



COUNCIL WORK SESSION

Wednesday, May 20, 2026 at 3:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

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

AGENDA

CALL WORK SESSION TO ORDER

DECLARATION OF CONFLICTS OF INTEREST

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Responses to April 15 Visitor Comments

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

DISCUSSION TOPICS

2. 3:10PM - Quarterly Reports from City Departments/Divisions - Municipal Court, Finance, and Public Works (Informational)
3. 3:15PM - Review Memo regarding City Banking Institution - *City Administrator John Walsh & Finance Director Gloria Butsch*
4. 3:25PM - Review Updates to Council Operating Rules & Procedures
5. 3:40PM - Review Proposed Guides for Boards & Commissions Members - *City Recorder Kathy Payne*
6. 3:55PM - Review RFP for Exclusive Towing Services - *City Recorder Kathy Payne*
7. 4:10PM - Review Public Records Request Policy & Procedures - *City Attorney Ashley Wigod and City Recorder Kathy Payne*
8. 4:30PM - City Administrator Report

ADJOURN

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- May 14, 6PM, Budget Committee, Council Chambers/Zoom
- May 20, 3PM, Council Work Session, Council Chambers/Zoom
- May 20, 6PM, Council Public Hearing, Council Chambers/Zoom
- May 20, 7PM, Council Regular Session, Council Chambers/Zoom
- May 28, 6PM, Urban Renewal Agency Budget Committee, Council Chambers/Zoom
- May 28, 6:30PM, Budget Committee, Council Chambers/Zoom

- June 8, 4PM, Parks & Trails Commission, Council Chambers/Zoom
- June 9, 6:30PM, Planning Commission, Council Chambers/Zoom

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

- PH: May 20, 6PM, Right-of-Way Vacation at N. 1st Street (Locke)
- PH: June 17, 5:45PM, FY27 Urban Renewal Budget Hearing & Adoption
- PH: June 17, 6PM, FY26 Supplemental Budget
- PH: June 17, 6:15PM, FY27 Budget Hearing, State Shared Revenue, & Adoption
- PH: July 15, 6PM, System Development Charges (SDCs) Methodology Update

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/83349095868?pwd=4GOYlaMXEpWoorZxRCXdpwWfa2wBLb.1>

Passcode: 763010

Phone one-tap: +12532050468

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

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

CLARIFICATION MEMO TO PUBLIC COMMENT



For City Council Meetings held on April 15, 2026

There are no responses to visitor comments for the April 15, 2026, City Council meetings.

QUARTERLY REPORT TO COUNCIL



Meeting Date: May 20, 2026
Prepared by: Judge Amy Lindgren
Department: Administration
Division: Municipal Court
Reporting Period: January to May 2026
CC: City Administrator John Walsh

1. General Operations

Court operations continue to run smoothly. However, both the criminal and traffic cases referred to the court have declined which is likely due to the staffing at the police department.

2. Staffing & Personnel

The attached report was sent to the Finance Department per their annual request. Considering the strategic plan for the department is “livable and safe community,” the projected furlough of the court clerks on Fridays will directly impact that goal. The furloughs will have a significantly negative effect on community safety because if a clerk is not present on Friday to process cases where a defendant has been arrested, the court cannot hear the case; and the jail will be forced to release the person. It can be a life-or-death situation for a victim of domestic violation to have a defendant released from the jail. Also, it is very common to have defendant who pose a threat to the safety of the community and livability held in custody while their cases is being processed through the criminal justice system. I strongly recommend keeping at least one municipal court clerk working on Friday for the safety of the community.

3. Projects & Initiatives

None

4. Upcoming Events & Important Dates

None

<u>DEPARTMENT/ DIVISION</u>	<u>COUNCIL GOAL/ STRATEGIC PLAN</u>	<u>PERFORMANCE MEASUREMENTS</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026 (Target)</u>	<u>Performance Analysis</u>
Courts	Livable & Safe Community	Non-Traffic Misdemeanors	202	185	175	Declining due to fewer officers and support staff to process reports. Likely to continue.
Courts	Livable & Safe Community	Average Wait time at Court check-in (minutes)	<5	<5	<5	Wait time is minimal; plan to maintain.
Courts	Livable & Safe Community	Non-Traffic Violations	12	30	20	Since these are primarily dog issues, loss of Code Enforcement Officer will likely impact totals.
Courts	Livable & Safe Community	Traffic Misdemeanors	158	110	100	Fewer DUIs and Reckless Driving cases due to fewer officers to investigate.
Courts	Livable & Safe Community	Traffic Violations	573	315	300	Fewer police officers to patrol traffic.
Courts	Livable & Safe Community	Municipal Code Misdemeanors	0	0		Most code violations are not misdemeanors.
Courts	Livable & Safe Community	Ordinance Violations	19	20	12	More dog issues are cited under State law, rather than local code. Loss of CEO will impact totals.
Courts	Livable & Safe Community	Other (Parking & Misc.)	41	11	10	Loss of CEO will likely result in decline.

City Prosecutor's Quarterly Report

Prepared by: Samuel Erskine, City Prosecutor | To: Mayor Massey and City Council Members
Date: May 13, 2026 | Reporting Period: January 23, 2026 – May 13, 2026

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

Category	2019	2020	2021	2022	2023	2024	2025	2026
Police reports received/processed	380	411	341	341	374	473	377	131
Total cases referred	242	290	232	250	262	351	272	92
Total cases charged	184	190	195	175	167	245	160*	60
Jury trials held	8	0	0	2	2	4	2	2

**There are still several cases awaiting further evidence before a charging decision is made, however this number is likely fairly close to the final number for the year*

Observations: Criminal case volume for 2026 appears to be trending slightly beyond comparable numbers for previous years (although exact time-frame comparisons are not readily available), however in the past case volume has come in 'waves' so it is hard to predict whether this trend will continue for the year or whether numbers will recover to fall more closely in line with previous years.

Non-Prosecution Work: As of March 2026, I have hired a part-time legal assistant to support my city prosecution work. My hope is that this support service will enable even greater efficiency with things like discovery processing and victim communication, and we have several projects planned to improve services in these areas once she is fully-trained and comfortable with the day-to-day support duties of the position.

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

Respectfully submitted,

Sam Erskine

Samuel Erskine
City Prosecutor
City of St. Helens

QUARTERLY REPORT TO COUNCIL



Item #2.

Meeting Date: May 20, 2026
Prepared by: Gloria Butsch
Department: Administration
Division: Finance
Reporting Period: 3rd Quarter FY2026
CC: City Administrator John Walsh

1. General Operations

- *FY2027 proposed budget is ready for committee approval.*
- *FY2026 audit fieldwork has been scheduled.*
- *Required grant & regulatory reporting, required by various state and federal agencies for the end of the fiscal and calendar year has been completed.*
- *For FY2026, as of March 31st, there were 64 leak adjustments for a total of \$22,170.71*

2. Staffing & Personnel

- *Finance staff continue to cross-train, especially in payroll, bank reconciliation and general ledger. We are also working on succession planning in preparation for retirement of the finance director.*
- *Working on a plan to cover essential tasks following implementation of furloughs and layoffs.*

3. Projects & Initiatives

A. Ongoing Key Projects

- *Adoption of the FY2027 budget.*
- *Cross-training for payroll, bank reconciliation and general ledger. Jennifer Johnson has had significant involvement in the development of the proposed budget and learning the process for supplemental budget and budget adoption.*
- *Analyzing move of primary bank relationship to a local bank.*
- *Analyzing and improving processes and procedures for improved internal controls and efficiency.*
- *Analysis of software needs.*

B. Upcoming Projects

- *Implementing Accounts Receivable module to Incode ERP. This is intended to help streamline business license billing and other miscellaneous billings, except utility billing, which is a separate module.*
- *Transfer of primary banking from Wells Fargo to US Bank (upon Council approval).*
- *Begin fiscal year-end processes in preparation of audit.*

4. Upcoming Events & Important Dates

- *FY2027 budget. Final budget committee meeting is May 28, 2026.*
- *FY2027 URA budget committee meeting is May 28, 2026*
- *Preliminary audit fieldwork June 22 – 26, 2026.*

Attachments (If Applicable)

Attached is the FY2026 3rd financial report.

3rd Quarter FY2026 Financial Report

Item #2.

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

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

This being the second quarter of the fiscal year, we expect revenues and expenditures to be approximately 75% of budget (25% of budget remaining). There are exceptions, particularly for property taxes, which approximately 96% of budget was collected in November and early December.

Beginning fund balances are actual as of the completion of the audit in March. The FY2026 beginning fund balance for the General Fund is only 7% of what was budgeted for FY 2026. This was due to the delay in closing on the sale of the mill property and a contingency adjustment required by the auditor for pending litigation settlements.

In the General Fund, most departments are close to or more than 25% of the budget remaining for the third quarter. The department that is over budget is General Services. For General Services, professional services have already exceeded the budget.

Recall that the adopted budget left only 6% reserve. We estimate that the General Fund will end the fiscal year with 3% reserve. Furloughs and layoffs in the General Fund will be effective as of June 21st.

During the FY2026 budget committee meetings, I presented fee options to help remedy the lack of recurring revenue to support general services. The Council and budget committee chose not to adopt a fee structure and instead added a new/increased business license fee on rentals, an events impact fee, and an untenable amount from the Tourism Fund for events, all of which add an additional administrative burden to limited staff. The FY2027 proposed budget is based on the voters approving a \$24.00 general service fee, however, that will not be enough to recall the furloughs and layoffs.

Of the Utility Funds, the beginning fund balances are very close to budget; the Storm Fund was 13% more than budgeted. All three of the Utility Funds are at or over 25% remaining for budgeted expenditures. Revenues also are on target for budgeted charges for services.

The Tourism Fund beginning fund balance is significantly higher than budgeted. Event revenue was a bit more than budgeted, however event expenditures, particularly for Spirit of Halloweentown were significantly over budget. Because of this, the transfer to the General Fund will be reduced to the original proposed budget amount of \$100K.

Finance received the 2025 year-end financial report from Treadway on May 5th that breaks out the revenues and expenses by event. We have not completed our reconciliation with our records; however, their report is attached to this report.

We received a budget for 2026 events, but it was too late to incorporate into the proposed FY2027 budget.

I've included the Budget and Actual Report (Trial Balance) for all funds. The expected significant items for the FY2026 supplemental budget are:

General Fund

1. General Service – Professional Services for legal fees
2. City Recorder – Personnel Services for PERS retirement of city recorder
3. Police – Personnel Services for overtime & Materials & Services for fleet and report writer
4. Finance – Materials & Services for bank fees and postage
5. Recreation – Materials & Service for programs

Tourism & Events Fund

6. Materials & Services - for events. This will require an interfund loan from Community Development Fund

Community Enhancement Fund

7. Recreation – for programs

Community Development Fund

8. Interfund Loan – new loan to Tourism and repayment of loans from Water & Sewer Funds

Public Works Fund

9. Facilities Maintenance – Materials & Services for replacement of HVAC court & billing building.

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

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance*	1,223,514	91,301	(1,132,213)	-93%
Taxes	2,220,000	2,187,510	(32,490)	-1%
Governmental	688,500	386,953	(301,547)	-44%
Charges for Services	7,958,700	6,065,635	(1,893,065)	-24%
Other Revenue	161,000	1,729,743	1,568,743	974%
Total Revenue	12,251,714	10,461,142	(1,790,572)	-15%
Expenditures				
Personnel Services				
Administration	514,000	372,277	141,723	28%
City Recorder	330,900	275,682	55,218	17%
City Council	73,340	53,846	19,494	27%
Court	231,500	170,807	60,693	26%
Police	4,897,500	3,382,708	1,514,792	31%
Library	657,700	481,134	176,566	27%
Finance	759,300	570,420	188,880	25%
Parks	407,500	116,599	290,901	71%
Recreation	312,700	205,976	106,724	34%
Planning	325,500	190,286	135,214	42%
Building	375,500	273,572	101,928	27%
Technology	174,700	126,750	47,950	27%
Total Personnel Services	9,060,140	6,220,057	2,840,083	31%
Materials & Services				
Administration	30,800	29,753	1,048	3%
City Recorder	64,000	25,333	38,667	60%
City Council	46,000	19,036	26,964	59%
Court	254,200	175,127	79,073	31%
Police	613,500	744,806	(131,306)	-21%
Library	197,350	143,276	54,074	27%
Finance	280,000	209,291	70,709	25%
Parks	169,000	98,434	70,566	42%
Recreation	62,800	41,172	21,628	34%
Planning	30,000	9,686	20,314	68%
Building	34,400	17,631	16,769	49%
Technology	391,500	257,240	134,260	34%
General Services	303,000	482,348	(179,348)	-59%
Contingency & Unappropriated	715,024	-	715,024	1
Total Materials & Services & Other	3,191,574	2,253,133	938,441	29%
Total Revenue over Expenditure	-	1,987,952		

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	3,694,678	3,568,085	(126,593)	-3%
Charges for Services	4,610,000	3,201,470	(1,408,530)	-31%
Miscellaneous	<u>105,000</u>	<u>96,595</u>	(8,405)	<u>-8%</u>
Total Revenue	8,409,678	6,866,150	(1,543,528)	-18%
Expenditures				
Personnel Services				
Water Distribution	825,000	580,834	244,166	30%
Water Filtration	<u>215,000</u>	<u>165,419</u>	<u>49,581</u>	<u>23%</u>
Total Personnel Services	1,040,000	746,254	293,746	28%
Materials & Services				
Water Distribution	2,828,400	2,114,092	714,308	25%
Water Filtration	<u>317,000</u>	<u>148,748</u>	<u>168,252</u>	<u>53%</u>
Total Materials & Service	3,145,400	2,262,840	882,560	28%
Capital Outlay				
	<u>1,020,000</u>	<u>420,653</u>	<u>599,347</u>	<u>59%</u>
Total Capital Outlay	1,020,000	420,653		
Debt Service				
	<u>462,670</u>	<u>25,380</u>	<u>437,290</u>	<u>95%</u>
Total Debt Service	462,670	25,380	437,290	95%
Contingency & Unappropriated				
	<u>2,741,608</u>	<u>-</u>	<u>2,741,608</u>	<u>100%</u>
Total Contingency & Unappropriated	2,741,608	-	2,741,608	100%
Total Revenue over Expenditures	-	3,411,023		

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	5,236,649	5,124,325	(112,324)	-2%
Grants	1,250,000	799,884	(450,116)	-36%
Charges for Services	5,300,000	4,089,112	(1,210,888)	-23%
Miscellaneous	<u>72,000</u>	<u>148,865</u>	<u>76,865</u>	<u>107%</u>
Total Revenue	11,858,649	10,162,185	(1,696,464)	-14%
Expenditures				
Personnel Services				
Sewer Collection	679,000	461,921	217,079	32%
Primary Treatment	185,000	134,771	50,229	27%
Secondary Treatment	262,000	191,591	70,409	27%
Pump Service	<u>75,000</u>	<u>55,147</u>	<u>19,853</u>	<u>26%</u>
Total Personnel Services	1,201,000	843,431	357,569	30%
Materials & Services				
Sewer Collection	2,612,200	1,971,256	640,944	25%
Primary Treatment	250,300	184,308	65,992	26%
Secondary Treatment	390,700	300,194	90,506	23%
Pump Service	<u>43,600</u>	<u>26,580</u>	<u>17,020</u>	<u>39%</u>
Total Materials & Service	3,296,800	2,482,338	814,462	25%
Capital Outlay	<u>12,340,000</u>	<u>194,050</u>	<u>12,145,950</u>	<u>98%</u>
Total Capital Outlay	12,340,000	194,050	12,145,950	98%
Debt Service	<u>668,140</u>	<u>134,209</u>	<u>533,931</u>	<u>80%</u>
Total Debt Service	668,140	134,209	533,931	80%
Contingency & Unappropriated	<u>1,777,709</u>	<u>-</u>	<u>1,777,709</u>	<u>100%</u>
Total Contingency & Unappropriated	1,777,709	-	1,777,709	100%
Total Revenue over Expenditures	(7,425,000)	6,508,157		

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance *	1,184,154	1,335,733	151,579	13%
Charges for Services	1,740,000	1,272,270	(467,730)	-27%
Miscellaneous	<u>20,000</u>	<u>33,585</u>	<u>13,585</u>	<u>68%</u>
Total Revenue	2,944,154	2,641,588	(302,566)	-10%
Expenditures				
Personnel Services				
Operations	<u>610,000</u>	<u>413,675</u>	<u>196,325</u>	<u>32%</u>
Total Personnel Services	610,000	413,675	196,325	32%
Materials & Services				
Operations	<u>1,147,000</u>	<u>848,631</u>	<u>298,369</u>	<u>26%</u>
Total Materials & Service	1,147,000	848,631	298,369	26%
Capital Outlay				
	<u>250,000</u>	<u>78,131</u>	<u>171,869</u>	<u>69%</u>
Total Capital Outlay	250,000	78,131		
Contingency & Unappropriated				
	<u>937,154</u>	<u>-</u>	<u>937,154</u>	<u>100%</u>
Total Contingency & Unappropriated	937,154	-	937,154	100%
Total Revenue over Expenditures	-	1,301,152		

Tourism Fund-Budget to Actual

For FY2025-2026 Period Ending 3/31/2026

	Budget	YTD Actual	Variance	Percent Remaining
Revenue				
Beginning Fund Balance*	8,879	143,943	135,064	1521%
Transient Occupancy Tax	170,000	126,087	(43,913)	-26%
Contracted Events Revenue	1,400,000	1,427,404	27,404	2%
Other Revenue	<u>3,000</u>	<u>260</u>	<u>(2,740)</u>	<u>-91%</u>
Total Revenue	1,581,879	1,697,693	115,814	7%
Expenditures				
Materials & Services				
Professional Services	80,000	28,365	51,636	65%
GFSS	300,000	150,000	150,000	50%
Projects & Programs	700,000	1,180,876	(480,876)	-69%
Contracted Events-Prof. Services	300,000	215,352	84,648	28%
Contracted Bldg Lease & Utilities	95,000	101,991	(6,991)	-7%
Contingency & Unappropriated	<u>106,879</u>	<u>-</u>	<u>106,879</u>	<u>100%</u>
Total Materials & Services & Other	1,581,879	1,676,584	(94,705)	-6%
Total Revenue over Expenditure	-	21,110		

General Fund

Operating Expenditures	
Administration	402,029
City Recorder	301,015
City Council	72,882
Court	345,934
Police	4,127,514
Library	624,411
Finance	779,711
Parks	215,033
Recreation	247,148
Planning	199,971
Building	291,204
Technology	383,990
Non-Departmental	<u>482,348</u>
	8,473,190
Operating Revenue	
Taxes	2,187,510
Governmental	386,953
Charges for Services	6,065,635
Miscellaneous	<u>1,729,743</u>
	10,369,841
Operating Surplus (Deficit)	1,896,651

Water Fund

Operating Expenditures	
Water Distribution	2,694,926
Water Filtration	<u>314,168</u>
	3,009,094
Operating Revenue	
Charges for Services	3,201,470
Miscellaneous	<u>96,595</u>
	3,298,065
Operating Surplus (Deficit)	288,971

Cost of Services For FY2025-2026 Period Ending 3/31/2026

Sewer Fund

Operating Expenditures	
Sewer Collection	2,433,178
Primary Treatment	319,079
Secondary Treatment	491,785
Pump Services	<u>81,727</u>
	3,325,769
Operating Revenue	
Charges for Services	4,089,112
Miscellaneous	<u>148,865</u>
	4,237,976
Operating Surplus (Deficit)	912,207

Storm Fund

Operating Expenditures	
Operations	1,262,306
Operating Revenue	
Charges for Services	1,272,270
Miscellaneous	33,585
	1,305,855
Operating Surplus (Deficit)	43,549

