10101	Claim On Cash - Urban Renewal Agency	1,615,294.58	(516,723.54)	1,098,571.04
902-000-10101	Claim On Cash - Fixed Assets	0.00	0.00	0.00
TOTAL CLAIM ON CASH		36,384,888.62	755,298.64	37,140,187.26
<u>CASH IN BANK</u>				
Cash in Bank				
999-000-10100	Wells Fargo	2,033,920.66	(130,108.32)	1,903,812.34
999-000-11001	US BANK - Investment Acct	4,555.00	0.00	4,555.00
999-000-12000	LGIP	33,680,661.08	953,962.74	34,634,623.82
999-000-12001	Xpress	407,928.94	(35,975.68)	371,953.26
999-000-12002	Wauna Bank	252,467.62	(32,580.10)	219,887.52
999-000-12003	WAUNA SAVINGS	5.00	0.00	5.00
TOTAL: Cash in Bank		36,379,538.30	755,298.64	37,134,836.94
TOTAL CASH IN BANK		36,379,538.30	755,298.64	37,134,836.94
<u>DUE TO OTHER FUNDS</u>				
999-000-30101	Due To Other Funds	36,379,538.30	755,298.64	37,134,836.94
TOTAL DUE TO OTHER FUNDS		36,379,538.30	755,298.64	37,134,836.94