**City of St. Helens Tourism
Profit and Loss by Class | YTD
January - December 2025**

	St. Helens Operations	St. Helens Events	Community 13 Nights	Fourth Of July	Holiday In The Plaza	Sand Castle	Spirit of Halloweentow n	Total St. Helens Events	TOTAL	
Income										
43100 Ticket Sales	0.00	0.00	0.00	0.00	0.00	0.00	1,037,371.99	1,037,371.99	1,037,371.99	
43120 Refunds/Chargebacks - Ticket Sales	0.00	0.00	0.00	0.00	0.00	0.00	-2,634.92	-2,634.92	-2,634.92	
43125 Events Impact Fee	-107,419.95	0.00	0.00	0.00	0.00	0.00	107,419.95	107,419.95	0.00	
Total 43100 Ticket Sales	-\$ 107,419.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,142,157.02	\$ 1,142,157.02	\$ 1,034,737.07	
43200 Vendor Registration - Booth Fees	0.00	0.00	7,400.00	1,050.00	2,280.00	0.00	126,050.00	136,780.00	136,780.00	
43220 Vendor Registration - Power	0.00	0.00	0.00	0.00	0.00	0.00	8,700.00	8,700.00	8,700.00	
Total 43200 Vendor Registration - Booth Fees	\$ 0.00	\$ 0.00	\$ 7,400.00	\$ 1,050.00	\$ 2,280.00	\$ 0.00	\$ 134,750.00	\$ 145,480.00	\$ 145,480.00	
43300 Event Sponsors	0.00	0.00	5,333.34	550.00	3,833.33	3,833.33	21,500.00	35,050.00	35,050.00	
43400 Parking Revenue	0.00	0.00	0.00	0.00	10,566.69	0.00	0.00	10,566.69	10,566.69	
43500 Portland Spirit Event Tickets	0.00	0.00	0.00	0.00	0.00	0.00	9,900.00	9,900.00	9,900.00	
43600 Alcohol Sales Revenue	0.00	0.00	0.00	0.00	0.00	0.00	41,846.10	41,846.10	41,846.10	
43700 Vendor Sales Commissions	0.00	0.00	0.00	0.00	0.00	0.00	16,929.94	16,929.94	16,929.94	
45200 Merchandise Sales	0.00	0.00	0.00	0.00	0.00	225.00	0.00	225.00	225.00	
45300 Gift Shop Sales	0.00	0.00	0.00	0.00	0.00	0.00	112,746.03	112,746.03	112,746.03	
45310 Vending Machine Revenue	0.00	0.00	0.00	0.00	0.00	0.00	709.20	709.20	709.20	
Total 45300 Gift Shop Sales	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 113,455.23	\$ 113,455.23	\$ 113,455.23	
55100 Concessions - COGS	0.00	0.00	0.00	0.00	0.00	0.00	-1,021.40	-1,021.40	-1,021.40	
55200 Merchandise - COGS	0.00	0.00	0.00	0.00	0.00	0.00	-46,688.40	-46,688.40	-46,688.40	
Total Income	-\$ 107,419.95	\$ 0.00	\$ 12,733.34	\$ 1,600.00	\$ 16,680.02	\$ 4,058.33	\$ 1,432,828.49	\$ 1,467,900.18	\$ 1,360,480.23	
Cost of Goods Sold										
52100 EVENT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52110 Event Permits & Fees	0.00	0.00	0.00	0.00	0.00	0.00	840.00	840.00	840.00	
52115 Build & Production Supplies	0.00	0.00	0.00	0.00	71.47	836.48	33,682.12	34,590.07	34,590.07	
52120 Equipment & Event Rentals	0.00	0.00	30,718.50	1,364.18	8,582.48	21,751.75	212,348.28	274,765.19	274,765.19	
52121 Rental Delivery & Misc. Fees	0.00	0.00	1,950.00	0.00	0.00	5,338.52	0.00	7,288.52	7,288.52	
52122 Rental Delivery Fuel	0.00	0.00	0.00	0.00	0.00	326.66	0.00	326.66	326.66	
52123 Rental Taxes Paid	0.00	0.00	0.00	0.00	0.00	254.30	0.00	254.30	254.30	
Total 52120 Equipment & Event Rentals	\$ 0.00	\$ 0.00	\$ 32,668.50	\$ 1,364.18	\$ 8,582.48	\$ 27,671.23	\$ 212,348.28	\$ 282,634.67	\$ 282,634.67	
52130 Costumes, Masks & Makeup	0.00	0.00	0.00	0.00	0.00	0.00	524.50	524.50	524.50	
52135 Props & Décor	0.00	0.00	0.00	0.00	1,062.67	9,713.02	27,848.06	38,623.75	38,623.75	
52140 Job Supplies	0.00	0.00	11.48	1,077.36	30.69	251.88	5,477.76	6,849.17	6,849.17	
52145 Restrooms & Sanitation	0.00	0.00	0.00	0.00	1,480.00	0.00	17,200.00	18,680.00	18,680.00	
52160 Trash Disposal & Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	8,717.02	8,717.02	8,717.02	
52170 Photo Op Supplies	0.00	0.00	0.00	0.00	0.00	0.00	2,085.00	2,085.00	2,085.00	
Total 52100 EVENT EXPENSES	\$ 0.00	\$ 0.00	\$ 32,679.98	\$ 2,441.54	\$ 11,227.31	\$ 38,472.61	\$ 308,722.74	\$ 393,544.18	\$ 393,544.18	
52200 EVENT ADVERTISING & MARKETING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52205 Signage & Printing	0.00	0.00	2,289.25	0.00	328.48	2,296.52	11,294.58	16,208.83	16,208.83	
52210 Billboard Advertising	0.00	0.00	0.00	0.00	0.00	0.00	9,800.00	9,800.00	9,800.00	
52225 Radio Advertising	0.00	0.00	400.00	0.00	0.00	0.00	11,705.00	12,105.00	12,105.00	
52235 Social Media & Digital Advertising	0.00	0.00	3,128.47	0.00	2,319.19	2,000.00	63,011.66	70,459.32	70,459.32	
Total 52200 EVENT ADVERTISING & MARKETING	\$ 0.00	\$ 0.00	\$ 5,817.72	\$ 0.00	\$ 2,647.67	\$ 4,296.52	\$ 95,811.24	\$ 108,573.15	\$ 108,573.15	
52300 CONTRACT EVENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52050 Event Planning Services	191,600.04	0.00	0.00	8,500.00	0.00	0.00	0.00	8,500.00	200,100.04	
52305 Contract Event Labor	0.00	0.00	460.08	0.00	4,307.67	2,424.04	129,727.24	136,919.03	136,919.03	
52315 Talent & Performer Fees	0.00	0.00	18,550.00	1,000.00	12,875.00	2,450.00	220,995.00	255,870.00	255,870.00	
52330 Website Design & Management	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	
52340 Audio/Video Services	0.00	0.00	18,525.00	0.00	4,800.00	3,500.00	52,500.00	79,325.00	79,325.00	
52345 Photography & Videography	0.00	0.00	1,850.00	0.00	1,850.00	500.00	12,688.00	16,888.00	16,888.00	
52350 Lighting	0.00	0.00	0.00	0.00	0.00	0.00	7,071.63	7,071.63	7,071.63	
52360 Catering & Food Service	0.00	0.00	0.00	0.00	0.00	2,037.00	0.00	2,037.00	2,037.00	
52365 Security & Staffing	24,823.68	0.00	0.00	0.00	2,170.00	0.00	51,064.70	53,234.70	78,058.38	
52370 Transportation Services	0.00	0.00	0.00	0.00	1,500.00	0.00	27,232.78	28,732.78	28,732.78	
52375 Pyrotechnics & Drone Services	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	15,000.00	15,000.00	
52380 Graphic Design	0.00	0.00	1,747.08	262.50	1,153.33	157.50	182.08	8,040.00	11,542.49	
Total 52300 CONTRACT EVENT SERVICES	\$ 216,423.72	\$ 0.00	\$ 41,132.16	\$ 9,762.50	\$ 43,656.00	\$ 11,068.54	\$ 182.08	\$ 511,319.35	\$ 617,120.63	\$ 833,544.35
Total Cost of Goods Sold	\$ 216,423.72	\$ 0.00	\$ 79,629.86	\$ 12,204.04	\$ 57,530.98	\$ 53,837.67	\$ 182.08	\$ 915,853.33	\$ 1,119,237.96	\$ 1,335,661.68
Gross Profit	-\$ 323,843.67	\$ 0.00	-\$ 66,896.52	-\$ 10,604.04	-\$ 40,850.96	-\$ 49,779.34	-\$ 182.08	\$ 516,975.16	\$ 348,662.22	\$ 24,818.55
Expenses										
61000 ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61115 Dues & Subscriptions	742.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	742.78	
61120 Software & Apps	3,667.99	0.00	0.00	0.00	0.00	0.00	69.98	69.98	3,737.97	
61130 City Direct/Other	3,966.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,966.97	
Total 61000 ADMINISTRATIVE EXPENSES	\$ 8,377.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 69.98	\$ 69.98	\$ 8,447.72	
62100 Legal Services	2,742.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,742.00	
62500 Contract Services - Admin	0.00	0.00	0.00	0.00	0.00	0.00	1,694.00	1,694.00	1,694.00	
67000 OTHER BUSINESS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
67020 Small Tools or Equipment	805.42	0.00	0.00	0.00	0.00	0.00	8,555.46	8,555.46	9,360.88	

Total 67000 OTHER BUSINESS EXPENSES	\$ 805.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,555.46	\$ 8,555.46	\$ 9,360.88
67035 Business Licenses & Permits	1,216.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,216.84
68000 BUSINESS MEALS & ENTERTAINMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68135 Cast/Talent Meals & Expenses	0.00	0.00	0.00	0.00	0.00	0.00	18.74	0.00	1,948.83	1,967.57	1,967.57
Total 68000 BUSINESS MEALS & ENTERTAINMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 18.74	\$ 0.00	\$ 1,948.83	\$ 1,967.57	\$ 1,967.57
71000 FACILITY EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71100 Rent & Lease	72,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,000.00
71120 Building Maintenance	92.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.00	317.39
71300 Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71310 Internet & Wi-Fi services	330.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00
71320 Building Utilities	7,764.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223.60	223.60	7,987.76
Total 71300 Utilities	\$ 8,094.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 223.60	\$ 223.60	\$ 8,317.76
Total 71000 FACILITY EXPENSES	\$ 80,186.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 448.60	\$ 448.60	\$ 80,635.15
75000 AUTO EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75010 Auto Repairs or Maintenance	3,279.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,279.42
75015 Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.61	30.61	30.61
Total 75000 AUTO EXPENSE	\$ 3,279.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.61	\$ 30.61	\$ 3,310.03
78000 TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
78110 Airfare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,056.60	1,056.60	1,056.60
78120 Hotels & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,772.69	9,772.69	9,772.69
78140 Vehicle Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	251.68	251.68	251.68
Total 78000 TRAVEL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,080.97	\$ 11,080.97	\$ 11,080.97
79000 BANK & MERCHANT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79120 Shopify Merchant Fees	0.00	0.00	226.98	39.09	73.10	8.00	0.00	0.00	7,717.66	8,064.83	8,064.83
79130 Stripe Merchant Fees	0.00	0.00	0.00	0.00	444.70	0.00	0.00	0.00	32,139.09	32,583.79	32,583.79
79140 Afton Fees	0.00	0.00	0.00	0.00	210.76	0.00	0.00	0.00	46,035.79	46,246.55	46,246.55
79150 Merchant Charges	0.00	0.00	3.00	0.00	50.00	3.00	0.00	0.00	206.40	262.40	262.40
Total 79000 BANK & MERCHANT FEES	\$ 0.00	\$ 0.00	\$ 229.98	\$ 39.09	\$ 778.56	\$ 11.00	\$ 0.00	\$ 0.00	\$ 86,098.94	\$ 87,157.57	\$ 87,157.57
Total Expenses	\$ 96,607.97	\$ 0.00	\$ 229.98	\$ 39.09	\$ 778.56	\$ 29.74	\$ 0.00	\$ 0.00	\$ 109,927.39	\$ 111,004.76	\$ 207,612.73
Net Operating Income	-\$ 420,451.64	\$ 0.00	-\$ 67,126.50	-\$ 10,643.13	-\$ 41,629.52	-\$ 49,809.08	-\$ 182.08	\$ 407,047.77	\$ 237,657.46	-\$ 182,794.18	
Other Income											
Other income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest earned	1,596.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,596.55
Total Other Income	\$ 1,596.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,596.55
Total Other Income	\$ 1,596.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,596.55
Other Expenses											
Fraudulent Charge Clearing	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Prior Period Corrections	0.00	0.00	0.00	0.00	0.00	0.00	2,964.76	0.00	0.00	2,964.76	2,964.76
Total Other Expenses	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,964.76	\$ 0.00	\$ 0.00	\$ 2,964.76	\$ 3,464.76
Net Other Income	\$ 1,096.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 2,964.76	\$ 0.00	\$ 0.00	-\$ 2,964.76	-\$ 1,868.21	
Net Income	-\$ 419,355.09	\$ 0.00	-\$ 67,126.50	-\$ 10,643.13	-\$ 41,629.52	-\$ 52,773.84	-\$ 182.08	\$ 407,047.77	\$ 234,692.70	-\$ 184,662.39	

Tuesday, May 05, 2026 02:45:52 PM GMT-7 - Accrual Basis

Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 03/31/2026

	Original Total Budget	Current Total Budget	YTD Activity	Variance	Percent Remaining
Fund: 100 - GENERAL FUND					
Revenue					
<u>100-000-31001</u>	Property Tax - Current	2,190,000.00	2,190,000.00	2,149,391.72	40,608.28 2%
<u>100-000-31002</u>	Property Tax - Previous	30,000.00	30,000.00	38,118.01	(8,118.01) -27%
	Total Taxes	2,220,000.00	2,220,000.00	2,187,509.73	32,490.27 1%
<u>100-000-32003</u>	State Rev - Cigarette	8,500.00	8,500.00	6,058.76	2,441.24 29%
<u>100-000-32004</u>	State Rev - Alcohol	240,000.00	240,000.00	179,032.67	60,967.33 25%
<u>100-000-32005</u>	State Rev - General	150,000.00	150,000.00	116,138.05	33,861.95 23%
<u>100-000-32006</u>	State Rev - Cannabis	120,000.00	120,000.00	85,723.73	34,276.27 29%
<u>100-000-32007</u>	Intergovernmental	170,000.00	170,000.00	-	170,000.00 100%
	Total Governmental	688,500.00	688,500.00	386,953.21	301,546.79 44%
<u>100-000-34001</u>	Dockside Services	18,000.00	18,000.00	14,905.00	3,095.00 17%
<u>100-000-34002</u>	Rent	-	-	1,000.00	(1,000.00) #DIV/0!
<u>100-000-34003</u>	In Lieu of Franchise Fees	1,133,000.00	1,133,000.00	854,967.77	278,032.23 25%
<u>100-000-34004</u>	General Fund Support Services	4,841,700.00	4,841,700.00	3,559,608.35	1,282,091.65 26%
<u>100-000-34006</u>	Franchise Taxes	950,000.00	950,000.00	871,580.55	78,419.45 8%
<u>100-000-34025</u>	Lien Searches	7,000.00	7,000.00	5,556.69	1,443.31 21%
<u>100-000-35001</u>	Permits - Columbia City Bldg	17,000.00	17,000.00	20,934.63	(3,934.63) -23%
<u>100-000-35002</u>	Fees - Business Licenses	253,800.00	253,800.00	132,290.00	121,510.00 48%
<u>100-000-35003</u>	Permits - St Helens Bldg	85,000.00	85,000.00	70,372.35	14,627.65 17%
<u>100-000-35004</u>	Fees - Bldg Admin	18,000.00	18,000.00	11,820.56	6,179.44 34%
<u>100-000-35005</u>	Permits - Plumbing	21,000.00	21,000.00	15,549.43	5,450.57 26%
<u>100-000-35006</u>	Permits - Mechanical	16,000.00	16,000.00	8,900.09	7,099.91 44%
<u>100-000-35007</u>	Permits-Special Use	-	-	500.00	(500.00) #DIV/0!
<u>100-000-35009</u>	Fees - Plan Review	68,000.00	68,000.00	80,089.00	(12,089.00) -18%
<u>100-000-35010</u>	Fees - Library	1,500.00	1,500.00	570.30	929.70 62%
<u>100-000-35011</u>	Fees - SDC Admin	16,500.00	16,500.00	14,861.14	1,638.86 10%
<u>100-000-35015</u>	Fees - Planning	30,000.00	30,000.00	22,219.00	7,781.00 26%
<u>100-000-35016</u>	Fees - Police Training	5,000.00	5,000.00	4,211.78	788.22 16%
<u>100-000-35017</u>	Fees-Events Impact Fee	127,200.00	127,200.00	119,265.30	7,934.70 6%
<u>100-000-35018</u>	Fees - Recreation	180,000.00	180,000.00	111,075.79	68,924.21 38%
<u>100-000-35019</u>	Fees - Parks	5,000.00	5,000.00	25,035.90	(20,035.90) -401%
<u>100-000-36001</u>	Fines - Library	5,000.00	5,000.00	12,153.81	(7,153.81) -143%
<u>100-000-36002</u>	Fines - Court	160,000.00	160,000.00	108,168.03	51,831.97 32%
	Total Charges for Services	7,958,700.00	7,958,700.00	6,065,635.47	1,893,064.53 24%
<u>100-000-37001</u>	Interest	20,000.00	20,000.00	24,886.60	(4,886.60) -24%
<u>100-000-37003</u>	Misc - Police	-	-	117,697.10	(117,697.10) #DIV/0!
<u>100-000-37004</u>	Miscellaneous	125,000.00	125,000.00	77,372.93	47,627.07 38%
<u>100-000-37009</u>	Court Reimbursements	16,000.00	16,000.00	9,530.91	6,469.09 40%
<u>100-000-37012</u>	Sale of Surplus Property	-	-	1,500,000.00	(1,500,000.00) #DIV/0!
	Total Other Revenue	161,000.00	161,000.00	1,729,742.54	(1,568,742.54) -974%
<u>100-000-39001</u>	Beginning Fund Balance	1,223,514.00	1,223,514.00	91,300.56	1,132,213.44 93%
Revenue Total:	12,251,714.00	12,251,714.00	10,461,141.51	1,790,572.49	15%
Expense					
Administration					
<u>100-701-50001</u>	Wages	310,000.00	310,000.00	226,743.23	83,256.77 27%
<u>100-701-50004</u>	Overtime	7,000.00	7,000.00	3,902.05	3,097.95 44%
<u>100-701-51005</u>	Insurance	67,000.00	67,000.00	48,572.86	18,427.14 28%
<u>100-701-51006</u>	VEBA	5,400.00	5,400.00	3,866.96	1,533.04 28%
<u>100-701-51007</u>	PERS	99,100.00	99,100.00	72,341.52	26,758.48 27%
<u>100-701-51008</u>	Taxes	25,000.00	25,000.00	16,773.56	8,226.44 33%
<u>100-701-51015</u>	Other Benefits	500.00	500.00	76.54	423.46 85%
	Personnel Services	514,000.00	514,000.00	372,276.72	141,723.28 28%
<u>100-701-52001</u>	Operating Supplies	1,500.00	1,500.00	1,614.06	(114.06) -8%
<u>100-701-52002</u>	Personnel Uniforms Equipment	-	-	450.00	(450.00) #DIV/0!
<u>100-701-52010</u>	Telephone	1,600.00	1,600.00	1,009.49	590.51 37%
<u>100-701-52011</u>	Public Information	700.00	700.00	-	700.00 100%
<u>100-701-52018</u>	Professional Development	8,000.00	8,000.00	4,264.71	3,735.29 47%
<u>100-701-52019</u>	Professional Services	10,000.00	10,000.00	3,044.40	6,955.60 70%
<u>100-701-52024</u>	Miscellaneous	-	-	50.50	(50.50) #DIV/0!
<u>100-701-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00 100%
<u>100-701-52040</u>	Communications	8,000.00	8,000.00	19,319.34	(11,319.34) -141%
	Materials & Services	30,800.00	30,800.00	29,752.50	1,047.50 3%
City Recorder / HR					
<u>100-702-50001</u>	Wages	193,500.00	193,500.00	165,669.80	27,830.20 14%
<u>100-702-51005</u>	Insurance	47,000.00	47,000.00	34,214.24	12,785.76 27%
<u>100-702-51006</u>	VEBA	3,800.00	3,800.00	3,520.51	279.49 7%
<u>100-702-51007</u>	PERS	71,000.00	71,000.00	59,694.27	11,305.73 16%
<u>100-702-51008</u>	Taxes	15,000.00	15,000.00	12,541.05	2,458.95 16%
<u>100-702-51015</u>	Other Benefits	600.00	600.00	42.33	557.67 93%
	Personnel Services	330,900.00	330,900.00	275,682.20	55,217.80 17%
<u>100-702-52001</u>	Operating Supplies	1,500.00	1,500.00	512.00	988.00 66%
<u>100-702-52011</u>	Public Information	1,500.00	1,500.00	1,096.81	403.19 27%
<u>100-702-52014</u>	Recruiting	26,000.00	26,000.00	10,549.83	15,450.17 59%
<u>100-702-52018</u>	Professional Development	3,000.00	3,000.00	2,220.04	779.96 26%
<u>100-702-52019</u>	Professional Services	27,000.00	27,000.00	10,286.91	16,713.09 62%
<u>100-702-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00 100%

<u>100-702-52028</u>	Projects & Programs	4,000.00	4,000.00	667.70	3,332.30	83%
	Materials & Services	64,000.00	64,000.00	25,333.29	38,666.71	60%
City Council						
<u>100-703-50001</u>	Wages	68,000.00	68,000.00	50,033.71	17,966.29	26%
<u>100-703-51008</u>	Taxes	5,200.00	5,200.00	3,812.21	1,387.79	27%
<u>100-703-51015</u>	Other Benefits	140.00	140.00	-	140.00	100%
	Personnel Services	73,340.00	73,340.00	53,845.92	19,494.08	27%
<u>100-703-52001</u>	Operating Supplies	2,000.00	2,000.00	1,752.05	247.95	12%
<u>100-703-52013</u>	Membership	1,500.00	1,500.00	1,578.00	(78.00)	-5%
<u>100-703-52018</u>	Professional Development	2,000.00	2,000.00	1,793.40	206.60	10%
<u>100-703-52019</u>	Professional Services	40,000.00	40,000.00	13,236.18	26,763.82	67%
<u>100-703-52027</u>	IT Fund Charges	500.00	500.00	-	500.00	100%
<u>100-703-52041</u>	Community Support	-	-	676.10	(676.10)	#DIV/0!
	Materials & Services	46,000.00	46,000.00	19,035.73	26,964.27	59%
Municipal Court						
<u>100-704-50001</u>	Wages	129,500.00	129,500.00	97,250.42	32,249.58	25%
<u>100-704-50004</u>	Overtime	500.00	500.00	324.55	175.45	35%
<u>100-704-51005</u>	Insurance	46,500.00	46,500.00	33,353.97	13,146.03	28%
<u>100-704-51006</u>	VEBA	2,600.00	2,600.00	1,835.08	764.92	29%
<u>100-704-51007</u>	PERS	41,000.00	41,000.00	30,610.78	10,389.22	25%
<u>100-704-51008</u>	Taxes	11,000.00	11,000.00	7,383.04	3,616.96	33%
<u>100-704-51015</u>	Other Benefits	400.00	400.00	48.79	351.21	88%
	Personnel Services	231,500.00	231,500.00	170,806.63	60,693.37	26%
<u>100-704-52001</u>	Operating Supplies	3,000.00	3,000.00	1,234.81	1,765.19	59%
<u>100-704-52018</u>	Professional Development	200.00	200.00	-	200.00	100%
<u>100-704-52019</u>	Professional Services	250,000.00	250,000.00	173,892.25	76,107.75	30%
<u>100-704-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00	100%
	Materials & Services	254,200.00	254,200.00	175,127.06	79,072.94	31%
Police						
<u>100-705-50001</u>	Wages	2,590,000.00	2,590,000.00	1,634,208.14	955,791.86	37%
<u>100-705-50004</u>	Overtime	300,000.00	300,000.00	385,664.94	(85,664.94)	-29%
<u>100-705-51005</u>	Insurance	670,000.00	670,000.00	486,770.86	183,229.14	27%
<u>100-705-51006</u>	VEBA	46,500.00	46,500.00	28,171.96	18,328.04	39%
<u>100-705-51007</u>	PERS	1,019,000.00	1,019,000.00	686,247.50	332,752.50	33%
<u>100-705-51008</u>	Taxes	230,000.00	230,000.00	149,418.45	80,581.55	35%
<u>100-705-51015</u>	Other Benefits	42,000.00	42,000.00	7,530.96	34,469.04	82%
<u>100-705-51017</u>	Fitness Reimbursement – Taxable	-	-	4,695.00	(4,695.00)	#DIV/0!
	Personnel Services	4,897,500.00	4,897,500.00	3,382,707.81	1,514,792.19	31%
<u>100-705-52001</u>	Operating Supplies	65,000.00	65,000.00	18,630.42	46,369.58	71%
<u>100-705-52002</u>	Personnel Uniforms Equipment	20,000.00	20,000.00	27,335.89	(7,335.89)	-37%
<u>100-705-52003</u>	Utilities	15,000.00	15,000.00	9,413.78	5,586.22	37%
<u>100-705-52006</u>	Computer Maintenance	30,000.00	30,000.00	11,772.40	18,227.60	61%
<u>100-705-52010</u>	Telephone	24,500.00	24,500.00	13,847.61	10,652.39	43%
<u>100-705-52014</u>	Recruiting Expenses	6,000.00	6,000.00	2,839.48	3,160.52	53%
<u>100-705-52018</u>	Professional Development	30,000.00	30,000.00	27,834.36	2,165.64	7%
<u>100-705-52019</u>	Professional Services	40,000.00	40,000.00	155,381.70	(115,381.70)	-288%
<u>100-705-52021</u>	Equipment Maintenance	2,000.00	2,000.00	6,125.28	(4,125.28)	-206%
<u>100-705-52022</u>	Fuel	75,000.00	75,000.00	39,845.44	35,154.56	47%
<u>100-705-52023</u>	Facility Maintenance	35,000.00	35,000.00	24,095.41	10,904.59	31%
<u>100-705-52027</u>	IT Fund Charges	3,000.00	3,000.00	-	3,000.00	100%
<u>100-705-52029</u>	CCET	-	-	1,970.52	(1,970.52)	#DIV/0!
<u>100-705-52086</u>	Tactical	13,000.00	13,000.00	10,260.40	2,739.60	21%
<u>100-705-52097</u>	Enterprise Fleet	95,000.00	95,000.00	181,014.57	(86,014.57)	-91%
<u>100-705-52098</u>	Enterprise Fleet Maintenance	25,000.00	25,000.00	15,774.25	9,225.75	37%
<u>100-705-52102</u>	New Hire Equipment	12,000.00	12,000.00	8,278.12	3,721.88	31%
<u>100-705-52115</u>	REPORT WRITING	86,000.00	86,000.00	190,386.21	(104,386.21)	-121%
<u>100-705-52117</u>	BODY CAMERAS	37,000.00	37,000.00	-	37,000.00	100%
	Materials & Services	613,500.00	613,500.00	744,805.84	(131,305.84)	-21%
Library						
<u>100-706-50001</u>	Wages	423,000.00	423,000.00	302,455.32	120,544.68	28%
<u>100-706-5004</u>	Overtime	-	-	83.22	(83.22)	#DIV/0!
<u>100-706-51005</u>	Insurance	55,000.00	55,000.00	42,030.89	12,969.11	24%
<u>100-706-51006</u>	VEBA	5,100.00	5,100.00	3,684.03	1,415.97	28%
<u>100-706-51007</u>	PERS	138,000.00	138,000.00	97,741.25	40,258.75	29%
<u>100-706-51008</u>	Taxes	35,700.00	35,700.00	22,831.79	12,868.21	36%
<u>100-706-51015</u>	Other Benefits	900.00	900.00	12,307.96	(11,407.96)	-1268%
	Personnel Services	657,700.00	657,700.00	481,134.46	176,565.54	27%
<u>100-706-52001</u>	Operating Supplies	8,500.00	8,500.00	4,294.87	4,205.13	49%
<u>100-706-52003</u>	Utilities	25,000.00	25,000.00	14,486.14	10,513.86	42%
<u>100-706-52006</u>	Computer Maintenance	17,000.00	17,000.00	4,528.52	12,471.48	73%
<u>100-706-52014</u>	Recruiting Expenses	1,000.00	1,000.00	-	1,000.00	100%
<u>100-706-52018</u>	Professional Development	2,000.00	2,000.00	613.27	1,386.73	69%
<u>100-706-52019</u>	Professional Services	3,500.00	3,500.00	19,470.20	(15,970.20)	-456%
<u>100-706-52023</u>	Facility Maintenance	56,000.00	56,000.00	58,885.24	(2,885.24)	-5%
<u>100-706-52027</u>	IT Fund Charges	4,900.00	4,900.00	-	4,900.00	100%
<u>100-706-52028</u>	Projects & Programs	3,500.00	3,500.00	4,186.17	(686.17)	-20%
<u>100-706-52031</u>	Periodicals	250.00	250.00	90.00	160.00	64%
<u>100-706-52032</u>	Digital Resources	20,000.00	20,000.00	13,667.72	6,332.28	32%
<u>100-706-52033</u>	Printed Materials	32,000.00	32,000.00	18,556.57	13,443.43	42%
<u>100-706-52034</u>	Visual Materials	3,500.00	3,500.00	1,203.20	2,296.80	66%
<u>100-706-52035</u>	Audio Materials	2,500.00	2,500.00	432.86	2,067.14	83%
<u>100-706-52036</u>	Makerspace	7,000.00	7,000.00	765.91	6,234.09	89%
<u>100-706-52037</u>	Library of Things	2,500.00	2,500.00	2,095.72	404.28	16%
<u>100-706-52130</u>	Building Lease	8,200.00	8,200.00	-	8,200.00	100%

	Materials & Services	197,350.00	197,350.00	143,276.39	54,073.61	27%
Finance						
<u>100-707-50001</u>	Wages	436,500.00	436,500.00	335,203.77	101,296.23	23%
<u>100-707-50004</u>	Overtime	400.00	400.00	15.94	384.06	96%
<u>100-707-51005</u>	Insurance	132,900.00	132,900.00	95,370.51	37,529.49	28%
<u>100-707-51006</u>	VEBA	8,600.00	8,600.00	13,490.73	(4,890.73)	-57%
<u>100-707-51007</u>	PERS	138,000.00	138,000.00	98,774.08	39,225.92	28%
<u>100-707-51008</u>	Taxes	37,000.00	37,000.00	25,539.58	11,460.42	31%
<u>100-707-51015</u>	Other Benefits	5,900.00	5,900.00	2,025.34	3,874.66	66%
	Personnel Services	759,300.00	759,300.00	570,419.95	188,880.05	25%
<u>100-707-52001</u>	Operating Supplies	7,000.00	7,000.00	3,259.50	3,740.50	53%
<u>100-707-52008</u>	Printing	25,000.00	25,000.00	8,018.62	16,981.38	68%
<u>100-707-52009</u>	Postage	20,000.00	20,000.00	22,760.24	(2,760.24)	-14%
<u>100-707-52018</u>	Professional Development	7,000.00	7,000.00	9,878.44	(2,878.44)	-41%
<u>100-707-52019</u>	Professional Services	140,000.00	140,000.00	101,632.44	38,367.56	27%
<u>100-707-52020</u>	Bank Service Fees	80,000.00	80,000.00	63,741.47	16,258.53	20%
<u>100-707-52027</u>	IT Fund Charges	1,000.00	1,000.00	-	1,000.00	100%
	Materials & Services	280,000.00	280,000.00	209,290.71	70,709.29	25%
Parks						
<u>100-708-50001</u>	Wages	223,000.00	223,000.00	163,982.83	59,017.17	26%
<u>100-708-50004</u>	Overtime	800.00	800.00	-	-	
<u>100-708-51005</u>	Insurance	79,300.00	79,300.00	62,689.33	16,610.67	21%
<u>100-708-51006</u>	VEBA	4,300.00	4,300.00	3,175.57	1,124.43	26%
<u>100-708-51007</u>	PERS	79,000.00	79,000.00	51,644.80	27,355.20	35%
<u>100-708-51008</u>	Taxes	18,000.00	18,000.00	12,465.09	5,534.91	31%
<u>100-708-51015</u>	Other Benefits	3,100.00	3,100.00	73.30	3,026.70	98%
<u>100-708-51016</u>	PW Support Charges	-	-	(177,432.00)	177,432.00	#DIV/0!
	Personnel Services	407,500.00	407,500.00	116,598.92	290,101.08	71%
<u>100-708-52001</u>	Operating Supplies	50,000.00	50,000.00	18,629.24	31,370.76	63%
<u>100-708-52002</u>	Personnel Uniforms Equipment	2,000.00	2,000.00	900.00	1,100.00	55%
<u>100-708-52003</u>	Utilities	25,000.00	25,000.00	14,955.08	10,044.92	40%
<u>100-708-52010</u>	Telephone	2,000.00	2,000.00	647.17	1,352.83	68%
<u>100-708-52018</u>	Professional Development	2,000.00	2,000.00	1,970.97	29.03	1%
<u>100-708-52019</u>	Professional Services	40,000.00	40,000.00	19,079.75	20,920.25	52%
<u>100-708-52020</u>	Bank Services Fees	-	-	61.10	(61.10)	#DIV/0!
<u>100-708-52022</u>	Fuel	15,000.00	15,000.00	6,188.00	8,812.00	59%
<u>100-708-52023</u>	Facility Maintenance	15,000.00	15,000.00	13,697.02	1,302.98	9%
<u>100-708-52046</u>	Dock Services	15,000.00	15,000.00	21,395.39	(6,395.39)	-43%
<u>100-708-52047</u>	Marine Board	3,000.00	3,000.00	909.93	2,090.07	70%
	Materials & Services	169,000.00	169,000.00	98,433.65	70,566.35	42%
Recreation						
<u>100-709-50001</u>	Wages	186,000.00	186,000.00	111,208.93	74,791.07	40%
<u>100-709-51005</u>	Insurance	46,500.00	46,500.00	38,458.68	8,041.32	17%
<u>100-709-51006</u>	VEBA	3,300.00	3,300.00	2,361.93	938.07	28%
<u>100-709-51007</u>	PERS	58,700.00	58,700.00	42,809.13	15,890.87	27%
<u>100-709-51008</u>	Taxes	15,800.00	15,800.00	10,525.99	5,274.01	33%
<u>100-709-51015</u>	Other Benefits	2,400.00	2,400.00	611.57	1,788.43	75%
	Personnel Services	312,700.00	312,700.00	205,976.23	106,723.77	34%
<u>100-709-52001</u>	Operating Supplies	13,000.00	13,000.00	568.38	12,431.62	96%
<u>100-709-52003</u>	Utilities	9,000.00	9,000.00	5,345.30	3,654.70	41%
<u>100-709-52008</u>	Printing	500.00	500.00	218.69	281.31	56%
<u>100-709-52010</u>	Telephone	1,800.00	1,800.00	1,231.35	568.65	32%
<u>100-709-52019</u>	Professional Services	20,000.00	20,000.00	6,442.95	13,557.05	68%
<u>100-709-52020</u>	Bank Service Fees	5,000.00	5,000.00	3,526.21	1,473.79	29%
<u>100-709-52022</u>	Fuel	500.00	500.00	70.00	430.00	86%
<u>100-709-52023</u>	Facility Maintenance	13,000.00	13,000.00	10,088.06	2,911.94	22%
<u>100-709-52028</u>	Projects & Programs	-	-	11,363.79	(11,363.79)	#DIV/0!
<u>100-709-52097</u>	Enterprise Fleet	-	-	2,317.21	(2,317.21)	#DIV/0!
	Materials & Services	62,800.00	62,800.00	41,171.94	21,628.06	34%
Planning						
<u>100-710-50001</u>	Wages	200,500.00	200,500.00	119,693.35	80,806.65	40%
<u>100-710-51005</u>	Insurance	31,000.00	31,000.00	18,530.53	12,469.47	40%
<u>100-710-51006</u>	VEBA	4,000.00	4,000.00	2,255.60	1,744.40	44%
<u>100-710-51007</u>	PERS	71,000.00	71,000.00	40,501.24	30,498.76	43%
<u>100-710-51008</u>	Taxes	17,000.00	17,000.00	9,092.09	7,907.91	47%
<u>100-710-51015</u>	Other Benefits	2,000.00	2,000.00	213.12	1,786.88	89%
	Personnel Services	325,500.00	325,500.00	190,285.93	135,214.07	42%
<u>100-710-52001</u>	Operating Supplies	7,000.00	7,000.00	2,877.75	4,122.25	59%
<u>100-710-52011</u>	Public Information	10,000.00	10,000.00	942.56	9,057.44	91%
<u>100-710-52013</u>	Memberships	2,000.00	2,000.00	714.50	1,285.50	64%
<u>100-710-52018</u>	Professional Development	4,000.00	4,000.00	1,112.13	2,887.87	72%
<u>100-710-52019</u>	Professional Services	3,000.00	3,000.00	-	3,000.00	100%
<u>100-710-52022</u>	Fuel	500.00	500.00	83.40	416.60	83%
<u>100-710-52027</u>	IT Fund Charges	500.00	500.00	-	500.00	100%
<u>100-710-52097</u>	Enterprise Fleet	3,000.00	3,000.00	3,955.17	(955.17)	-32%
	Materials & Services	30,000.00	30,000.00	9,685.51	20,314.49	68%
Building						
<u>100-711-50001</u>	Wages	212,500.00	212,500.00	158,828.41	53,671.59	25%
<u>100-711-51005</u>	Insurance	71,000.00	71,000.00	51,979.41	19,020.59	27%
<u>100-711-51006</u>	VEBA	4,200.00	4,200.00	3,000.54	1,199.46	29%
<u>100-711-51007</u>	PERS	67,000.00	67,000.00	47,588.73	19,411.27	29%
<u>100-711-51008</u>	Taxes	18,000.00	18,000.00	11,941.55	6,058.45	34%
<u>100-711-51015</u>	Other Benefits	2,800.00	2,800.00	233.82	2,566.18	92%
	Personnel Services	375,500.00	375,500.00	273,572.46	101,927.54	27%

<u>100-711-52001</u>	Operating Supplies	2,500.00	2,500.00	1,474.59	1,025.41	41%
<u>100-711-52010</u>	Telephone	1,200.00	1,200.00	782.56	417.44	35%
<u>100-711-52015</u>	Intergovernmental Services	9,000.00	9,000.00	2,660.00	6,340.00	70%
<u>100-711-52018</u>	Professional Development	1,500.00	1,500.00	3,410.00	(1,910.00)	-127%
<u>100-711-52019</u>	Professional Services	8,000.00	8,000.00	1,854.50	6,145.50	77%
<u>100-711-52020</u>	Bank Service Fees	7,000.00	7,000.00	3,756.97	3,243.03	46%
<u>100-711-52022</u>	Fuel	1,400.00	1,400.00	503.47	896.53	64%
<u>100-711-52097</u>	Enterprise Fleet	3,800.00	3,800.00	3,189.27	610.73	16%
	Materials & Services	34,400.00	34,400.00	17,631.36	16,768.64	49%
Technology						
<u>100-712-50001</u>	Wages	97,500.00	97,500.00	71,058.73	26,441.27	27%
<u>100-712-51005</u>	Insurance	35,200.00	35,200.00	26,005.67	9,194.33	26%
<u>100-712-51006</u>	VEBA	2,000.00	2,000.00	1,399.23	600.77	30%
<u>100-712-51007</u>	PERS	30,800.00	30,800.00	22,379.29	8,420.71	27%
<u>100-712-51008</u>	Taxes	8,000.00	8,000.00	5,405.46	2,594.54	32%
<u>100-712-51015</u>	Other Benefits	1,200.00	1,200.00	501.64	698.36	58%
	Personnel Services	174,700.00	174,700.00	126,750.02	47,949.98	27%
<u>100-712-52001</u>	Operating Supplies	10,000.00	10,000.00	2,825.57	7,174.43	72%
<u>100-712-52003</u>	Utilities	70,000.00	70,000.00	59,687.17	10,312.83	15%
<u>100-712-52006</u>	Computer Maintenance	50,000.00	50,000.00	33,405.55	16,594.45	33%
<u>100-712-52010</u>	Telephone	30,000.00	30,000.00	17,956.99	12,043.01	40%
<u>100-712-52016</u>	Insurance	50,000.00	50,000.00	27,799.80	22,200.20	44%
<u>100-712-52018</u>	Professional Development	1,500.00	1,500.00	-	1,500.00	100%
<u>100-712-52019</u>	Professional Services	165,000.00	165,000.00	107,828.25	57,171.75	35%
<u>100-712-52500</u>	Computer Equipment	15,000.00	15,000.00	7,737.12	7,262.88	48%
	Materials & Services	391,500.00	391,500.00	257,240.45	134,259.55	34%
General Services						
<u>100-715-52001</u>	Operating Supplies	20,000.00	20,000.00	12,256.58	7,743.42	39%
<u>100-715-52003</u>	Utilities	18,000.00	18,000.00	10,651.84	7,348.16	41%
<u>100-715-52009</u>	Postage	6,000.00	6,000.00	6,278.49	(278.49)	-5%
<u>100-715-52016</u>	Insurance	177,000.00	177,000.00	151,580.91	25,419.09	14%
<u>100-715-52019</u>	Professional Services	50,000.00	50,000.00	268,114.84	(218,114.84)	-436%
<u>100-715-52022</u>	Fuel	1,500.00	1,500.00	650.95	849.05	57%
<u>100-715-52023</u>	Facility Maintenance	30,000.00	30,000.00	32,793.59	(2,793.59)	-9%
<u>100-715-52097</u>	Enterprise Fleet	500.00	500.00	21.00	479.00	96%
	Materials & Services	303,000.00	303,000.00	482,348.20	(179,348.20)	-59%
<u>100-715-58001</u>	Contingency	715,024.00	715,024.00	-	715,024.00	100%
Expense Total:		12,251,714.00	12,251,714.00	8,473,189.88	3,777,724.12	
Fund: 100 - GENERAL FUND Surplus (Deficit):		-	-	1,987,951.63		
Fund: 201 - VISITOR TOURISM						
Revenue						
<u>201-000-32002</u>	Motel Hotel Tax	170,000.00	170,000.00	126,087.23	43,912.77	26%
<u>201-000-37001</u>	Interest	3,000.00	3,000.00	259.61	2,740.39	91%
<u>201-000-37016</u>	Contracted Events Revenue	1,400,000.00	1,400,000.00	1,427,403.78	(27,403.78)	-2%
<u>201-000-39001</u>	Beginning Fund Balance	8,879.00	8,879.00	143,942.72	(135,063.72)	-1521%
Revenue Total:		1,581,879.00	1,581,879.00	1,697,693.34	(115,814.34)	
Expense						
<u>201-000-52019</u>	Professional Services	80,000.00	80,000.00	28,364.50	51,635.50	65%
<u>201-000-52025</u>	GFSS	300,000.00	300,000.00	150,000.01	149,999.99	50%
<u>201-000-52028</u>	Projects & Programs	700,000.00	700,000.00	1,180,876.33	(480,876.33)	-69%
<u>201-000-52039</u>	Contracted Events-Professional Services	300,000.00	300,000.00	215,351.90	84,648.10	28%
<u>201-000-52131</u>	Contracted Building Lease & Utilities	95,000.00	95,000.00	101,990.90	(6,990.90)	-7%
	Materials & Services	1,475,000.00	1,475,000.00	1,676,583.64	(201,583.64)	-14%
<u>201-000-58001</u>	Contingency	106,879.00	106,879.00	-	106,879.00	100%
Expense Total:		1,581,879.00	1,581,879.00	1,676,583.64	(94,704.64)	
Fund: 201 - VISITOR TOURISM Surplus (Deficit):		-	-	21,109.70		
Fund: 202 - COMMUNITY DEVELOPMENT						
Revenue						
<u>202-000-33005</u>	Grants	-	-	211,176.74	(211,176.74)	#DIV/0!
<u>202-000-37001</u>	Interest	60,000.00	60,000.00	121,926.23	(61,926.23)	-103%
<u>202-000-37004</u>	Miscellaneous	-	-	93,598.20	(93,598.20)	#DIV/0!
<u>202-000-37012</u>	Sale of Surplus Property	-	-	1,319,130.72	(1,319,130.72)	#DIV/0!
<u>202-000-39001</u>	Beginning Fund Balance	3,803,124.00	3,803,124.00	3,011,212.59	791,911.41	21%
<u>202-722-37003</u>	Bond/Loan Proceeds	14,924,000.00	14,924,000.00	-	14,924,000.00	100%
<u>202-722-37027</u>	Industrial Business Park	157,000.00	157,000.00	227,309.61	(70,309.61)	-45%
<u>202-723-33005</u>	OPRD Riverwalk Grants	-	-	477,660.39	(477,660.39)	#DIV/0!
<u>202-724-37030</u>	Timber Harvesting	1,000,000.00	1,000,000.00	629,158.26	370,841.74	37%
<u>202-726-33005</u>	Grants	930,000.00	930,000.00	4,388.76	925,611.24	100%
Revenue Total:		20,874,124.00	20,874,124.00	6,095,561.50	14,778,562.50	
Expense						
<u>202-000-58001</u>	Contingency	2,659,364.00	2,659,364.00	-	2,659,364.00	100%
Economic Development						
<u>202-721-52011</u>	Public Engagement	8,000.00	8,000.00	-	8,000.00	100%
<u>202-721-52019</u>	Professional Services	70,000.00	70,000.00	175,073.03	(105,073.03)	-150%
<u>202-721-52025</u>	GFSS	70,000.00	70,000.00	52,499.99	17,500.01	25%
<u>202-721-52040</u>	Communications	5,000.00	5,000.00	-	5,000.00	100%
<u>202-721-52053</u>	Property Taxes	1,500.00	1,500.00	155.49	1,344.51	90%
<u>202-721-52054</u>	Offshore Lease	14,000.00	14,000.00	12,244.23	1,755.77	13%
	Materials & Services	168,500.00	168,500.00	239,972.74	(71,472.74)	

Business Park

<u>202-722-52003</u>	Utilities	2,000.00	2,000.00	269,861.81	(267,861.81)	-13393%
<u>202-722-52019</u>	Professional Services	200,000.00	200,000.00	198,155.13	1,844.87	1%
<u>202-722-52025</u>	GFSS	20,000.00	20,000.00	18,333.35	1,666.65	8%
<u>202-722-52150</u>	PGE Substation Project	14,924,000.00	14,924,000.00	-	14,924,000.00	100%
	Materials & Services	15,146,000.00	15,146,000.00	486,350.29	14,659,649.71	
	Principal	1,735,000.00	1,735,000.00	-	1,735,000.00	100%
	Debt Service	1,735,000.00	1,735,000.00	-	1,735,000.00	

Riverfront

<u>202-723-52019</u>	Professional Services	-	-	27,626.71	(27,626.71)	#DIV/0!
<u>202-723-52025</u>	GFSS	20,000.00	20,000.00	15,000.03	4,999.97	25%
	Materials & Services	20,000.00	20,000.00	42,626.74	(22,626.74)	
<u>202-723-53102</u>	Downtown Infrastructure	-	-	-	-	#DIV/0!
	Capital Outlay	-	-	-	-	
<u>202-723-55001</u>	Principal	51,580.00	51,580.00	-	51,580.00	100%
<u>202-723-55002</u>	Interest	3,180.00	3,180.00	3,180.00	-	0%
	Debt Service	54,760.00	54,760.00	3,180.00	51,580.00	