GENERAL FUND		2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Adopted	2024-25 Est YE	2025-26 Proposed	2025-26 Revised
RESOURCES														
TOTAL GENERAL FUND REVENUE		5,558,702	6,138,657	6,894,242	7,734,703	8,322,083	9,506,094	9,345,312	10,795,763	11,830,574	12,267,450	11,530,300	13,639,900	12,001,868
TRANSFERS		56,350	22,070	-	242,341	-	-	31,860	168,000	232,735	1,500,000	1,000,000	-	-
FUND BALANCE AVAILABLE		1,926,746	1,911,497	2,001,302	2,179,911	2,016,785	2,428,969	2,841,271	1,545,931	1,246,308	1,624,045	760,684	1,189,964	1,189,964
TOTAL RESOURCES		7,541,798	8,072,224	8,895,545	10,156,955	10,338,868	11,935,063	12,218,443	12,509,694	13,309,617	15,391,495	13,290,984	14,829,864	13,191,832
EXPENDITURES														
PERSONNEL SERVICES														
Dept 701	Administration	217,122	161,428	317,855	379,451	370,811	464,725	571,136	605,374	635,558	530,100	480,600	531,400	514,800
Dept 702	City Recorder	228,525	228,200	229,246	233,447	248,462	255,286	293,234	288,561	321,264	324,900	324,200	338,500	325,300
Dept 703	Council	50,629	50,639	54,053	56,209	57,456	56,594	61,633	62,901	71,813	68,500	71,230	73,340	73,340
Dept 704	Court	193,383	217,823	205,330	190,008	154,631	195,114	211,615	207,125	221,924	227,900	226,500	234,600	226,000
Dept 705	Police	1,952,635	2,050,168	2,374,669	2,645,485	3,080,470	3,336,062	4,391,980	4,347,608	5,133,803	5,363,000	5,047,000	5,335,000	5,189,000
Dept 706	Library	419,835	437,723	473,828	508,191	545,722	520,637	619,774	614,488	638,526	651,700	567,600	662,400	634,500
Dept 707	Finance	512,366	595,987	595,359	588,999	536,827	586,490	664,753	740,543	691,660	717,500	703,700	773,200	755,100
Dept 708	Parks	135,207	178,520	182,675	187,557	209,397	215,658	348,471	346,671	458,378	422,000	433,900	430,700	392,900
Dept 709	Recreation	-	-	3,707	86,771	181,185	117,764	283,502	334,140	311,481	344,700	321,100	358,400	303,600
Dept 710	CD-Planning	114,272	112,273	201,285	221,267	260,388	295,459	359,333	370,709	401,213	403,500	366,500	418,200	398,000
Dept 711	CD-Building	145,333	197,207	234,807	234,106	260,602	335,319	449,174	471,634	368,313	371,100	336,400	376,600	362,400
Dept 712	Technology					-	-	-	292,513	311,959	72,400	179,000	364,000	171,900
Dept 715	General Services	20,316	93,490	-	66,222	-	-	55,024	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES		3,989,623	4,323,459	4,872,815	5,397,712	5,905,951	6,379,108	8,309,629	8,682,267	9,565,892	9,497,300	9,057,730	9,896,340	9,346,840
MATERIALS & SERVICES														
Dept 701	Administration	53,261	40,655	47,582	54,868	56,220	101,842	77,599	86,149	48,856	72,400	34,600	41,800	39,800
Dept 702	City Recorder	53,294	40,596	52,337	48,870	49,549	83,996	59,518	76,474	56,504	85,000	77,000	83,000	81,000
Dept 703	Council	26,713	27,446	41,213	52,371	48,646	131,200	92,202	51,416	69,642	58,500	64,500	62,500	62,500
Dept 704	Court	180,374	181,913	154,032	288,291	213,170	221,307	227,376	220,450	262,947	256,500	243,000	257,500	256,500
Dept 705	Police	457,473	485,904	376,286	441,620	525,108	571,437	631,292	637,488	912,227	711,000	851,370	734,500	584,500
Dept 706	Library	182,407	189,669	173,736	159,277	187,837	270,991	287,389	146,998	168,875	188,000	191,500	223,400	211,800
Dept 707	Finance	160,088	196,645	233,014	236,901	241,415	309,854	401,269	489,830	579,207	287,000	274,000	340,000	339,000
Dept 708	Parks	129,876	145,424	126,934	146,268	131,298	192,631	111,789	135,709	133,899	173,000	176,700	199,000	199,000
Dept 709	Recreation	-	-	8,840	51,143	64,427	100,819	76,234	55,152	57,424	62,100	52,270	73,300	69,300
Dept 710	CD-Planning	72,046	91,066	48,431	51,580	33,305	50,544	63,077	33,060	49,508	93,500	72,300	35,500	32,500
Dept 711	CD-Building	61,086	47,467	59,803	128,050	34,910	144,408	57,181	33,014	34,313	45,100	34,250	37,400	36,400
Dept 712	Technology					-	-	-	388,436	339,762	460,000	385,000	345,000	416,500
Dept 715	General Services	113,264	119,787	220,613	368,221	340,416	295,655	277,958	226,945	269,877	366,500	586,800	359,000	359,000
TOTAL MATERIALS & SERVICES		1,489,884	1,566,572	1,542,821	2,027,458	1,926,302	2,474,685	2,362,883	2,581,121	2,983,041	2,858,600	3,043,290	2,791,900	2,687,800
CONTINGENCY														
Dept 715	Contingency	-	-	-	-	-	-	-	-	-	1,000,000	-	1,000,000	1,000,000
UNAPPROPRIATED FUND BALANCE														
Dept 715	Ending Fund Balan	1,911,497	2,001,302	2,179,911	2,016,785	2,428,969	2,841,271	1,545,931	1,246,309	760,684	2,035,595	1,189,964	1,141,624	157,192
TOTAL EXPENDITURES		7,541,798	8,072,224	8,895,545	10,156,955	10,338,868	11,935,063	12,218,443	12,509,697	13,309,617	15,391,495	13,290,984	14,829,864	13,191,832

Attachment 5

		Sources	Uses
2021 FFC Obligation Proceeds		15,001,845.75	
Professional Services	FY-2021/2022		787,657.61
	FY 2022/2023		1,177,852.75
	FY 2023/2024		311,061.97
	FY 2024/2025		83,037.23
		15,001,845.75	2,359,609.56
Remaining Proceeds	12,642,236.19		

Professional Services & Capital Outlay

As of 4/30/2025