Timber

<u>202-724-52001</u>	Operating Supplies	500.00	500.00	129.90	370.10	74%
<u>202-724-52019</u>	Professional Services	190,000.00	190,000.00	47,136.91	142,863.09	75%
	Materials & Services	190,500.00	190,500.00	47,266.81	143,233.19	

Central Waterfront

<u>202-726-52019</u>	Professional Services	900,000.00	900,000.00	152,574.04	747,425.96	83%
	Materials & Service	900,000.00	900,000.00	152,574.04	747,425.96	
Expense Total:		20,874,124.00	20,874,124.00	971,970.62	19,902,153.38	

Fund: 202 - COMMUNITY DEVELOPMENT Surplus (Deficit): - - 5,123,590.88

Fund: 203 - COMMUNITY ENHANCEMENT

Revenue

<u>203-000-37001</u>	Interest	4,000.00	4,000.00	9,663.48	(5,663.48)	-142%
<u>203-000-39001</u>	Beginning Fund Balance	124,613.00	124,613.00	502,918.77	(378,305.77)	-304%
<u>203-705-37004</u>	Miscellaneous	20,000.00	20,000.00	32,647.38	(12,647.38)	-63%
<u>203-706-33005</u>	Grants	-	-	2,314.00	(2,314.00)	#DIV/0!
<u>203-706-33012</u>	Grants - LSTA	-	-	-	-	#DIV/0!
<u>203-706-33014</u>	Grants - STEM	-	-	-	-	#DIV/0!
<u>203-706-37014</u>	Donations	-	-	3.00	(3.00)	#DIV/0!
<u>203-709-33005</u>	Grants	125,000.00	125,000.00	-	125,000.00	100%
<u>203-709-35014</u>	Recreation Contract (St. Helens School Dist)	25,000.00	25,000.00	455,670.64	(430,670.64)	-1723%
<u>203-709-37004</u>	Miscellaneous	-	-	5,228.00	(5,228.00)	#DIV/0!
<u>203-711-35020</u>	Building Technology Fee	7,000.00	7,000.00	5,022.16	1,977.84	28%
<u>203-717-33005</u>	Grants	-	-	6,680.00	(6,680.00)	#DIV/0!
Revenue Total:		305,613.00	305,613.00	1,020,147.43	(714,534.43)	

Expense

<u>203-000-59001</u>	Unappropriated	140,613.00	140,613.00	-	140,613.00	100%
Police						
<u>203-705-52028</u>	Projects & Programs	10,000.00	10,000.00	-	10,000.00	100%
	Materials & Services	10,000.00	10,000.00	-	10,000.00	
Library						
<u>203-706-53013</u>	Library Facility Improvements	-	-	-	-	#DIV/0!
	Capital Outlay	-	-	-	-	
Recreation						
<u>203-709-52028</u>	Projects & Programs	125,000.00	125,000.00	37,539.69	87,460.31	70%
<u>203-709-52140</u>	Contract Programs	25,000.00	25,000.00	143,534.39	(118,534.39)	-474%
	Materials & Services	150,000.00	150,000.00	181,074.08	(31,074.08)	
<u>203-711-52028</u>	Projects & Programs	5,000.00	5,000.00	5,179.50	(179.50)	-4%
	Materials & Services	5,000.00	5,000.00	5,179.50	(179.50)	
Expense Total:		305,613.00	305,613.00	186,253.58	119,359.42	

Fund: 203 - COMMUNITY ENHANCEMENT Surplus (Deficit): - - 833,893.85

Fund: 205 - STREETS

Revenue

<u>205-000-33008</u>	Motor Vehicle Tax	1,218,600.00	1,218,600.00	1,080,513.10	138,086.90	11%
<u>205-000-37001</u>	Interest	10,000.00	10,000.00	20,336.44	(10,336.44)	-103%
<u>205-000-37004</u>	Miscellaneous	-	-	8,077.00	(8,077.00)	#DIV/0!
<u>205-000-39001</u>	Beginning Fund Balance	771,279.00	771,279.00	836,550.42	(65,271.42)	-8%
Revenue Total:		1,999,879.00	1,999,879.00	1,945,476.96	54,402.04	

Expense

<u>205-000-51016</u>	PW Support Charges	650,000.00	650,000.00	300,752.12	349,247.88	54%
	Personnel Services	650,000.00	650,000.00	300,752.12	349,247.88	

<u>205-000-52001</u>	Operating Supplies	20,000.00	20,000.00	8,391.46	11,608.54	58%
<u>205-000-52003</u>	Utilities	56,000.00	56,000.00	39,159.05	16,840.95	30%
<u>205-000-52019</u>	Professional Services	80,000.00	80,000.00	4,715.50	75,284.50	94%
<u>205-000-52025</u>	GFSS	447,300.00	447,300.00	335,475.00	111,825.00	25%
<u>205-000-52026</u>	Equipment Fund Charges	50,000.00	50,000.00	37,500.03	12,499.97	25%
<u>205-000-52060</u>	Waterway Lease	350.00	350.00	354.00	(4.00)	-1%
<u>205-000-52063</u>	PW Operation Fund Charges	275,000.00	275,000.00	206,250.03	68,749.97	25%
	Materials & Services	928,650.00	928,650.00	631,845.07	296,804.93	
<u>205-000-53001</u>	Capital Outlay (AKA Street Paving)	150,000.00	150,000.00	125,305.04	24,694.96	16%
	Capital Outlay	150,000.00	150,000.00	125,305.04	24,694.96	
<u>205-000-55001</u>	Principal	54,090.00	54,090.00	-	54,090.00	100%
<u>205-000-55002</u>	Interest	6,660.00	6,660.00	3,330.00	3,330.00	50%
	Debt Service	60,750.00	60,750.00	3,330.00	57,420.00	
<u>205-000-58001</u>	Contingency	210,479.00	210,479.00	-	210,479.00	100%
Expense Total:		1,999,879.00	1,999,879.00	1,061,232.23	938,646.77	
Fund: 205 - STREETS Surplus (Deficit):		-	-	884,244.73		
Fund: 301 - STREETS SDC						
	Revenue					
<u>301-000-34008</u>	SDC Charges	50,000.00	50,000.00	59,243.94	(9,243.94)	-18%
<u>301-000-37001</u>	Interest	30,000.00	30,000.00	59,694.05	(29,694.05)	-99%
<u>301-000-39001</u>	Beginning Fund Balance	1,903,614.00	1,903,614.00	1,951,873.89	(48,259.89)	-3%
Revenue Total:		1,983,614.00	1,983,614.00	2,070,811.88	(87,197.88)	
	Expense					
<u>301-000-52017</u>	SDC Admin Fees	5,000.00	5,000.00	5,924.39	(924.39)	-18%
<u>301-000-52019</u>	Professional Services	70,000.00	70,000.00	1,662.50	68,337.50	98%
	Materials & Services	75,000.00	75,000.00	7,586.89	67,413.11	
<u>301-000-53004</u>	Transportation Master Plan	300,000.00	300,000.00	-	300,000.00	100%
<u>301-000-53102</u>	Downtown Infrastructure	-	-	-	-	#DIV/0!
	Capital Outlay	300,000.00	300,000.00	-	-	
<u>301-000-58001</u>	Contingency	1,608,614.00	1,608,614.00	-	1,608,614.00	100%
Expense Total:		1,983,614.00	1,983,614.00	7,586.89	1,676,027.11	
Fund: 301 - STREETS SDC Surplus (Deficit):		-	-	2,063,224.99		
Fund: 302 - WATER SDC						
	Revenue					
<u>302-000-34008</u>	SDC Charges	30,000.00	30,000.00	14,461.00	15,539.00	52%
<u>302-000-37001</u>	Interest	20,000.00	20,000.00	38,370.58	(18,370.58)	-92%
<u>302-000-39001</u>	Beginning Fund Balance	1,106,488.00	1,106,488.00	1,325,653.04	(219,165.04)	-20%
Revenue Total:		1,156,488.00	1,156,488.00	1,378,484.62	(221,996.62)	
	Expense					
<u>302-000-52017</u>	SDC Admin Fees	3,000.00	3,000.00	1,446.10	1,553.90	52%
<u>302-000-52019</u>	Professional Services	50,000.00	50,000.00	1,662.50	48,337.50	97%
	Materials & Services	53,000.00	53,000.00	3,108.60	49,891.40	
<u>302-000-53310</u>	Reservoir Siting Study	150,000.00	150,000.00	174,979.50	(24,979.50)	
<u>302-000-53103</u>	Reservoir Land Acquisition	300,000.00	300,000.00	-	300,000.00	100%
	Capital Outlay	450,000.00	450,000.00	174,979.50	275,020.50	
<u>302-000-58001</u>	Contingency	653,488.00	653,488.00	-	653,488.00	100%
Expense Total:		1,156,488.00	1,156,488.00	178,088.10	978,399.90	
Fund: 302 - WATER SDC Surplus (Deficit):		-	-	1,200,396.52		
Fund: 303 - SEWER SDC						
	Revenue					
<u>303-000-34008</u>	SDC Charges	50,000.00	50,000.00	26,845.00	23,155.00	46%
<u>303-000-37001</u>	Interest	40,000.00	40,000.00	64,160.59	(24,160.59)	-60%
<u>303-000-39001</u>	Beginning Fund Balance	2,067,149.00	2,067,149.00	2,138,207.71	(71,058.71)	-3%
Revenue Total:		2,157,149.00	2,157,149.00	2,229,213.30	(72,064.30)	
	Expense					
<u>303-000-52017</u>	SDC Admin Fees	5,000.00	5,000.00	2,684.50	2,315.50	46%
	Materials & Services	5,000.00	5,000.00	2,684.50	2,315.50	
<u>303-000-53033</u>	Sewer Capacity Design	140,000.00	140,000.00	57,551.99	82,448.01	59%
<u>303-000-53406</u>	Basin 6 Pipeline Upsize	500,000.00	500,000.00	-	500,000.00	100%
	Capital Outlay	640,000.00	640,000.00	57,551.99	582,448.01	
<u>303-000-58001</u>	Contingency	1,512,149.00	1,512,149.00	-	1,512,149.00	100%
Expense Total:		2,157,149.00	2,157,149.00	60,236.49	2,096,912.51	
Fund: 303 - SEWER SDC Surplus (Deficit):		-	-	2,168,976.81		
Fund: 304 - STORM SDC						
	Revenue					
<u>304-000-34008</u>	SDC Charges	20,000.00	20,000.00	25,411.47	(5,411.47)	-27%
<u>304-000-37001</u>	Interest	9,000.00	9,000.00	19,034.53	(10,034.53)	-111%
<u>304-000-39001</u>	Beginning Fund Balance	606,196.00	606,196.00	618,722.06	(12,526.06)	-2%
Revenue Total:		635,196.00	635,196.00	663,168.06	(27,972.06)	
	Expense					
<u>304-000-52017</u>	SDC Admin Fees	2,000.00	2,000.00	2,541.15	(541.15)	-27%
<u>304-000-52019</u>	Professional Services	50,000.00	50,000.00	1,662.50	48,337.50	97%
	Materials & Services	52,000.00	52,000.00	4,203.65	47,796.35	
<u>304-000-53001</u>	Capital Outlay	50,000.00	50,000.00	-	50,000.00	100%
	Capital Outlay	50,000.00	50,000.00	-	50,000.00	
<u>304-000-58001</u>	Contingency	533,196.00	533,196.00	-	533,196.00	100%
Expense Total:		635,196.00	635,196.00	4,203.65	630,992.35	
Fund: 304 - STORM SDC Surplus (Deficit):		-	-	658,964.41		

Fund: 305 - PARKS SDC

Revenue						
305-000-34008	SDC Charges	15,000.00	15,000.00	22,650.00	(7,650.00)	-51%
305-000-37001	Interest	2,000.00	2,000.00	6,362.02	(4,362.02)	-218%
305-000-39001	Beginning Fund Balance	196,163.00	196,163.00	203,475.29	(7,312.29)	-4%
Revenue Total:		213,163.00	213,163.00	232,487.31	(19,324.31)	
Expense						
305-000-52017	SDC Admin Fees	1,500.00	1,500.00	2,265.00	(765.00)	-51%
305-000-52019	Professional Services	50,000.00	50,000.00	1,662.50	48,337.50	97%
	Materials & Services	51,500.00	51,500.00	3,927.50	47,572.50	
305-000-58001	Contingency	161,663.00	161,663.00	-	161,663.00	100%
Expense Total:		213,163.00	213,163.00	3,927.50	209,235.50	
Fund: 305 - PARKS SDC Surplus (Deficit):		-	-	228,559.81		

Fund: 601 - WATER

Revenue						
601-000-34007	Water Sales	4,400,000.00	4,400,000.00	3,062,771.67	1,337,228.33	30%
601-000-34009	Fees - Late Reconnection Tampering	200,000.00	200,000.00	133,662.96	66,337.04	33%
601-000-34014	Connection Charge	10,000.00	10,000.00	5,035.00	4,965.00	50%
601-000-37001	Interest	100,000.00	100,000.00	93,582.66	6,417.34	6%
601-000-37004	Miscellaneous	5,000.00	5,000.00	3,012.67	1,987.33	40%
601-000-39001	Beginning Fund Balance	3,694,678.00	3,694,678.00	3,568,085.17	126,592.83	3%
Revenue Total:		8,409,678.00	8,409,678.00	6,866,150.13	1,543,527.87	
Expense						
601-000-53310	Reservoir Siting Study	50,000.00	50,000.00	83,017.21	(33,017.21)	-66%
	Capital Outlay	50,000.00	50,000.00	83,017.21	(33,017.21)	
601-000-55001	Principal	411,910.00	411,910.00	-	411,910.00	100%
601-000-55002	Interest	50,760.00	50,760.00	25,380.00	25,380.00	50%
	Debt Service	462,670.00	462,670.00	25,380.00	437,290.00	
601-000-58001	Contingency	1,796,608.00	1,796,608.00	-	1,796,608.00	100%
601-000-59001	Unappropriated	945,000.00	945,000.00	-	945,000.00	100%
Water Distribution						
601-731-51016	PW Support Charges	825,000.00	825,000.00	580,834.49	244,165.51	30%
	Personnel Services	825,000.00	825,000.00	580,834.49	244,165.51	
601-731-52001	Operating Supplies	100,000.00	100,000.00	88,893.13	11,106.87	11%
601-731-52003	Utilities	45,000.00	45,000.00	29,070.92	15,929.08	35%
601-731-52016	General Insurance	136,000.00	136,000.00	119,341.87	16,658.13	12%
601-731-52019	Professional Services	20,000.00	20,000.00	534.47	19,465.53	97%
601-731-52025	GFSS	1,642,400.00	1,642,400.00	1,231,800.03	410,599.97	25%
601-731-52026	Equipment Fund Charges	50,000.00	50,000.00	37,500.03	12,499.97	25%
601-731-52063	PW Operation Fund Charges	375,000.00	375,000.00	281,250.00	93,750.00	25%
601-731-52064	Lab Testing	20,000.00	20,000.00	6,058.00	13,942.00	70%
601-731-52067	In Lieu of Franchise Fee	440,000.00	440,000.00	319,643.47	120,356.53	27%
	Materials & Services	2,828,400.00	2,828,400.00	2,114,091.92	714,308.08	
601-731-53302	Annual Maintenance	100,000.00	100,000.00	16,241.57	83,758.43	84%
601-731-53314	WATER METERS	70,000.00	70,000.00	22,763.22	47,236.78	67%
601-731-53315	Capital Outlay Railroad Ave Waterline	450,000.00	450,000.00	270.00	449,730.00	100%
	Capital Outlay	620,000.00	620,000.00	39,274.79	580,725.21	
Water Filtration						
601-732-51016	PW Support Charges	215,000.00	215,000.00	165,419.49	49,580.51	23%
	Personnel Services	215,000.00	215,000.00	165,419.49	49,580.51	
601-732-52001	Operating Supplies	35,000.00	35,000.00	10,793.00	24,207.00	69%
601-732-52003	Utilities	75,000.00	75,000.00	56,197.67	18,802.33	25%
601-732-52010	Telephone	1,000.00	1,000.00	306.09	693.91	69%
601-732-52018	Professional Development	2,000.00	2,000.00	1,225.01	774.99	39%
601-732-52019	Professional Services	35,000.00	35,000.00	15,011.18	19,988.82	57%
601-732-52022	Fuel	4,000.00	4,000.00	1,941.54	2,058.46	51%
601-732-52023	Facility Maintenance	15,000.00	15,000.00	1,017.33	13,982.67	93%
601-732-52083	Chemicals	150,000.00	150,000.00	62,256.44	87,743.56	58%
	Materials & Services	317,000.00	317,000.00	148,748.26	168,251.74	
601-732-53302	ANNUAL MAINT- OPS	100,000.00	100,000.00	48,360.61	51,639.39	52%
601-732-53306	WFF RACK REPLACEMENT	250,000.00	250,000.00	250,000.00	-	0%
	Capital Outlay	350,000.00	350,000.00	298,360.61	51,639.39	
Expense Total:		8,409,678.00	8,409,678.00	3,455,126.77	4,954,551.23	
Fund: 601 - WATER Surplus (Deficit):		-	-	3,411,023.36		

Fund: 603 - SEWER

Revenue						
603-000-33005	Grants	1,250,000.00	1,250,000.00	799,884.00	450,116.00	36%
603-000-34011	Sewer Service Charges	5,095,000.00	5,095,000.00	3,913,723.72	1,181,276.28	23%
603-000-34013	Sludge Disposal Charge	200,000.00	200,000.00	167,249.53	32,750.47	16%
603-000-34014	Connection Charge	5,000.00	5,000.00	7,778.36	(2,778.36)	-56%
603-000-34015	Sewer LID Payments	-	-	360.00	(360.00)	#DIV/0!
603-000-37001	Interest	70,000.00	70,000.00	148,864.64	(78,864.64)	-113%
603-000-37003	Bond/Loan Proceeds	7,425,000.00	7,425,000.00	-	7,425,000.00	100%
603-000-37004	Miscellaneous	2,000.00	2,000.00	-	2,000.00	100%
603-000-39001	Beginning Fund Balance	5,236,649.00	5,236,649.00	5,124,324.92	112,324.08	2%
Revenue Total:		19,283,649.00	19,283,649.00	10,162,185.17	9,121,463.83	
Expense						
603-000-53033	Sewer Capacity - Professional Services	1,250,000.00	1,250,000.00	177,763.01	1,072,236.99	86%
603-000-53035	WWTP SCADA Upgrade	40,000.00	40,000.00	-	-	
603-000-53039	WWTP Aerator Replacement	125,000.00	125,000.00	-	125,000.00	100%
603-000-53302	Annual Maint Ops	50,000.00	50,000.00	9,465.01	40,534.99	81%
603-000-53406	Basin 6 Pipeline Upsize	3,500,000.00	3,500,000.00	-	3,500,000.00	100%
603-000-53409	Basin 4 Pipeline Upsize	7,250,000.00	7,250,000.00	-	7,250,000.00	100%
	Capital Outlay	12,215,000.00	12,215,000.00	187,228.02	11,987,771.98	
603-000-55001	Principal	602,420.00	602,420.00	100,000.00	502,420.00	83%
603-000-55002	Interest	61,920.00	61,920.00	30,959.12	30,960.88	50%
603-000-55003	Loan Fee	3,800.00	3,800.00	3,250.00	550.00	14%
	Debt Service	668,140.00	668,140.00	134,209.12	533,930.88	
603-000-58001	Contingency	1,110,119.00	1,110,119.00	-	1,110,119.00	100%
603-000-59001	Unappropriated	667,590.00	667,590.00	-	667,590.00	100%
Sewer Collection						
603-735-51016	PW Support Charges	679,000.00	679,000.00	461,921.28	217,078.72	32%
	Personnel Services	679,000.00	679,000.00	461,921.28	217,078.72	
603-735-52001	Operating Supplies	25,000.00	25,000.00	11,797.30	13,202.70	53%
603-735-52003	Utilities	700.00	700.00	352.77	347.23	50%
603-735-52019	Professional Services	10,000.00	10,000.00	758.89	9,241.11	92%
603-735-52025	GFSS	1,642,000.00	1,642,000.00	1,231,499.97	410,500.03	25%
603-735-52026	Equipment Fund Charges	50,000.00	50,000.00	37,500.03	12,499.97	25%
603-735-52063	PW Operation Fund Charges	375,000.00	375,000.00	281,250.00	93,750.00	25%
603-735-52067	In Lieu of Franchise Fee	509,500.00	509,500.00	408,097.33	101,402.67	20%
	Materials & Services	2,612,200.00	2,612,200.00	1,971,256.29	640,943.71	
603-735-53402	ANNUAL MAINT OPS	50,000.00	50,000.00	-	50,000.00	100%
	Capital Outlay	50,000.00	50,000.00	-	50,000.00	
Primary Treatment						
603-736-51016	PW Support Charges	185,000.00	185,000.00	134,771.28	50,228.72	27%
	Personnel Services	185,000.00	185,000.00	134,771.28	50,228.72	
603-736-52001	Operating Supplies	20,000.00	20,000.00	9,103.76	10,896.24	54%
603-736-52003	Utilities	30,000.00	30,000.00	16,440.66	13,559.34	45%
603-736-52010	Telephone	2,800.00	2,800.00	3,203.14	(403.14)	-14%
603-736-52016	General Insurance	82,500.00	82,500.00	76,453.38	6,046.62	7%
603-736-52018	Professional Development	2,000.00	2,000.00	1,320.00	680.00	34%
603-736-52019	Professional Services	10,000.00	10,000.00	5,126.89	4,873.11	49%
603-736-52023	Facility Maintenance	10,000.00	10,000.00	4,967.84	5,032.16	50%
603-736-52064	Lab Testing	8,000.00	8,000.00	4,143.25	3,856.75	48%
603-736-52083	Chemicals	85,000.00	85,000.00	63,548.98	21,451.02	25%
	Materials & Services	250,300.00	250,300.00	184,307.90	65,992.10	
Secondary Treatment						
603-737-51016	PW Support Charges	262,000.00	262,000.00	191,591.32	70,408.68	27%
	Personnel Services	262,000.00	262,000.00	191,591.32	70,408.68	
603-737-52001	Operating Supplies	25,000.00	25,000.00	10,802.18	14,197.82	57%
603-737-52003	Utilities	148,000.00	148,000.00	161,498.09	(13,498.09)	-9%
603-737-52010	Telephone	2,700.00	2,700.00	3,203.47	(503.47)	-19%
603-737-52016	General Insurance	88,000.00	88,000.00	76,453.38	11,546.62	13%
603-737-52018	Professional Development	2,000.00	2,000.00	1,320.08	679.92	34%
603-737-52019	Professional Services	50,000.00	50,000.00	17,614.75	32,385.25	65%
603-737-52023	Facility Maintenance	10,000.00	10,000.00	4,918.36	5,081.64	51%
603-737-52064	Lab Testing	25,000.00	25,000.00	6,017.24	18,982.76	76%
603-737-52066	Permit Fees	40,000.00	40,000.00	18,366.48	21,633.52	54%
	Materials & Services	390,700.00	390,700.00	300,194.03	90,505.97	
Pump Services						
603-738-51016	PW Support Charges	75,000.00	75,000.00	55,147.28	19,852.72	26%
	Personnel Services	75,000.00	75,000.00	55,147.28	19,852.72	
603-738-52001	Operating Supplies	8,000.00	8,000.00	4,829.50	3,170.50	40%
603-738-52003	Utilities	15,000.00	15,000.00	15,940.67	(940.67)	-6%
603-738-52010	Telephone	600.00	600.00	-	600.00	100%
603-738-52019	Professional Services	20,000.00	20,000.00	5,809.65	14,190.35	71%
	Materials & Services	43,600.00	43,600.00	26,579.82	17,020.18	
603-738-53402	ANNUAL MAINT OPS	75,000.00	75,000.00	6,821.58	68,178.42	91%
	Capital Outlay	75,000.00	75,000.00	6,821.58	68,178.42	
Expense Total:		19,283,649.00	19,283,649.00	3,654,027.92	15,589,621.08	
Fund: 603 - SEWER Surplus (Deficit):		-	-	6,508,157.25		

Fund: 605 - STORM

Revenue						
605-000-34017	Storm Service Charge	1,740,000.00	1,740,000.00	1,272,269.61	467,730.39	27%
605-000-37001	Interest	20,000.00	20,000.00	33,585.32	(13,585.32)	-68%
605-000-39001	Beginning Fund Balance	1,184,154.00	1,184,154.00	1,335,733.44	(151,579.44)	-13%
Revenue Total:		2,944,154.00	2,944,154.00	2,641,588.37	302,565.63	
Expense						
605-000-51016	PW Support Charges	610,000.00	610,000.00	413,675.00	196,325.00	32%
	Personnel Services	610,000.00	610,000.00	413,675.00	196,325.00	
605-000-52001	Operating Supplies	20,000.00	20,000.00	8,903.99	11,096.01	55%
605-000-52019	Professional Services	3,000.00	3,000.00	-	3,000.00	100%
605-000-52025	GFSS	700,000.00	700,000.00	524,999.97	175,000.03	25%
605-000-52026	Equipment Fund Charges	50,000.00	50,000.00	37,500.00	12,500.00	25%
605-000-52063	PW Operation Fund Charges	200,000.00	200,000.00	150,000.03	49,999.97	25%
605-000-52067	In Lieu of Franchise Fee	174,000.00	174,000.00	127,226.97	46,773.03	27%
	Materials & Services	1,147,000.00	1,147,000.00	848,630.96	298,369.04	
605-000-53501	ANNUAL MAINTENANCE OPS	50,000.00	50,000.00	-	50,000.00	100%
605-000-53504	Storm Cleaning & CCTV	200,000.00	200,000.00	78,130.81	121,869.19	61%
	Capital Outlay	250,000.00	250,000.00	78,130.81	171,869.19	
605-000-58001	Contingency	937,154.00	937,154.00	-	937,154.00	100%
Expense Total:		2,944,154.00	2,944,154.00	1,340,436.77	1,603,717.23	
Fund: 605 - STORM Surplus (Deficit):		-	-	1,301,151.60		

Fund: 701 - PW Equipment Fund

Revenue						
701-000-34019	Equipment Fund Charges	200,000.00	200,000.00	150,000.09	49,999.91	25%
701-000-37001	Interest	-	-	2,265.75	(2,265.75)	#DIV/0!
701-000-39001	Beginning Fund Balance	-	-	-	-	#DIV/0!
Revenue Total:		200,000.00	200,000.00	152,265.84	47,734.16	
Expense						
701-000-58001	Contingency	200,000.00	200,000.00	-	200,000.00	100%
Expense Total:		200,000.00	200,000.00	-	200,000.00	
Fund: 701 - PW Equipment Surplus (Deficit):		-	-	152,265.84		

Fund: 703 - PW OPERATIONS

Revenue						
703-000-34010	PW Operation Fund Charges	3,661,000.00	3,661,000.00	3,020,092.06	640,907.94	18%
703-000-35017	Engineering Fees	25,000.00	25,000.00	27,084.72	(2,084.72)	-8%
703-000-37001	Interest	7,000.00	7,000.00	20,506.86	(13,506.86)	-193%
703-000-37004	Miscellaneous	-	-	17,992.43	(17,992.43)	#DIV/0!
703-000-37006	Sale of Surplus Property	-	-	200.00	(200.00)	#DIV/0!
703-000-39001	Beginning Fund Balance	728,492.00	728,492.00	553,085.16	175,406.84	24%
Revenue Total:		4,421,492.00	4,421,492.00	3,638,961.23	782,530.77	
Expense						
703-000-58001	Contingency	22,292.00	22,292.00	-	22,292.00	100%
	Engineering					
703-733-50001	Wages	334,500.00	334,500.00	245,204.46	89,295.54	27%
703-733-51005	Insurance	110,000.00	110,000.00	49,830.30	60,169.70	55%
703-733-51006	VEBA	6,600.00	6,600.00	4,809.75	1,790.25	27%
703-733-51007	PERS	106,000.00	106,000.00	77,293.51	28,706.49	27%
703-733-51008	Taxes	28,500.00	28,500.00	18,707.40	9,792.60	34%
703-733-51015	Other Benefits	4,700.00	4,700.00	2,265.43	2,434.57	52%
	Personnel Services	590,300.00	590,300.00	398,110.85	192,189.15	
703-733-52001	Operating Supplies	10,000.00	10,000.00	7,859.04	2,140.96	21%
703-733-52002	Personnel Uniforms Equipment	-	-	700.00	(700.00)	#DIV/0!
703-733-52006	Computer Maintenance	5,000.00	5,000.00	4,267.07	732.93	15%
703-733-52010	Telephone	3,500.00	3,500.00	1,335.35	2,164.65	62%
703-733-52018	Professional Development	10,000.00	10,000.00	9,512.80	487.20	5%
703-733-52019	Professional Services	40,000.00	40,000.00	32,873.58	7,126.42	18%
703-733-52022	Fuel	3,000.00	3,000.00	338.55	2,661.45	89%
703-733-52028	Projects & Programs	5,000.00	5,000.00	3,325.11	1,674.89	33%
703-733-52097	Enterprise Fleet	12,000.00	12,000.00	2,928.80	9,071.20	76%
703-733-52100	PW Administration	20,000.00	20,000.00	2,812.04	17,187.96	86%
	Materials & Service	108,500.00	108,500.00	65,952.34	42,547.66	
703-734-50001	Wages	1,505,000.00	1,505,000.00	1,102,710.25	402,289.75	27%
703-734-50004	Overtime	10,000.00	10,000.00	19,768.24	(9,768.24)	-98%
703-734-51005	Insurance	450,500.00	450,500.00	316,087.36	134,412.64	30%
703-734-51006	VEBA	49,300.00	49,300.00	80,443.26	(31,143.26)	-63%
703-734-51007	PERS	488,000.00	488,000.00	347,512.73	140,487.27	29%
703-734-51008	Taxes	128,500.00	128,500.00	85,280.72	43,219.28	34%
703-734-51015	Other Benefits	10,000.00	10,000.00	615.82	9,384.18	94%
703-734-51017	Fitness Reimbursement – Taxable	-	-	875.00	(875.00)	#DIV/0!
	Personnel Services	2,641,300.00	2,641,300.00	1,953,293.38	688,006.62	

703-734-52001	Operating Supplies	35,000.00	35,000.00	13,810.60	21,189.40	61%
703-734-52002	Personnel Uniforms Equipment	3,000.00	3,000.00	5,134.04	(2,134.04)	-71%
703-734-52003	Utilities	14,000.00	14,000.00	10,523.62	3,476.38	25%
703-734-52010	Telephone	14,000.00	14,000.00	6,630.02	7,369.98	53%
703-734-52016	General Insurance	250,000.00	250,000.00	238,750.33	11,249.67	4%
703-734-52018	Professional Development	13,000.00	13,000.00	5,721.20	7,278.80	56%
703-734-52019	Professional Services	25,000.00	25,000.00	12,177.02	12,822.98	51%
703-734-52022	Fuel	70,000.00	70,000.00	26,338.20	43,661.80	62%
703-734-52023	Facility Maintenance	10,000.00	10,000.00	3,005.47	6,994.53	70%
703-734-52097	Projects & Programs	5,000.00	5,000.00	2,055.20	2,944.80	59%
703-734-52097	Enterprise Fleet	13,000.00	13,000.00	11,277.31	1,722.69	13%
	Materials & Service	452,000.00	452,000.00	335,423.01	116,576.99	
703-739-50001	Wages	153,000.00	153,000.00	78,487.47	74,512.53	49%
703-739-50004	Overtime	3,100.00	3,100.00	-	3,100.00	100%
703-739-51005	CIS Insurance	57,000.00	57,000.00	18,273.92	38,726.08	68%
703-739-51006	VEBA	3,000.00	3,000.00	1,541.56	1,458.44	49%
703-739-51007	PERS	53,500.00	53,500.00	24,718.89	28,781.11	54%
703-739-51008	Taxes	14,000.00	14,000.00	5,951.93	8,048.07	57%
703-739-51015	Other Benefits	2,500.00	2,500.00	23.21	2,476.79	99%
	Personnel Services	286,100.00	286,100.00	128,996.98	157,103.02	
703-739-52001	Operating Supplies	10,000.00	10,000.00	2,330.44	7,669.56	77%
703-739-52002	Personnel Uniforms Equipment	3,000.00	3,000.00	-	3,000.00	100%
703-739-52010	Telephone	3,000.00	3,000.00	-	3,000.00	100%
703-739-52018	Professional Development	5,000.00	5,000.00	3,256.77	1,743.23	35%
703-739-52019	Professional Services	25,000.00	25,000.00	15,380.00	9,620.00	38%
703-739-52022	Fuel	10,000.00	10,000.00	385.46	9,614.54	96%
703-739-52023	Facility Maintenance	15,000.00	15,000.00	4,112.60	10,887.40	73%
703-739-52099	Equipment Operations	100,000.00	100,000.00	76,695.89	23,304.11	23%
703-739-52120	Facility Maintenance Other City Facilities	10,000.00	10,000.00	10,726.81	(726.81)	-7%
	Materials & Service	181,000.00	181,000.00	112,887.97	68,112.03	
703-739-53701	EQUIPMENT PURCHASES	140,000.00	140,000.00	-	140,000.00	100%
	Capital Outlay	140,000.00	140,000.00	-	140,000.00	
Expense Total:		4,421,492.00	4,421,492.00	2,994,664.53	1,426,827.47	
Fund: 703 - PW OPERATIONS Surplus (Deficit):		-	-	644,296.70		
Fund: 706 - PUBLIC SAFETY						
	Revenue					
706-000-34050	Public Safety Facility Fee	730,000.00	730,000.00	566,475.85	163,524.15	22%
706-000-37001	Interest	150,000.00	150,000.00	396,444.13	(246,444.13)	-164%
706-000-39001	Beginning Fund Balance	12,775,957.00	12,775,957.00	13,663,748.34	(887,791.34)	-7%
Revenue Total:		13,655,957.00	13,655,957.00	14,626,668.32	(970,711.32)	
	Expense					
706-000-52019	Professional Services	300,000.00	300,000.00	469,193.33	(169,193.33)	-56%
706-000-52130	Lease Expense	78,000.00	78,000.00	29,032.26	48,967.74	63%
	Materials & Service	378,000.00	378,000.00	498,225.59	(120,225.59)	
706-000-53001	Capital Outlay	10,000,000.00	10,000,000.00	12,385.67	9,987,614.33	100%
	Capital Outlay	10,000,000.00	10,000,000.00	12,385.67	9,987,614.33	
706-000-55001	Principal	260,000.00	260,000.00	260,000.00	-	0%
706-000-55002	Interest	492,200.00	492,200.00	492,199.76	0.24	0%
706-000-55003	Trustee Fee	1,600.00	1,600.00	1,600.00	-	0%
706-000-55004	Arbitrage Rebate	100,000.00	100,000.00	-	100,000.00	100%
	Debt Service	853,800.00	853,800.00	753,799.76	100,000.24	
706-000-58001	Contingency	2,424,157.00	2,424,157.00	-	2,424,157.00	100%
Expense Total:		13,655,957.00	13,655,957.00	1,264,411.02	12,391,545.98	
Fund: 706 - PUBLIC SAFETY Surplus (Deficit):		-	-	13,362,257.30		
Fund: 801 - URBAN RENEWAL AGENCY						
	Revenue					
801-000-31001	Property Tax CY	620,000.00	620,000.00	402,436.70	217,563.30	35%
801-000-31002	Property Tax PY	-	-	73,060.06	(73,060.06)	#DIV/0!
801-000-37001	Interest	15,000.00	15,000.00	8,546.02	6,453.98	43%
801-000-39001	Beginning Fund Balance	108,056.00	108,056.00	95,726.47	12,329.53	11%
Revenue Total:		743,056.00	743,056.00	579,769.25	163,286.75	
	Expense					
801-000-52019	Professional Services	15,000.00	15,000.00	24,350.00	(9,350.00)	-62%
801-000-53001	Capital Outlay	100,000.00	100,000.00	147,249.17	(47,249.17)	-47%
801-000-58001	Contingency	628,056.00	628,056.00	-	628,056.00	100%
Expense Total		743,056.00	743,056.00	171,599.17	571,456.83	
Fund: 801 - URBAN RENEWAL AGENCY Total:		-	-	408,170.08		

QUARTERLY REPORT TO COUNCIL



Meeting Date: Wednesday, May 20th, 2026
Prepared by: Mouhamad Zaher
Department: Public Works
CC: City Administrator John Walsh

Executive Summary

This report provides an overview of current Public Works activities, capital improvement projects, operational accomplishments, staffing considerations, infrastructure priorities, and departmental support services for May 2026. The report incorporates updates from the Engineering Division, Public Works Operations Division, Water Quality Division, and Information Technology Division, while also summarizing current departmental challenges impacting service delivery, operational efficiency, regulatory compliance, and project implementation.

Despite staffing limitations, increasing operational demands, aging infrastructure, and rising material costs, departments continue to make measurable progress on priority infrastructure projects, regulatory compliance obligations, operational maintenance, and long-term planning initiatives.

Engineering Division Update

- Secured a \$1 million federal Community Project Funding Award for the Reservoir Project.
- Final stages of coordination and bidding efforts for the Wastewater Capacity Improvements Project. Project bid opening is scheduled the week of May 18th.
- Major progress continued on transportation, sewer, water, and roadway improvement projects.
- Ongoing TMDL implementation activities and regulatory compliance coordination.
- Completed Railroad Avenue Watermain Replacement project.
- South 16th Street Watermain Replacement completed by Public Works Operations crews.
- Transportation System Plan (TSP) update officially initiated.
- Street lighting policy draft review currently underway.

Key Engineering Challenges:

- Limited staffing capacity affecting TMDL planning, implementation, and reporting requirements.
- Approximately \$20 million funding gap remains for future reservoir and water storage improvements.
- Firlock area sewer infrastructure deficiencies and septic failures continue to require long-term planning and funding.

- Vacant Engineering Division position continues to impact workload distribution and project timelines.

Public Works Operations Update

- Team installed 200 feet of 24-inch storm line and new roadway culvert at Campbell Park.
- Team completed installation of 300 feet of 6-inch ductile iron water main with six new services and fire hydrant.
- PW assisted Columbia City with emergency sewer blockage response and flood cleanup support.
- Team completed water system improvements, hydrant installations, and citywide vegetation maintenance.
- Team cleaned 35 catch basins and continued storm infrastructure improvements.
- Team maintained parks, restrooms, lighting systems, kiosks, and recreational facilities throughout the city.
- Team completed 65 utility locates and read 5,308 water meters during the reporting period.
- Team responded to multiple after-hours emergency service callouts including water leaks, sewer backups, and storm-related system failures.

Water Quality Division Update

Wastewater Treatment Plant:

- Team repaired Headworks Screen #1 auger and gearbox and returned the unit to service on April 28.
- Team cleaned the North Contact Tank on April 2.
- Team completed computer backup activities in preparation for the upcoming SCADA system upgrade.

Water Filtration Facility:

- Team replaced uninterrupted power supply battery.
- Team calibrated pH probe and facility turbidimeters.
- Team inspected reservoir hatches and documented conditions for sanitary survey requirements.
- Team replaced failed smoke detectors throughout the facility.

Pump Stations:

- Completed surge protector replacement and generator troubleshooting at Pump Station #1.
- Replaced generator battery at Pump Station #7.
- Conducted wetwell cleaning and grease treatment maintenance activities.

Pretreatment Program:

- Conducted grease trap inspections at multiple commercial establishments.
- Completed quarterly pretreatment sampling activities.
- Received Arcadia Pretreatment Application and initiated permit drafting activities.

Upcoming Priorities:

- Finalize Arcadia Pretreatment Permit.
- Continue Wastewater Treatment Plant SCADA system upgrade implementation.

Information Technology Department Update**General Operations:**

- Onboarding temporary staff positions for Police and Engineering Departments.
- Processing several public records requests and continued development of records processing workflows.
- Coordinated replacement NetMotion environment after Columbia County 911 discontinued support.
- Evaluated long-term phone system replacement options including RingCentral and Zoom.

Operational Statistics:

- Facilities requiring onsite support: 4
- Tickets opened during April: 25
- Tickets closed during April: 15
- Outstanding tickets: 10+

Major Technology Projects:

- Police Department NetMotion VPN replacement is operational.
- Police Department MFA implementation remains necessary for CJIS compliance.
- Planning continues for replacement of citywide computer systems.
- Court transitioned from Teams to WebEx for compatibility with County Jail systems.
- Council Chamber computer replacements and audiovisual upgrades are planned.

IT Challenges:

- Increasing public records requests continue to consume substantial staff time.
- Citywide computer replacement needs continue to grow.
- Long-term planning continues for phone system replacement and endpoint security modernization.

Current Department-Wide Challenges

- Budget reductions and rising material costs continue to impact operational capacity and project delivery.
- Anticipated retirements present succession planning and institutional knowledge challenges.
- Recruitment remains difficult for technical, engineering, maintenance & utility operations.
- Aging infrastructure and technology systems continue to require significant modernization investments.

Upcoming Priorities and Next Steps

- Continue procurement and contracting activities for the Wastewater Capacity Improvements Project.
- Advance Reservoir Project planning, funding coordination, and property acquisition efforts.
- Continue annual pavement striping and watermain replacement initiatives.
- Maintain compliance with TMDL and environmental regulatory requirements.
- Continue recruitment efforts for vacant and difficult-to-fill positions.
- Continue implementation planning for Water Quality SCADA system upgrades.
- Advance Police Department CJIS compliance initiatives related to MFA implementation.
- Continue citywide computer and equipment replacement planning.
- Continue evaluation and planning for citywide phone system modernization.

Conclusion

The Public Works Department continues to balance daily operational responsibilities with long-term infrastructure planning, regulatory compliance obligations, technology modernization, and community service delivery. Despite staffing limitations, budgetary pressures, aging infrastructure, and increasing operational demands, staff continue to make measurable progress on priority capital projects, operational improvements, water quality compliance, technology initiatives, and public service support activities.

Continued investment in staffing, infrastructure, technology systems, and long-term planning efforts will remain essential to maintaining service reliability, regulatory compliance, operational efficiency, and community growth.

To: City Council
RE: US Bank Services

John Walsh City Administrator
Gloria Butsch Finance Director



BACKGROUND

The City's current main bank relationship is with Wells Fargo. The nearest branch is in Hillsboro. When the City contracted with Wells Fargo, they maintained a local branch.

DISCUSSION

In an on-going effort to reduce costs and improve processes, finance staff have researched local banking services options. Attached is the proposal received from US Bank.

Currently, a staff person from finance, at least once per week, must drive to Hillsboro to make cash deposits. This costs staff time and is a high risk for the City. US Bank is committed to keeping a branch in our community.

Here's what's covered at no cost with minimum balance maintained:

- **Depository services:** Local Branch and bags at no cost
- **Fraud protection:** Payee Positive Pay, ACH Positive Pay and account validation tools available on SinglePoint.
- **Electronic payments:** ACH origination, ACH receipt processing, and access to our wire platform.
- **Online banking & reporting:** SinglePoint® access, reporting tools, user and permission support, security token(s), maintenance, and monthly e-statements.
- **Remote deposit capture:** Scanner/workstation maintenance, image processing, and electronic deposit posting.
- **Cash & Branch services:** Cash deposits, currency and coin orders, and night drop services.

RECOMMENDATION

City staff recommend approving the banking resolution for general banking services relationship and checking account with U.S. Bank and notifying Wells Fargo to close City of St. Helens checking account.

February 2026 TM Account Overview

City of St. Helens





Agenda

Your relationship team

Recommendations

SinglePoint[®]
SP[®] ACH Origination
Wire Transfer Services
On-Site Electronic Deposit

Fraud prevention

Appendix

Oregon NASPO Card Program

Your relationship team



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Commercial Customer Service

Portland



877-295-2509



commercialcustserviceportland2@usbank.com

Jump to: Agenda / Your relationship team / Recommendations / Fraud prevention / Appendix



Recommendations

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Your single point of online and mobile access

Do more for your business with SinglePoint®

Whether your focus is regional, national or global – get all the treasury management data and tools you need online, anytime, from anywhere.

Transfer and manage money

Stay informed

Access image repository

Originate payments

Manage check and ACH fraud

Control access

Monitor and reconcile activity

Deposit products offered by U.S. Bank National Association. Products and services may be subject to credit approval. Eligibility requirements, restrictions and fees may apply. *You will need Internet access on your mobile device and may be charged access fees by your carrier, dependent upon your mobile plan. Check with your carrier for details on specific fees and charges. Member FDIC. U.S. Bank and SinglePoint are registered trademarks of U.S. Bank National Association. ©2024 U.S. Bank. CR-56931099.

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SinglePoint[®] ACH Origination

Easy electronic disbursements to meet your business needs

- Originate domestic and international ACH with online efficiency
- Control timing and frequency
- Easily manage transactions
- Immediately access activity and audit reports
- Control user access and enhance payment security with robust online safety features






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U.S. Bank Wire Transfer Services

Move funds quickly and securely for immediate, global use. Our services support all aspects of wire transfer initiation, receipt and processing.

 <p>Domestic and international options</p>	<ul style="list-style-type: none"> » Fedwire » Internal/book transfer » Drawdown 	<ul style="list-style-type: none"> » Tax Payments » Move money in USD or 29 foreign currencies, supporting 100+ countries
 <p>Service highlights</p>	<ul style="list-style-type: none"> » USD and foreign currency » Irrevocable, immediate funds after receipt 	<ul style="list-style-type: none"> » Accurate, safe and confidential » Detailed reporting » OFAC screened
 <p>Reporting features</p>	<ul style="list-style-type: none"> » Online (SinglePoint) » Direct transmission (data extract, batch wire status) » SWIFT (SCORE/FileAct) 	<ul style="list-style-type: none"> » Advices (mail, fax and phone) » Direct wire API



U.S. Bank On-Site Electronic Deposit

Use remote deposit capture to quickly and conveniently deposit checks, without having to physically transport them to a branch. Access valuable reporting options via your computer or mobile device.



Reduce costs associated with check handling



Speed posting, reduce float and receive funds sooner

1010100
0101001
1101011

Keep check and remittance data together



Process paper checks electronically from any location



Minimize risk of fraud with increased controls



Fraud prevention

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Prevent fraud with U.S. Bank Account Validation Service

- » Access a secure national shared database of checking and savings accounts to verify first before sending a payment
- » Use with ACH, wire, RTP[®] and checks
- » Get real-time responses for any account-based transactions
- » Avoid the stress and cost of rejected transactions



Use Positive Pay

- » The best tool to detect counterfeits, forgeries and dollar amount alterations on your account
- » How it works
 - Send issued check file to bank each time you disburse checks.
 - If a check clears that isn't on the file, the bank reports the Positive Pay exception through Positive Pay module.
 - You review exceptions and make payment decisions.

Help your organization with Positive Pay

- » Documenting internal steps that affect payment optimization and liquidity strategies
- » Allows the ability to return fraudulent items and provides a daily monitoring of exceptions report
- » Detects most fraudulent items except for payee alterations and forged endorsements
- » Works at the teller line and backroom
- » Eliminates need to open new account if or when fraud occurs
- » Return all default decision is best practice for fraud prevention

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Add Payee Verification to your Positive Pay

- » An enhancement to Positive Pay that detects alterations to payee names on the check
- » May require checks be printed according to specific bank guidelines
- » May require changes to the issue file



Discover the benefits

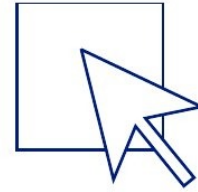
- Provides you with the ability to return fraudulent items, provided you monitor your exceptions report daily
- Works at the teller line and backroom
- Helps stop payee alterations and counterfeit checks with bogus payees

Reduce ACH fraud risk



ACH Block

- » Block all ACH debits and/or credits to an account



ACH Filter

- » Designate authorized ACH transactions and block the rest



ACH Positive Pay

- » Create authorizations for automated posting of received transactions in SinglePoint
- » Review and decide to pay or return new transactions (exceptions)
- » Receive notification receipt of new transactions



Universal Payment Identification Code

- » Receive ACH credit payments without revealing your bank account number
- » Give a unique remittance number that maps to your account



**38% of companies
experienced fraud attempts
for ACH debits.**

– 2025 AFP PAYMENTS FRAUD
AND CONTROL STUDY

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Appendix

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Powerful solutions to help maximize your payment performance

U.S. Bank has partnered with the State of Oregon to offer unique solutions to meet the payment needs of state and local agencies. Through the State of Oregon Commercial Card Program, we provide the most comprehensive payment solutions, including Purchasing Card, One Card, Travel Card, Managed Spend Card, Emergency Card, Central Travel Accounts, Ghost Cards, Virtual Pay.



U.S. Bank offers commercial card and payment processor services to more than 60% of the federal government, making us their largest commercial card service provider.

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U.S. Bank NASPO ValuePoint Commercial card

U.S. Bank's NASPO ValuePoint Commercial Card Program, in existence since 2002, is a publicly bid and awarded contract for payment card services. This Visa® branded program is open to state agencies, political subdivisions, and higher education institutions.

The NASPO Program provides a standard contract to secure world-class commercial card services and competitive rebates without conducting a costly and time-consuming RFP and review process. The program offers a convenient way to obtain the services of a trusted card issuer with the commitment to service and experience your program deserves.

Service

U.S. Bank is dedicated to providing skilled personnel to support the strategic needs of program participants. Our Relationship Management and Client Services are specifically dedicated to support a diverse portfolio of Public Sector clients including government agencies, cities, counties and local municipalities. These resources are prepared to provide a consultative view of your procure-to-pay process and support everything from strategic program direction, implementation, training, and the daily administrative needs of any new or existing program participant.

Experience

U.S. Bank was the first bank-issuer of commercial card programs in 1989 and has led the way in developing commercial card best practices that today are standard throughout the public sector. U.S. Bank offers commercial card and payment processor services to 21 state commercial card programs and more than 60% of the Federal Government. With more than 3,300 public sector clients, this is the market that drives our commercial card products, technology and service enhancements. Our client base within the public sector includes numerous federal government agencies, state government agencies, county and city governments and local municipalities.

Competitive rebates

The NASPO Program includes generous revenue sharing opportunities, which provide rebates to qualifying participants. The rebate structure also provides for rewards to each participant based on its individual spending and payment performance. Below are the rebates available to NASPO participants.

- Standard and Non-Standard Volume Incentive is 135 bps.
- Prompt Payment Incentive is up to 45 bps depending on speed of reimbursement to the bank.
- Payments are issued to participants on a quarterly basis, and payable to the agency.

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Features and benefits

Features	Benefits
U.S. Bank Access [®] Online	Use the Access Online system in real time to: <ul style="list-style-type: none"> • Monitor cardholder transactions • Review declined and disputed transactions • Manage card limits and MCCs • View electronic statements • Access up to six years of reporting • Attach electronic receipts • Set effective dating for account maintenance and limit adjustments
Worldwide card acceptance	Visa [®] branded card allows for unparalleled purchasing access
Mobile application	Gives you anytime access to your account, so you can quickly manage and stay on top of your business expenses
Visa [®] Liability Waiver Program	Protects against eligible losses incurred should a terminated employee misuse the card
Experienced U.S. Bank Resources	Implementation Manager, Relationship Managers, and Account Coordinators provide consultation and issue resolution, allowing for full program optimization
24-hour customer service	Offers unparalleled 24/7 cardholder assistance and fraud support
Zero cost program	No annual fee or interest charges
Favorable payment terms	NASPO program allows for 45 days to pay, late payment penalties are 1% for each past due cycle or in accordance with the State Prompt Payment Act
Reduced paperwork	Increases efficiencies in the procurement process by reducing paper-based transactions for micro-purchases

The State of Oregon Commercial Card Program includes:

The NASPO program provides a standard contract platform for public sector participants to secure a number of payment services. These innovative solutions are supported by web-based program management tools that allow participants to securely access information 24/7 and proactively manage payables and travel expenditures.

Purchasing card

Helps reduce the time and costs associated with traditional procure-to-pay processes, eliminating paper-based purchase orders and invoice processing.

Travel card

Provides an easy-to-implement and manage payment and cost management alternative for participants seeking to increase efficiency and control. Offers complete online account management and reporting capabilities.

One Card

A single card with powerful flexibility that can be used for anything the cardholder is authorized to purchase – goods, services, airfare, supplies, fuel and more.

Virtual Pay

Replaces checks and paper-based processes with cardless account numbers that allow you to pay suppliers electronically. Highly-secure and widely accepted, this virtual payment method gives you complete control over spending amounts and timing while vastly simplifying the reconciliation process.

Managed spend card

Covers expenses relating to buying trips, product launches, events, incentive programs, and others that often fall beyond the scope of traditional purchasing and travel card programs. Enjoy control with firm credit limits, expiration dates and restrictions by merchant category code (MCC). It is an efficient way to manage payments and limit risk.

Emergency cards

Provides specific cards you can activate in case of an emergency to cover related expenses such as urgent on-demand payments or unexpected expenses at headquarters, satellite offices and field locations; remote employee purchasing needs at disaster recovery hot sites and emergency response team expenses.

Payment analytics

Provides enhanced reporting and analytics that allow program managers to easily audit and track payments and purchases as well as detect potential fraud or misuse.

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Contact U.S. Bank to get started:
Dave Perkins, Sales Manager
(612) 436-6579
dave.perkins@usbank.com

Next Steps

Engage for additional info:

Liuba Colesnic

Sr Treasury Management Sales Consultant



206-422-0639



liuba.colesnic@usbank.com

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Zelle and the Zelle related marks are wholly owned by Early Warning Services, LLC and are used herein under license."

RESOLUTION NO. 2072

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND FINANCE DIRECTOR TO ESTABLISH A GENERAL CHECKING ACCOUNT

NOW, THEREFORE, BE IT RESOLVED, that the City Administrator and Finance Director of the City of St. Helens are authorized to enter into a banking services agreement with U.S. Bank for the establishment of a general checking account, to be the primary bank for City of St. Helens; to designate from time to time persons, in such number as may be directed, to manage the account; and

IT IS FURTHER RESOLVED that City Administrator John Walsh and Finance Director Gloria Butsch of the City of St. Helens are designated as signatories for City of St. Helens bank accounts; specifically, the City of St. Helens accounts located at Wells Fargo Bank, US Bank, and Wauna Credit Union; and

IT IS FURTHER RESOLVED that the authority conferred is in addition to any other authorizations in effect and shall remain in force until Bank / Credit Union receives written notice of its revocation at the office where the account is maintained or at such other location as Bank / Credit Union may direct.

Approved and adopted by the City Council on May 20, 2026 by the following vote:

Ayes:
Nays:
Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder



STAFF REPORT

Meeting Date: May 20, 2026
 Author: Kathy Payne, HR Coord/City Recorder
 Department: Administration
 Division: City Recorder/HR
 Subject: Council Operating Rules & Procedures
 Type of Item: Action
 CC: City Administrator John Walsh

Introduction:

This proposed update is due to the Council's April 1, 2026 decision to change meetings from the first and third Wednesdays of the month to the third Wednesday of the month only. In addition, from time to time, we must review our operating rules and procedures and update accordingly.

Background:

At the Council's April 1, 2026 meeting, Council directed staff to come back with a resolution to amend the Council Operating Rules and Procedures to reflect the changes to the dates of the meetings. While I was updating the document, I noticed several other updates were needed.

Staff Analysis:

It is necessary to update the rules and procedures to reflect the current practice of the Council.

Budget Impact:

No impact to the budget.

Alternatives:

Option 1: Do not make any changes to the document.

Option 2: Amend the proposed amendments document.

Option 3: Adopt the amendments as proposed at the May 20, 2026 Regular Session.

Requested Action:

At the May 20, 2026 Regular Session, adopt Resolution No. 2071, amending the City Council Operating Rules and Procedures.

Attachments:

- Proposed Amendments to Council Operating Rules and Procedures



City of St. Helens
CITY COUNCIL
OPERATING RULES AND PROCEDURES

SECTION I – AUTHORITY

These operating procedures and policies are adopted under the authority granted in the St. Helens Charter, Chapter III, Section 13.

SECTION II – OFFICERS OF THE CITY COUNCIL

1. **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the Council, and following the procedures of the Council, appoints members of commissions and committees established by ordinance or resolution. The Mayor must sign all records of Council decisions.
2. **Council President** – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor’s absence.

SECTION III – MEETINGS OF THE CITY COUNCIL

1. Meetings

All meetings of the Council or the boards, committees, and commissions of the City shall be in conformance with Chapter 192, Oregon Revised Statutes, Public Meetings.

~~By the first regular meeting of each new year, the Council shall adopt a resolution stating the dates, times, and locations of all known City Council, boards, committees, and commissions meetings for the year.~~

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A. Regular Session Meetings

~~The #Regular Session meetings of the Council shall be on the first and third Wednesdays of each month, except when that day falls on a legal holiday in which event the Council shall meet on the next following regular business day. Unless otherwise noticed, #Regular Session meetings shall be held on the days appointed at 7:00 p.m.~~

~~At its first regular meeting of each new year, the Council shall adopt a resolution stating the dates, times, and locations of its regular meetings for the year.~~

B. Special Session Meetings

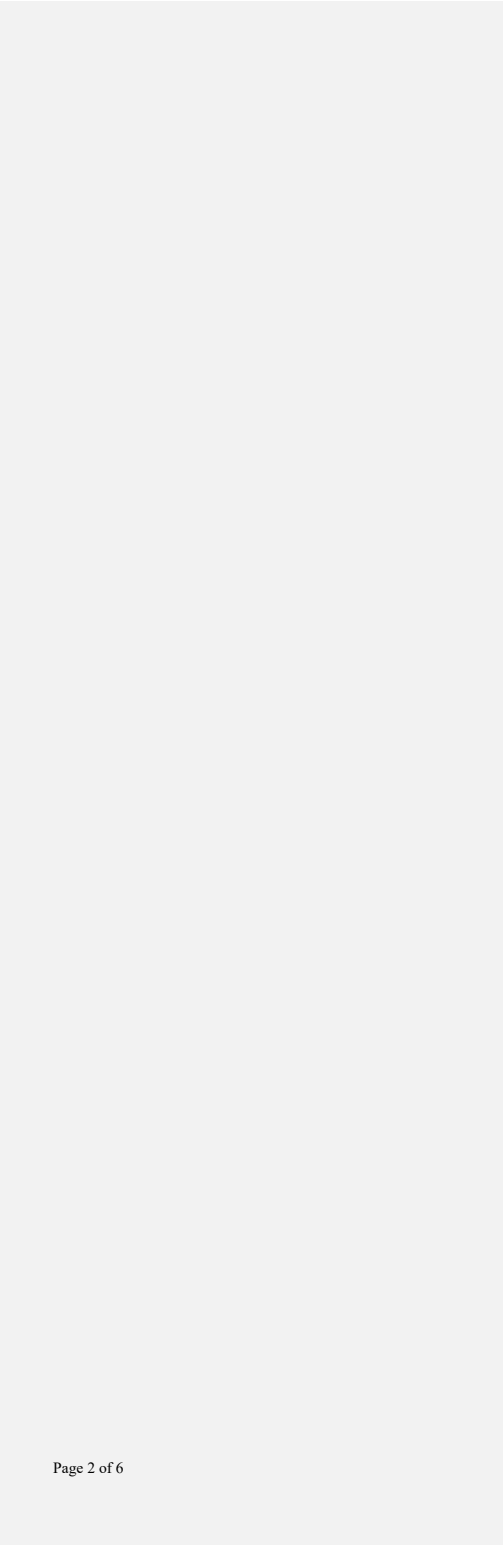
~~A #Special Session meetings may be called either by the Mayor or two (2) members of the Council. Written notice of the time and place of special meeting and the subjects to be acted upon shall be delivered in writing to interested persons, the media, and all members of the Council at least 24 hours in advance of the time of said meeting, and the Council may consider and act only upon such matters as contained in the written notice.~~

C. Work Session Meetings

~~Regular w#Work sSessions Meetings of the Council shall be on the first and third Wednesdays of each month, except when that day falls on a legal holiday in which event the Council shall meet on the next following regular business day. #Unless otherwise noticed, and-Work Session meetings shall be held on the days appointed at 23:00 p.m. At such work sessions no final decisions may be made or action taken. Work sessions shall begin with visitor comments to provide the public with an opportunity to address the City Council.~~

Commented [KP1]: To consider: Visitor comments limit total time of 30 minutes. This would allow people to speak multiple times. Only allow visitor comments at the Regular Sessions rather than both WS & RS?

~~At its first regular meeting of each new year, the Council shall adopt a resolution stating the dates, times, and locations of its work session meetings for the year.~~



D. Adjourned Meetings

At any regular ~~session~~ or adjourned meeting, the meeting may be adjourned to a later date by a majority vote of the Council. In the event any regular ~~session~~ meeting is adjourned, the Mayor may call an adjourned meeting at such time as the Mayor may designate upon giving appropriate legal notice and having each councilor notified personally, or in writing, at least 24 hours in advance of the time and place of such adjourned meeting.

E. Public Hearings

~~The regular public~~ ~~hearings~~ of the Council shall be on the ~~first and~~ third Wednesdays of each month, unless otherwise arranged, and shall be held on the days appointed between 6:00 p.m. and 7:00 p.m. depending on the purpose. Staff may, at its discretion, schedule such time as needed per topic and considering the start of the Council's regular ~~session~~ meeting at 7:00 p.m. At public hearings, no final decisions may be made or action taken by the Council.

F. Public Forums

Public ~~forums~~ are to provide the public an opportunity to receive topic specific information and provide input and testimony. Public forums will be held in City Hall or such other locations as may be determined by the Council.

G. Emergency Meetings

Emergency ~~meetings~~ are special meetings called on ~~with~~ less than twenty-four (24) hours' notice. The Council will declare the emergency and the minutes of the meeting will describe the emergency justifying less than twenty-four (24) hours' notice. The City will take appropriate steps to notify the media and other interested persons to inform them of the meeting. Notice will be by electronic mail.

H. Executive Sessions

~~All executive~~ ~~sessions~~ of the Council shall be called and conducted in accordance with the Oregon Public Meetings Law. No executive session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open regular ~~session~~ meetings of the Council. Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council.

2. Meeting Place

All Council meetings shall be held in the Council Chambers at City Hall or such other location as may be determined by the Council, but must be held within the boundaries of the city limits.

3. Quorum

A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or these rules.

4. Attendance

The Mayor and Councilors are expected to attend all Council meetings ~~and work sessions~~. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent's unexcused absence from the City for 30 days without the consent of the Council or upon their absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy. Excused absences from Council meetings ~~and work sessions~~ may be granted on a case-by-case basis.

A Councilor ~~member~~ who is unavailable in person may participate in ~~work sessions, regular meetings, and any other~~ Council meeting by Zoom or ~~by conference~~ phone.

5. **Ordinances**

Every ordinance shall be enacted in accord with Chapter IV of the St. Helens City Charter. The enacting clause of all ordinances shall be “The City of St. Helens ordains as follows:”. Except as the following paragraphs provide to the contrary, every ordinance title shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

Except as the following paragraph provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read first in full and then by title.

Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and a copy is provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall, on the City’s website, and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in an open Council meeting as finally amended prior to being approved by the Council.

Upon final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

Upon the enactment of an ordinance the City Recorder shall sign it with the date of its passage and their name and title of office, and within three (3) days thereafter the Mayor shall sign it with the date of their signature, name, and title of office.

An ordinance enacted by the Council shall take effect on the thirtieth (30th) day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

6. **Resolutions**

Every resolution shall be enacted in accord with Chapter V of the St. Helens City Charter. The enacting clause of all resolutions shall be “The City of St. Helens resolves as follows:”.

A resolution or any other Council administrative decision requires approval of the Council. Any substantive amendment must be read aloud or made available in writing to the public prior to adoption. After approval of a resolution or other administrative decision, the vote of each member must be entered into the Council meeting minutes.

A resolution enacted by the Council shall take effect immediately upon enactment unless otherwise noted in the resolution.

7. **Procedures**

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by the City charter, City code, and these operating rules and procedures.

8. **Voting**

Except as the Charter otherwise provides, the affirmative vote of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council. The voting on all ordinances or resolutions shall be by roll call vote and recorded in the minutes showing those members voting for and those voting against and those abstaining.

Commented [KP2]: I did a poll of OAMR City Recorders and found that it was about 50/50 as to how ordinances are read/adopted. Some do it like the way we do it and some do it all in one meeting.

I think with us going to one meeting per month that we should consider doing it in one meeting by reading the title, approving the reading of the title, then read it a second time, and approve the second reading and adoption of the ordinance.

9. Decorum

The presiding officer of the Council shall be responsible for ensuring that order and decorum are maintained during all meetings of the Council and shall be responsible for assigning to the Sergeant-at-Arms their duties and station. The Chief of Police, or such member of the Police Department as they shall designate, shall be Sergeant-at-Arms of the Council. They shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order, decorum, and to enforce the rules of conduct as directed by the presiding officer.

10. Presiding Officer

Mayor – The Mayor shall preside over Council deliberations and will serve as the political head of the government. They shall have a vote on all questions before the Council. They shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the Council, and following the procedures of the Council, the Mayor appoints members of the committees, boards, and commissions established by ordinance or resolution.

Council President – At its first **Regular Session** meeting of each odd-numbered year, the Council by written ballot shall elect a president from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of their office, the President shall act as Mayor.

In the absence of the Mayor and the President, if a quorum of the Council is present, the senior member of the Council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the Council, Council shall choose, by vote, a President Pro-Tem to preside at that meeting.

The Council President or the Council President Pro-Tem, while serving as presiding officer, may propose motions and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

11. Record of Proceedings

The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes, ~~and nays,~~ **and abstentions** upon any question before it shall be taken and entered in the record.

No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

12. Order of Business

Matters to be considered by the Council at its meetings shall be placed on an agenda to be prepared by the City Administrator and/or their designee, typically the City Recorder, for the following materials:

- All items considered by the Council from work sessions that require official action of the Council. Work session agenda items will normally be considered at the next regular **session** meeting.
- **All items directed by the Mayor or a member of the Council to be listed on the agenda.** The Mayor or presiding officer will be notified of agenda items requested by a Council member.
- All items deemed appropriate by the City Administrator.
- All items which are required by law to be presented to the Council.
- The Council may also consider any other item, proposed by the Mayor, a member of the Council, or the City Administrator, not included on the written agenda.
- Items appearing on the Council agenda may be assigned a time limit by the Mayor or presiding officer. The Mayor or Council may extend the time limit until an issue or item is discussed and resolved.
- Correspondence, petitions, or other written material that concerns items that are or may be on the agenda may be submitted to the City Administrator's Office at any time but may only appear on the agenda if received by 12:00 p.m. the Wednesday preceding the intended Council meeting. The City Administrator

Commented [KP3]: This has been controversial in the past. A certain councilor kept wanting some serious nonsense put on the agenda but the Mayor would not okay it. This statement indicates that a councilor can put something on the agenda without the Mayor's consent.

may hold agenda items to have an appropriate study made of the issue, question, or request. Any material submitted without the author's name and address will not be put on the Council agenda. Substantive matters arising under "Visitor Comments" will be referred to the City Administrator for ~~study, further~~ review.

13. Agendas and Supportive Material

~~The City Administrator, typically through the City Recorder, shall provide copies of public records to any person so requesting that material, in compliance with the Oregon Revised Statutes, Public Records Law. A fee for copies may be charged based upon the cost of copying plus a reasonable administrative fee based on actual cost, which fees shall be adopted by Council resolution.~~

Copies of agendas and the supportive agenda material will be available on the City's website by 5:00 p.m. on the Friday preceeding the Council meeting date ~~to the media, and upon request, to members of the public at the time distributed to the Council,~~ except for those items exempt from disclosure under the Public Records Law.

14. Appointing Committees

All committees, boards, and commissions shall be created by the Council through the adoption of an ordinance or resolution. After the committees have been formally announced they cannot be changed except at a regular session meeting of the Council. Appointments to committees shall be made as an agenda item at a regular session meeting of the Council.

15. Council Liaisons

The Mayor, or the presiding officer in the Mayor's absence, will appoint Council members liaison appointments to City departments, programs, or boards and commissions. Liaisons will act as a communication link to the Council and will keep the Council informed of their department's activities. Council members are encouraged to visit all departments to get to know City staff, however, they are only responsible to report on the department they are assigned to liaison.

SECTION IV – CONDUCT AT MEETINGS

1. The Council will be clear and simple in its procedures and consideration of matters coming before it.
2. Any Council member or the Mayor may present main motions on business to come before the Council.
3. It is the policy of the Council to ensure an informed public, aware of the deliberations and decisions of the body and of the information upon which decisions were made. It is the policy of the Council that those decisions be arrived at openly. The Mayor and Council are encouraged to explain their rationale for votes during Council meetings.
4. Public Debate and Testimony:
 - Members of the public have no right to speak or address the Council at a Council meeting unless recognized by the presiding officer.
 - Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council.
 - Unless otherwise directed, ~~persons-visitors~~ addressing the Council shall limit their remarks to three (3) minutes. Each visitor has one opportunity to speak for up to three (3) minutes per meeting, unless the presiding officer allows otherwise.
 - A person may request additional time subject to approval of the presiding officer.
 - Questions and discussions by audience members shall be directed to the ~~presiding officer~~ Council.

- Directed discussion between members of the audience and Council members or City employees shall be permitted only at the discretion of the presiding officer.
- Public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, “Visitor Comments” unless specifically permitted otherwise by the presiding officer.
- All persons addressing the Council shall do so from the designated location after first having clearly stated their name for the record. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

5. Identification of Fiscal Impact of Policy Decisions

At such time as the Council adopts a new program or policy with significant revenue implications, it shall offer clear direction to City staff and to the Budget Committee as to how the program or policy is to be funded. When the City Council adopts such a new program or policy or significantly modifies an existing program or policy, it shall indicate how it expects that program or policy to be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.

6. Reconsidering a Vote

A motion to reconsider a vote can be made only once ~~and~~ at the session at which the motion or matter was adopted, or at the next meeting of the Council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has taken effect.

7. Miscellaneous Provisions

- Members of the Council requesting a legal opinion of the City Attorney may do so directly during a meeting or if the Mayor is aware of the inquiry. A Council member desiring to contact the City Attorney will normally contact the City Administrator to ascertain if the question has previously been posed to the Attorney and/or if staff has researched and can address the issue.
- Authorization is needed from the presiding officer or majority of Council to take a reimbursable trip and incur expenses on City-related business. The following expenditure categories qualify for reimbursement under the above procedure:
 - Reasonable out-of-town travel expenses including mileage, meals, and lodging.
 - Additional cellular phone costs related to calls made regarding City business.

Expense reimbursement forms for expenses incurred for authorized purposes are available through the ~~City Recorder~~ Finance Division. Receipts or other types of documentation are required for all items. The Mayor will review and approve expense claims submitted by Council members. The Council President will review and approve expenditures made by the Mayor.

- The Mayor or Council member shall also clarify what, if any, official capacity they are representing when speaking to the press.
- Normally, the City Administrator or their designee shall act as the City ombudsman for City business and affairs.



STAFF REPORT

Meeting Date: May 20, 2026
 Author: Kathy Payne, HR Coord/City Recorder
 Department: Administration
 Division: City Recorder/HR
 Subject: Proposed Guides for City Boards/Commissions
 Type of Item: Action
 CC: City Administrator John Walsh

Introduction:

Guidance for boards and commissions.

Background:

Recently, concerns were expressed by a board/commission member that there was some disorder happening at their meetings. This was causing some problems and this member asked me for some advice. I gave them some general guidance on the specific matters.

Staff Analysis:

The concerns expressed are not new. Therefore, I thought it appropriate to set some guidelines and expectations on how board/commission members can conduct business respectfully and efficiently. With the assistance of AI, I created a Member Guide and a Chair Support Guide.

Budget Impact:

No impact to the budget.

Alternatives:

- Option 1: Approve both guides at the May 20 Regular Session.
- Option 2: Amend the proposed guides and bring back for June 17 approval.
- Option 3: Disregard requested action.

Requested Action:

Move to approve the City Boards & Commissions Member Guide and Chair Support Guide.

Attachments:

- DRAFT City Board/Commission Member Guide
- DRAFT City Board/Commission Chair Support Guide

CITY BOARD/COMMISSION MEMBER GUIDE

Purpose. This document outlines shared expectations that help the board function respectfully, efficiently, and in the best interest of the community. These expectations are not legal requirements; they are norms the group voluntarily follows to support productive service.

1. Commitment to the Public

- Act in the best interest of the community and the board's mission.
- Come prepared, having reviewed materials in advance.
- Maintain an open mind and base decisions on facts, policy, and community benefit.

2. Respectful Conduct

- Treat fellow members, staff, and the public with courtesy.
- Focus on issues, not personalities.
- Allow others to speak without interruption.
- Disagree respectfully and avoid personal attacks.

3. Meeting Participation

- Attend meetings consistently and arrive on time.
- Participate actively but concisely.
- Follow the agenda and support the chair's efforts to keep the meeting on track.
- Bring up new ideas through appropriate agenda-setting channels.

4. Communication

- Ask clarifying questions early, ideally before meetings if possible.
- Communicate concerns directly and respectfully.
- Use email, phone, or staff communication appropriately and professionally.

5. Support for the Chair

- Allow the chair to facilitate discussion without challenging their authority.
- Follow established ground rules and meeting procedures.
- Help maintain an environment where everyone can contribute.

6. Constructive Problem-Solving

- Assume good intent from fellow members.
- Work toward consensus where possible.
- When conflict occurs, focus on solutions and shared goals.

7. Relationship With Staff

- Respect staff roles and workloads.
- Use staff as a resource—not as an advocate for an individual viewpoint.
- Direct requests for information through the appropriate staff contact.

8. Accountability

- Accept responsibility for one's actions and words.
- Be open to feedback from fellow members and staff.
- Uphold the board's mission and agreed-upon norms.



CITY BOARD/COMMISSION CHAIR SUPPORT GUIDE

Purpose. This guide provides practical tools and reminders to help chairs run smooth, respectful, and efficient meetings. Chairs do not have to manage challenges alone — staff and fellow members are partners in maintaining a healthy environment.

1. Before the Meeting

- Review the agenda with staff; identify any sensitive or complex items.
- Clarify time limits or discussion structure for items likely to generate debate.
- Ask staff about any anticipated issues, questions, or special requests from members.
- Have a plan for public comment (time limits, order, expectations).

2. Starting the Meeting Strong

- Open with a clear, calm tone.
- Briefly review ground rules (e.g., one person speaks at a time, stay on topic).
- State the purpose of the meeting and expectations for respectful conduct.

3. Facilitating Discussion

- Call on speakers in order and ensure everyone has a chance to speak.
- Paraphrase or summarize when discussion drifts or becomes heated.
- Gently steer members back to the agenda when off topic.
- Remind members of time limits with a neutral tone.
- Encourage quieter members to contribute.

4. Managing Conflict

- Keep comments focused on issues, not individuals.
- Intervene early if discussion becomes personal or disrespectful.
- Use tools such as pausing discussion, offering a cooling-off moment, or asking staff for factual clarification.
- Remember: You are facilitating, not expecting to solve every disagreement yourself.

5. Working With Staff

- Lean on staff for procedural guidance and background information.
- Ask staff to help set the agenda, explain policies, or clarify past decisions.
- Communicate concerns or anticipated challenges before meetings.

6. Ending the Meeting Well

- Recap decisions and next steps.
- Thank members for their contributions.
- Touch base with staff afterward about anything that needs follow-up.

7. You Are Not Alone

If discussions become routinely difficult or unproductive:

- Ask staff for facilitation support.
- Consider requesting a brief board “norms refresh” session.
- Bring concerns to the City Administrator or appropriate staff early.





STAFF REPORT

Meeting Date: May 20, 2026
 Author: Kathy Payne, HR Coord/City Recorder
 Department: Administration
 Division: City Recorder/HR
 Subject: Request for Proposals for Exclusive Towing Services
 Type of Item: Action
 CC: City Administrator John Walsh

Introduction:

The City has contracted with individual towing companies for exclusive towing services for many years.

Background:

The 2020 contract for Exclusive Towing Services with our current contractor, Drake's Towing & Recovery, expired December 31, 2025, and has exhausted all extensions. We have contracted with Drake's since at least 2018. Prior to that, the Police Department had a rotation schedule among local towers. However, they've expressed the desire to continue with exclusive towing services with one company.

Staff Analysis:

Police Chief Smith and Lt. Treat both reviewed the draft Request for Proposals (RFP) for Exclusive Towing Services and the attached RFP includes their recommendations.

Budget Impact:

No impact to the budget.

Alternatives:

Option 1: Adopt the RFP as proposed at the May 20, 2026 Regular Session.
 Option 2: Amend the RFP document and direct staff to bring back for approval on June 17.
 Option 3: Do not make any changes to the RFP document.

Requested Action:

Move to approve the Request for Proposals for Exclusive Towing Services.

Attachments:

- Request for Proposals for Exclusive Towing Services.

CITY OF ST. HELENS



REQUEST FOR PROPOSALS EXCLUSIVE TOWING SERVICES

Date of Issue: **May 21, 2026**

Closing Date and Time: **June 18, 2026 at 4:00 p.m. (Pacific)**

Single Point of Contact (SPC):
John Walsh, City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051

E-mail (SPC): jwalsh@sthelensoregon.gov

The City of St. Helens promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

REQUEST FOR PROPOSALS
EXCLUSIVE TOWING SERVICES

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CITY OF ST. HELENS

REQUEST FOR PROPOSALS
EXCLUSIVE TOWING SERVICES**SECTION 1: GENERAL INFORMATION****1.1 INTRODUCTION**

The City of St. Helens, an Oregon municipal corporation (“City”), is issuing this Request for Proposals (“RFP”) to seek proposals from qualified professionals to provide exclusive towing services.

We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service and enhancement to create a successful partnership with the City.

We encourage you to be creative and educational in your response. Feel free to include information about prior community involvement in the local area. While your format must be consistent with the requirements of the RFP, if you believe there is additional information that would be beneficial to us, there is a section at the end where you can provide such information.

A City review panel, consisting of staff from multiple departments, will review each proposal for pricing and service. The panel will recommend a provider for the City Council to ultimately approve and work towards an exclusive use contract. The City anticipates the award of one (1) contract from this RFP. The initial term of the agreement is anticipated to commence upon approval by the City Council and continue through December 31, 2027, with an option for two one-year extensions, at the City’s discretion.

The complete RFP will be made available on the City’s website (www.sthelensoregon.gov/rfps).

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are the local time in the City of St. Helens, Oregon. All dates listed are subject to change through issued Addenda.

Event	Date	Time
Issuance of RFP and Publication on City Website	May 21, 2026	
Questions/Requests for Clarification Due	June 4, 2026	5:00 PM
Issuance of Answers/Addenda Deadline	June 11, 2026	4:00 PM
Deadline to Submit Proposals	June 18, 2026	4:00 PM
Selection of Finalist(s) to Interview	June 25, 2026	
Interviews, if needed	July 2, 2026	
Contract Commences	Upon City Council Approval	

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page, along with the SPC's contact information. Vendor shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

Any questions should be directed to the SPC, John Walsh, City Administrator, at jwalsh@sthelensoregon.gov. Written responses will be available to all interested parties on the City's website at www.sthelensoregon.gov/rfps.

1.4 ADDENDA

The City may modify the RFP at any time at least five (5) days prior to the RFP due date, by issuance of a written addendum that shall be posted on the City's website listed in Section 1.3. The City will provide notice of the addenda to all vendors registered with the City at the time the addendum is issued. Addenda will be numbered consecutively. You must be registered with the SPC to receive notice of any addenda.

SECTION 2: INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

2.1 SUBMITTALS

All proposals must be received by the City no later than 4:00 p.m. on June 18, 2026. Proposals may be emailed, delivered to City Hall, or mailed but must be received no later than 4:00 p.m. on the deadline date. The outside of the sealed envelope should be marked “Exclusive Towing RFP Proposal.” Electronic submissions must be in the form of one single PDF document. Submissions shall become the property of the City of St. Helens without obligation. Late submittals will not be accepted.

Email Address:

jwalsh@sthelensoregon.gov

Mailing/Physical Address:

City of St. Helens
ATTN: John Walsh
265 Strand Street
St. Helens, OR 97051

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in the RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

2.2 SELECTION

The selection of the successful proposal will be based upon responses received to the criteria included in Section 5 of this proposal.

The City of St. Helens reserves the right to reject all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interests and the right to waive minor irregularities in procedure.

SECTION 3: SCOPE OF SERVICES

The successful vendor must be able to respond to all tows within 20 minutes of dispatch. If the tow cannot be at location within the 20 minutes of dispatch, the City will move onto a 2nd or 3rd or further option. The successful vendor must have the capacity to tow cars, trucks, boats, and RVs.

3.1 PRIORITY TASKS

Below is a list of all services required. Your response should include all of these services along with anticipated pricing for each item listed.

- Standard Tow
 - No extraordinary winching required. No standard tow will be paid for a “blocked driveway.” If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid.
- Standard Tow with Winch
 - Requiring an extraordinary winch, or the use of skates. (Examples: removing a car from railroad tracks, out of a house, or off a pole.) Must include picture verifying the need for winching to be paid at this rate. If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid. This rate will only be paid in the event that a car is inaccessible to the tow truck.
- Heavy Tow
 - If possible, more than two axles. This rate of pay will require vehicle weight of more than 6,500 lbs.
- Heavy Tow with Winch
 - If possible, more than two axles. This rate is for extra heavy vehicles stuck in extraordinary situations. (Examples: when a vehicle is on railroad tracks, requiring removal from a house, or off a pole.) This rate of pay will require a picture supporting the payment at this rate.
- Standard Tow with Clean-up
 - You will be paid for each car involved in an accident that is towed. This price includes the possibility of all necessary clean-up including the time it takes, and use of your own supply of absorbent. The vendor should be aware that some accident tows will require a greater or lesser amount of time and/or clean-up. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.

- Standard Tow with Winch and Clean-up
 - You will be paid for each car involved in an accident that is towed. This price includes any winching, the use of skates, all necessary clean-up (including length of time for clean-up), and use of your own absorbent. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.

- Boat on Trailer
 - Towing of a boat already on a trailer, which essentially requires less work than a boat not on a trailer.

- Boat not on Trailer
 - Towing a boat not on a trailer.

- Small Bikes, Snow Blowers, Lawn Mowers, Motorized Scooters, Motorized Bikes
 - Small motor tows.

- Gone on Arrivals (GOA)
 - In the event that tow truck is dispatched, but the tow is no longer needed, the tow truck company will be paid \$____. Examples include: when a call is dispatched and the Police release the car to AAA or another company once the tow truck is on scene, or the call is cancelled after the tow truck is en route to the scene. GOA does not consist of instances where a flatbed tow truck is requested, and a wheel lift tow truck is sent, or the call is cancelled within 10 minutes of being given. In the event that this occurs, there will be no payment made to the towing company. Also, if a two-car accident is called and both are given away, only one GOA will be paid.

- Mini Tow
 - The cost to move a vehicle out of the way of a driveway that is blocked, or out of the way of a fire hydrant. This is mostly used to hook and move a short distance. It can also include a situation where the vehicle is hooked-up to move and released to the owner to move instead (Hook and Drop). Usually, the distance is no more than around a block. This charge will still be paid if the tow truck is on scene, and the Police Department allows the owner to move the car.

- Tire Change
 - Changing a tire for a City vehicle within Columbia County limits.

- Jump Start
 - Jumping a City vehicle within Columbia County limits.

- Lock Out
 - Using a Slim Jim or long bar to unlock the door of a City vehicle.

- Emergency Situations
 - At the discretion of the Police Chief or City Administrator, this rate will be paid on an as needed basis when special towing services are requested for the City of St. Helens. Examples of this would include response requests involving snow emergencies, driving outside the city limits, remaining on call at the scene of a race or parade where the Police Chief may require immediate service(s), or any other situation the Police Chief or City Administrator deem to be an extraordinary or emergency situation. In the event that such towing services are rendered, the Police Chief or City Administrator may authorize that an additional hourly rate be paid to the towing company.

- Tow Reports
 - Exclusive towing vendor selected will reimburse Police for printing costs associated to print tow reports.

- Storage
 - The contractor must have a secured lot for vehicle impounds.
 - The contractor must have an enclosed building capable of housing two vehicles out of the elements for evidentiary purposes, i.e., waiting on the execution of a search warrant, a vehicle involved in a homicide, etc.

SECTION 4: PROPOSAL REQUIREMENTS

In order for us to adequately compare and evaluate proposals objectively, all proposals must be submitted in the following format. Not doing so will be reflected in the overall scoring. Font size shall be no smaller than 12 pt.

a. Title Page/Cover

It should include the name of the vendor, principal business address, phone number, email address of main contact for vendor, and a copy of your St. Helens Business License.

b. Table of Contents

One printed page maximum.

c. Transmittal Letter

The letter should address the vendor's willingness and commitment to serve the City of St. Helens. This includes providing the services and why the vendor believes it should be selected as the exclusive towing company for the City of St. Helens.

d. Section 1 – Business Profile and Staff

- Please provide a brief history of your company including how long you have been in business and your experience providing towing services.
- Include contact information for five (5) business references including name, email address, and phone number.

e. Section 2 – Pricing

- Provide in this section the pricing for the specifics mentioned in this RFP.
- If there are additional services you believe should be added, please note them in this section.
- If you are willing to negotiate your prices with the City, please note that in this section.

f. Section 3 – Other Information / Services

This is YOUR opportunity to include any information or services you believe should be known to the RFP Rating Committee for the City of St. Helens. In this section, you may also provide any such information that you feel you need to share to help the City make the best selection for a provider.

SECTION 5: EVALUATION CRITERIA

5.1 EVALUATION MATRIX

Evaluation Criteria	Weight (%)	Score (1-5)	Weighted Score
Comprehensiveness of Services Provided	20%		
Understanding of Scope and Approach	20%		
Cost Effectiveness	20%		
References and Past Performance	20%		
Other Factors	10%		
Format Completeness	10%		
Total	100%		

5.2 SCORING RUBRIC

Score Description

- 5 Excellent – Exceeds all requirements; outstanding qualifications and approach
- 4 Good – Meets all requirements; above-average qualifications and approach
- 3 Satisfactory – Meets most requirements; acceptable qualifications and approach
- 2 Fair – Meets some requirements; limited qualifications or unclear approach
- 1 Poor – Does not meet requirements; lacks qualifications or coherent approach

5.3 EXPANDED EVALUATION CRITERIA

5.3.1 Comprehensiveness of Services Provided (20%)

Overall feeling of capabilities of the vendor to meet the service levels described in this RFP and how effectively they can be offered to the St. Helens community members.

5.3.2 Understanding of Scope and Approach (20%)

This criterion evaluates how well the vendor understand our needs and goals.

5.3.3 Cost Effectiveness (20%)

This criterion considers the overall value of the proposal in relation to the cost.

5.3.4 References and Past Performance (20%)

Evaluators will review the vendor's reputation and reliability based on past work.

5.3.5 Other Factors (10%)

Consideration of any other factors that the City believes are in our best interest to consider based on information provided or not provided in response to the RFP.

5.3.6 Format Completeness (10%)

Points awarded based on vendor's response to the requirements of the proposal.

Maximum Points Possible: 30

SECTION 6: ADDITIONAL INFORMATION

- 6.1** We reserve the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and to request additional information from proposing vendors. All costs incurred in connection with preparing and submitting a proposal is the responsibility of the vendor. Our decision to award a contract will be based upon many factors including, but not limited to, service, and innovation. No single factor, such as cost, will determine the final decision to award. All respondents will be informed of the decision made about the vendor selected. Respondents will not be provided with detailed information about the rating of their response. Respondents must comply with relevant federal, state, and local laws, regulations, rules and other requirements.



STAFF REPORT

Meeting Date: May 20, 2026
 Author: Kathy Payne, HR Coord/City Recorder
 Department: Administration
 Division: City Recorder/HR
 Subject: Public Records Request Policy & Procedures
 Type of Item: Action
 CC: City Administrator John Walsh

Introduction:

About a year ago, we formed a Public Records Request Policy Review Committee internally consisting of myself, Deputy City Recorder Lisa Scholl, Municipal Court Clerk Melanie Payne, Records & Evidence Specialist Pati Askelson, City Attorney Ashley Wigod, and City Prosecutor Sam Erskine. We have met several times and communicated via email.

Background:

Over the course of the year, the Committee reviewed the City's current practices and procedures and compared them against a couple other cities' policies to come up with the attached draft policy.

Staff Analysis:

The Committee found it necessary to create a policy that captures our overall practices and procedures as well as making sure the policy aligns with the law concerning the public's right to access public records.

Budget Impact:

No impact to the budget.

Alternatives:

Option 1: Amend the draft policy document and direct staff to bring back a resolution to adopt the policy on June 17.

Option 2: Do not make any changes to the draft policy document, and direct staff to bring back as is for adoption by resolution on June 17.

Requested Action:

Direct staff to amend draft policy (or not) and bring back resolution for adoption on June 17.

Attachment:

- Public Records Request Policy and Procedures



Public Records Request Policy & Procedures Updated: May 20, 2026

A. Purpose and Authority.

Oregon’s public records law, Oregon Revised Statutes (ORS) Chapter 192, provides that every person has a right to inspect any non-exempt public record of a public body in this state subject to reasonable procedures.

For the purposes of inspection, a “public record” is “any writing that contains information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics (ORS 192.411).

Most records in the possession of a public body must be made available to the public for inspection; however, Oregon law provides exemptions for certain records or parts of records and authorizes or requires the City to redact or withhold those records.

The purpose of this policy is to:

- establish clear procedures for public records requests,
- develop public records request forms,
- establish a schedule of fees,
- provide other guidance to City staff and the public,
- protect its records, and
- prevent interference with the regular discharge of City duties.

B. Responsibility for Responding to Public Records Requests.

The City has two points of contact for public records:

1. the City Recorder’s Office (for general records other than police and municipal court records); or
2. the Municipal Court Clerk (for police and municipal court records)

Any requests involving exempt information may require legal advice or research and will be coordinated with the City Attorney’s Office or City Prosecutor.

C. Public Records Request Forms.

1. General City Records other than Police and Municipal Court (Attachment 1).
2. Police and Municipal Court (Attachment 2).

The City Administrator may approve minor modifications to the forms to improve usability or accessibility when requesting public records.

D. Requests must be submitted in writing.

Public records requests must be made in writing submitted on the designated City form, unless an accommodation is requested and granted.

E. Accommodations.

1. The City will make reasonable accommodations for people with disabilities and/or those needing assistance with language interpretation and translation when making public records requests.
2. Reasonable accommodation requests related to public records should be made via email to cr@sthelensoregon.gov.

F. Guidelines for Submitting Public Records Requests and City's Response.

1. **Identify.** Requesters must identify and describe the records sought with as much specificity as possible, including a date range and the record title, if known.
2. **Clarify the Request, as needed.** The City may contact the requester to clarify the request or make suggestions to reduce the cost of fulfilling the request. For example, using narrower search terms or a narrower date range, limiting the search to only the most relevant employees of the public body, or excluding the records most likely to contain exempt information, may make the request easier, and therefore less costly, to fulfill. While requesters are under no obligation to refine their request in order to reduce cost, many appreciate the opportunity to work with the public body to obtain the records they seek for a lower cost.
3. **Minor Changes.** Minor changes that clarify or narrow the original request are allowed. However, the City may require that any changes that expand the request to include new records – such as adding new dates, individuals, or types of records be

submitted as a new request or notify the requestors that the timeline to respond to the request will be reset.

4. **The City is Not Required to Create New Records.** The City is only required to provide existing public records in response to records requests. The City is not required to create documents to respond to public records requests or questions of interest. The City will fulfill requests for records that exist up to the date and time the public records request is submitted or as specified on the public records request form. Requesters seeking to inspect or obtain copies of records on a continuing basis must submit new, successive records requests for each date range, which cannot extend beyond the date and time the public records request is submitted.
5. **Questions are Not Considered Public Records Requests.** A requester cannot reframe a question as a public records request or ask the City to perform research in response to a question. Instead, requests must identify a specific document or objective criteria to locate documents that contain information related to the conduct of the City's business.
6. **City's Acknowledgement of Request.** The City Recorder's Office or Municipal Court Clerk will acknowledge receipt of a public records request within five (5) business days of its receipt and:
 - a. Confirm that the public body is the custodian of the requested record(s);
 - b. Inform the requester that the public body is not the custodian of the requested record(s); or
 - c. Notify the requester that the public body is uncertain whether the public body is the custodian of the requested record(s).
7. **Next Response.** Within fifteen (15) days of the request, the City will respond to the public records request as follows:
 - a. Complete its response to the public records request; or
 - b. Provide a written statement that the City is still processing the request and a reasonable estimated date by which the public body expects to complete its response based on the information currently available. Under this response, the City will do at least one of the following:

- i. Request a clarification or ask additional information from the requester; or
 - ii. Provide a cost estimate for the actual costs of making public records available; or
 - iii. State that the City is in possession of at least some of the requested records, the amount of time City staff will expend before the records will be available to inspect, a cost estimate for providing the records, and, if estimated costs exceeds the initial deposit of \$20, a statement that a deposit of the estimated cost is required prior to retrieval of the records and any remaining balance is due before records will be released; or
 - iv. State that the City is uncertain if it possesses the records, the amount of time City staff will expend to search for the records, a cost estimate for the time to search for the records, and, if the estimated costs exceeds the initial \$20 deposit, a statement that prepayment is required prior to retrieval of the records.
- c. If the requester fails to provide information or payment within 60 days of the City's request, the City will close the request.
 - d. After gathering the records, the City may notify the requestor that as a result of the type and substance of responsive records, additional legal review and/or redactions are required and the City will provide the estimated cost to provide that additional legal review.

8. Delay in Completing the Records Response.

- a. Per ORS 192.329(6), the City may notify requestor that the completion of the records response is delayed if:
 - i. The staff or volunteers necessary to complete a response are unavailable (which includes when staff or volunteers are on leave or are not scheduled to work).
 - ii. Compliance would demonstrably impede the public body's ability to perform other necessary services.

- iii. The volume of public records requests being simultaneously processed by the public body.

9. **Completed Response.** Once the records are gathered and any applicable costs are paid, the City will provide a completed response that includes the following, as applicable:

- a. Notice that the City is not in possession of the requested records;
- b. Notice declining to acknowledge if the documents exist (pursuant to state or federal law);
- c. Notice that the City will provide disclosure of responsive and non-exempt records;
- d. Notice that some or all of the responsive records are withheld and/or redacted pursuant to state or federal law and assert all applicable exemptions. If applicable, provide the redacted records; and
- e. Information about the requestor's option to seek review by the Columbia County District Attorney's Office of the City's decision if access is denied either by withholding or redacting records.

G. Fees and Fee Waivers for Public Records Requests.

- 1. **Fees.** Oregon law authorizes public bodies to establish reasonable fees to be reimbursed for the actual costs of making public records available. The City's actual costs may include:
 - a. Time or costs to copy or convert records to paper or other media and mailing expenses.
 - b. Time spent locating, reviewing, redacting, copying, and supervising a person's inspection of original records in order to protect them.
 - c. Research time to locate the requested records, even if no records are located or if the requested records are determined to be exempt from disclosure.
 - d. Any time spent notifying public employees of requests for employee personal information.

- e. Time spent by an attorney to review, redact, or segregate records for possible exemptions.

There will not be any costs charged if the request from start to finish takes fifteen (15) minutes or less of staff time to produce.

2. **Fee Schedule.** The City’s Fee Schedule for Public Records Requests is attached to each public records request form and is also available on the City’s website at <https://www.sthelensoregon.gov/administration/page/universal-fee-schedule>.
3. **Other Costs.** In addition to the cost of employee labor, the City, at its discretion, may charge requesters the actual cost of materials used to copy records or convert records from one form to another (for example, the costs of paper or toner), as well as mailing costs. If the City uses third-party contractors or a third-party vendor to fulfill all or part of a public records request, the City may pass the actual costs charged by such third parties to the requester.
4. **Fee Waiver.** Oregon law allows, but does not require, the City to provide a full or partial fee waiver of the costs to fulfill a public records request “if doing so is in the public interest because making the record(s) available primarily benefits the general public.¹” This is distinct from situations where disclosure would primarily affect “a concern or interest of a private individual or entity.²”

The City may request additional information beyond what is provided on the fee waiver request form, to evaluate whether the request primarily benefits the public interest or primarily a private interest.

Relevant factors for whether the requestor has established a sufficient public interest include:

- the purpose for which the requester intends to use the information,
- the character of the information,
- whether the requested information is already in the public domain, and
- whether the requester can demonstrate the ability to disseminate the information to the public.

¹ In Defense of Animals, 199 Or App at 189. Because this analysis is consistent with how federal courts construed the former federal statute that was the model for ORS 192.324(5), those federal cases provide useful guidance as to how Oregon courts may apply the state standard.

² Id. at 188; Public Records Order, Dec 5, 2016, DeMartino (no public interest in fee waiver where requester sought records related to a court case to which he was a party).

The City is not required to grant the fee waiver and the City may review each request on a case-by-case basis, but it must be reasonable under the totality of the circumstances.

Facts typically relevant to a fee waiver decision include:

- how narrowly tailored the request is to a matter of public interest;
- the burden placed on the public body:
 - the time and expense needed to fulfill the request;
 - the volume of the records requested;
 - the need to segregate exempt from nonexempt materials;
- whether the fee was avoidable;
- whether the fee impacts the public interest:
 - the ability of the requester to pay the fee; and
- other considerations may be appropriate in any given case.

5. **Payment Required.** Unless waived, full payment of the total amount of costs incurred is required before the public records may be inspected or copies released.
6. **Refunds.** Refunds will be issued only in the event of overpayment, duplicate payments, or payment made when no public records request fee was due. Refunds may be requested by sending an email to cr@sthelensoregon.gov.

H. Right to Appeal City's Decision on Records Request or Fee Waiver.

1. **Petition.** Any person denied the right to inspect or to receive a copy of any public record of the City of St. Helens or receive a fee waiver may petition the Columbia County District Attorney for review, in accordance with ORS 192.415.
2. **Petition Form and Copy City.** A petition for the denial of a public record or a denial of a fee waiver request must copy the City of St. Helens at cr@sthelensoregon.gov and may be made on Attachment 5 - Petition for District Attorney's Review of Public Records Request Denial of Full or Partial Fee Waiver.
3. **Elected Officials Records.** The right to inspect or receive a copy of a public record in the custody of an elected official, or in the custody of any other person but as to which an elected official claims the right to withhold disclosure, are not eligible to be petitioned to the District Attorney. Instead, a person who believes they were denied the right to inspect or receive a copy of a record in the custody of an elected official may institute proceedings for injunctive or declaratory relief in the appropriate circuit court, in accordance with ORS 192.427.

I. Other Resources.

Further information regarding making public records requests and publicly available information can be found at:

1. The Oregon Attorney General's Public Records and Meetings Manual.
2. A Quick Reference Guide to Oregon's Public Records Law, published by Open Oregon: a Freedom of Information Coalition in collaboration with the Oregon Attorney General's Office.

J. Attachments:

1. General Public Records Request Form
2. Police and Municipal Court Public Records Request Form
3. Public Records Requests Fee Schedule
4. Common Oregon Public Records Law Exemptions
5. Petition for District Attorney's Review of Public Records Request Denial of Full or Partial Fee Waiver Form

City of St. Helens

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

FOR OFFICE USE ONLY
Date of Last Action: _____
Item #7.

PUBLIC RECORD(S) REQUEST FORM

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

Minimum \$20.00 Deposit Required*
Date Request Rec'd: _____
Received By: _____
Deposit Paid: \$ _____
Receipt # _____

Is this request related to a lawsuit in which the City of St. Helens is a part, or a tort claims notice filed with the City of St. Helens? Yes No

RECORD TYPE (Check all that apply):

- Planning Division Records Building Division Records Engineering Division Records
 Finance Records City Personnel Records Water Quality Division Records
 Ordinance or Resolutions City Council Records Other _____
 Email Records; list key words to search: _____

Inclusive Date(s): _____

Information Requested (Please describe the materials you are requesting in as much detail as possible: type of document, author, title, location, etc. Attach additional paper if needed.): _____

By signing this request, I acknowledge that I will be required to pay a minimum \$20 deposit before my request is processed. I further understand that if the actual cost is above the deposit amount that I will be notified of the additional fee I will need to pay. If the actual cost is less than the deposit paid, I will be refunded the difference. I further understand that if, after paying the deposit, I decide I do not want the information requested, but staff has already conducted the research, I will forfeit the deposit.

Signed: _____ Date Signed: _____

FOR OFFICE USE ONLY

Date forwarded to City Recorder: _____ Authorization to commence research: _____
Staff member assigned: _____

Fees:	Actual
Miscellaneous Fees:	\$
Labor Cost:	+ \$
TOTAL COST:	\$
Less Deposit:	- \$
TOTAL AMOUNT DUE:	\$
Or AMOUNT TO REFUND:	\$

Date Estimate Provided: _____
Estimate Due: \$ _____
Estimate Paid: _____
Receipt # _____
Date Items Available: _____
Total Due or Refund: \$ _____
Date Paid or Refunded: _____
Receipt # _____
Disposition: Paid & emailed/picked up

ORS 192.324 authorizes a public body to establish fees to reimburse for actual costs making public records available. The actual costs may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The St. Helens City Council adopted Resolution No. 2062, including any subsequent amendments, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Please be advised that all requests for Public Records must be made in writing to the City Recorder; with the exception that requests for Police Reports, Accident Reports, Incident Reports, etc. must be made in writing to the Municipal Court.

A deposit* of not less than \$20 must be paid at the time of the request. The deposit must be paid before any requests are processed. If the actual costs exceed the deposit, you will be notified prior to continuation of the research. If the actual costs are less than the deposit paid, a refund of the overage will be processed. However, if after paying the deposit, you decide you do not want the information requested, but staff has already conducted the research, you will forfeit the deposit.

If you have no means to pay for your request, you must complete an Application for Waiver or Reduction of Public Records Request Fees form and submit it at the time of your Public Records Request.

For additional information, please contact City Hall at 503-397-6272.



ST. HELENS POLICE DEPARTMENT

150 S 13th Street, St. Helens, Oregon 97051
Office (503) 397-3333 ▪ Fax (503) 397-0619
email: shpdrecords@sthelensoregon.gov

Matt Smith
Chief of Police

FOR OFFICE USE ONLY

Date of Last Action: _____

Item #7.

POLICE OR COURT RECORD(S) REQUEST FORM

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

Minimum \$20.00 Deposit Required
Date Request Rec'd: _____
Received By: _____
Deposit paid: \$ _____
Receipt # _____

If you are a law enforcement agency or government/community partner (i.e., DOJ, DA's office, DHS, etc.), you can contact the St. Helens Police Department directly with your request without completing this form.

Case or File No.: _____ Date of File/Occurrence: _____

Name(s) and DOB of Parties Involved: _____

Type of police report:

- traffic crash report
 - theft report
 - criminal investigation report
 - Other (describe) _____
- Court documents (please indicate specifically what you are requesting below)

Reason for the request (e.g., needed by attorney, insurance claim, background check, or set asides):

Information Requested: (attach additional paper if needed)

By signing this request, I acknowledge that I will be required to pay a minimum \$20 deposit before my request is processed. I further understand that if the actual cost is above the deposit amount that I will be notified of the additional fee I will need to pay. If the actual cost is less than the deposit paid, I will be refunded the difference. I further understand that if, after paying the deposit, I decide I do not want the information requested, but staff has already conducted the research, I will forfeit the deposit.

Signed: _____ Date Signed: _____

FOR OFFICE USE ONLY

Forwarded to: Court Clerk / City Prosecutor City Hall Admin Date forwarded: _____
Signature authorization to commence research: _____ Staff member assigned: _____

Fees:	Actual
Miscellaneous Fees:	\$
Labor Cost:	+ \$
TOTAL COST:	\$
Less Deposit:	- \$
TOTAL AMOUNT DUE:	\$
Or AMOUNT TO REFUND:	\$

Date Items Available: _____
Date Notified: _____ By: _____
Total Due: \$ _____
Date Paid: _____
Receipt # _____
Disposition: <input type="checkbox"/> Paid & picked up <input type="checkbox"/> Never picked up

ORS 192.324 authorizes a public body to establish fees to reimburse for actual costs in making public records available. The actual costs may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The St. Helens City Council adopted Resolution No. 2062, including any subsequent amendments, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Please be advised that all requests for Public Records must be made in writing to the City Recorder; with the exception that requests for Police Reports, Accident Reports, Incident Reports, etc. must be made in writing to the Municipal Court.

A deposit* of not less than \$20 must be paid at the time of the request. The deposit must be paid before any requests are processed. If the actual costs exceed the deposit, you will be notified prior to continuation of the research. If the actual costs are less than the deposit paid, a refund of the overage will be processed. However, if after paying the deposit, you decide you do not want the information requested, but staff has already conducted the research, you will forfeit the deposit.

If you have no means to pay for your request, you must complete an Application for Waiver or Reduction of Public Records Request Fees form and submit it at the time of your Public Records Request.

For additional information, please contact City Hall at 503-397-6272.

PUBLIC RECORDS REQUESTS FEE SCHEDULE

Adopted by Resolution No. 2062, October 15, 2025

Fee Type	Cost
Appeals Fee - General	\$ 175.00 per appeal
Lien Search	\$ 29.00 per lien search
Non-Sufficient Check Charge	\$ 25.00 per check
Photocopies & Printouts: Black & White: 8½" X 11" Black & White: 8½" X 14" Black & White: 11" X 17" Color: 8½" X 11" Color: 8½" X 14" Color: 11" X 17" Black & White: 22" X 34" Color: 22" X 34" Black & White: 24" X 36" Color: 24" X 36" Black & White: Greater than 24" X 36" Color: Greater than 24" X 36"	\$.50 per side \$.75 per side \$ 1.00 per side \$ 1.00 per side \$ 1.50 per side \$ 2.00 per side \$ 3.00 per page \$ 5.00 per page \$ 6.00 per page \$ 8.00 per page \$ 12.00 per page \$ 16.00 per page
Police Reports	\$ 20.00 per case number (up to 30 pages)
Public Records Requests – Labor <div style="border: 1px dashed black; background-color: yellow; padding: 5px; margin-top: 10px;"> If total staff time spent on any single request is 15 minutes or less, the Labor fee is waived. However, if staff time spent exceeds 15 minutes, Labor is charged. </div>	Fully loaded hourly wage of employee(s) providing service, charged to the ¼ hour
Reproduction of Audio/Video Recordings from City Meetings	\$ 25.00 per cassette/CD/DVD/USB
Reproduction of Digital Photos/Audio/Video from Police Dept.	\$ 20.00 per cassette/CD/DVD/USB

COMMON OREGON PUBLIC RECORDS LAW EXEMPTIONS

Personnel Discipline. ORS 192.345(12) conditionally exempts personnel discipline actions and supporting documents unless the public interest requires disclosure.

Internal Advisory Opinions. ORS 192.355(1) exempts internal advisory communications of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to any final agency determination of policy or action. This exemption may apply when the public body shows that the public interest in encouraging frank communication between officials and employees of public bodies clearly outweighs the public interest in disclosure.

Extremely Personal Information. ORS 192.355(2) exempts extremely personal information.

Employee Home Contact Information. ORS 192.355(3) exempts employee or volunteer residential addresses, residential telephone numbers, personal cellular telephone numbers, personal electronic mail addresses, driver license numbers, employer-issued identification card numbers, emergency contact information, Social Security numbers, dates of birth, and other telephone numbers contained in records maintained by the public body that is the employer or the recipient of volunteer services. Exemption applies upon compliance with ORS 192.363.

Submitted in Confidence. ORS 192.355(4) exempts information submitted in confidence.

Confidential by Law / Attorney-Client Privilege. ORS 192.355(8) exempts (federal) and (9) (state) information prohibited, restricted, confidential, or privilege by law, including records protected by attorney-client privilege authority in ORS 40.225.

Litigation. ORS 192.345(1) conditionally exempts records pertaining to litigation to which the public body is a party if the complaint has been filed, or if the complaint has not been filed, if the public body shows that such litigation is reasonably likely to occur.

Personal Safety Exemption. ORS 192.368 Personal Safety Exemption – exempts records that involve when a person may submit a request to public body not to disclose certain records because the person has demonstrated the person’s safety is at issue. Applies to home address, phone, email, but does not include name.

Exempt Records Shared with Public Body. ORS 192.355(10) provides that records that are exempt when shared with another public body remain exempt if transferred to a second public body for official purposes. The receiving body may assert applicable exemptions as if it were standing in the shoes of the originating body, so long as the considerations that give rise to the exempt nature of the information remain applicable.

Library. ORS 192.355(23) exempts “The records of a library.”

Tax Information. ORS 314.835 exempts tax Information (mandatory exemption).

Security Measures. ORS 192.345(23) conditionally exempts records that would reveal security measures or potential weaknesses in security measures that protect an individual, building, or computer system.

Trade Secrets. ORS 192.345(2) conditionally exempts trade secrets from disclosure.

LAW ENFORCEMENT SPECIFIC EXEMPTIONS

Criminal Investigatory Information. ORS 192.345(3) conditionally exempts criminal investigatory information and is applied as follows:

- Line by line review of records is required to identify information that would jeopardize investigation.
- Typical information to withhold include: names and contact information of witnesses, sources of evidence, specific descriptions of evidence, witness statements, pictures of evidence, and other non-public information used at trial.
- Apply Jensen, for records City wishes to withhold, must identify interests in secrecy, which include the release of records that would interfere with investigation, deprive person of fair or impartial trial, constitute unwarranted invasion of privacy, disclose identify of confidential source, disclose investigative techniques or procedures, endanger life or safety of law enforcement personnel.
- City must balance those interests with public's interest in disclosure.

Public Safety Officer Investigation that Does Not Result in Discipline. ORS 181A.674(3) exempts information about a personnel investigation of a public safety employee if the investigation does not result in discipline. See also ORS 192.345(12) above when investigation does result in discipline.

Undercover Officers. ORS 181A.672 prohibits a public body from disclosing "information about an employee of the agency while the employee is assigned duties the agency considers undercover investigative duties and for a period of six (6) months after the conclusion of those duties."

Officer Photographs. ORS 181A.674(2) prohibits disclosure of photographs of officers (but not videos), which may be present in an investigation file.

Officer Video or Audio Internal Affairs Interviews. ORS 192.385 prohibits disclosure of audio or video recordings of police officer internal affairs interviews (but not the transcripts of such recordings), except in very limited circumstances. Thus, any audio/video recordings of officers should always be excluded from any released investigations/discipline.

Body Worn Camera Footage. ORS 192.345(40) exempts BWC audio or video recordings from disclosure unless the public interest requires disclosure in the particular instance. If the public interest requires, request must meet ORS 192.345(40)(b) and identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which a public interest requires disclosure. If released, faces of public must be blurred per ORS 192.345(40)(c).

Child Abuse. ORS 419B.035 makes confidential police reports and investigatory records compiled in response to an investigation initiated as a result of a child abuse report.

Juvenile Court Records. ORS 419A.255 exempts records when both 1) the requested record is in a juvenile court supplemental confidential file; and 2) the record relates to the youth whose file it is in. In some instances, a victim may be able to access a record relating to a crime he or she reported even if it references a juvenile.



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

**Petition for District Attorney's
Review of Public Records Request Denial of Full or Partial Fee Waiver
ORS 192.324(4) and ORS 192.411**

On _____, I, _____, requestor, filed a Public Records Request with the City of St. Helens. I also requested a fee waiver.

The reason(s) for my Fee Waiver Request is/are:

The City has estimated the cost of fulfilling my Public Records Request to be \$_____.

The City replied to my Fee Waiver Request as follows:

- Granted a fee waiver in the amount of _____. (Amount or percentage)
- Denied a fee waiver in full.
- Other _____

Additional information (if needed):

I do hereby petition the District Attorney of Columbia County to review the details of my request for a fee waiver.

Requestor Signature: _____ Date Signed: _____

Complete and submit this form to:

- Joshua Pond, District Attorney for Columbia County, at Joshua.Pond@columbiacountyor.gov
- Copy to: Kathy Payne, City Recorder, at kpayne@sthelensoregon.gov



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: May 20, 2026

Business Licenses Report attached.

Suggestion Box Report attached.

PACKET: 01381 4-9-26 Approvals 4-9-26 Approvals
SEQUENCE: License #

Jul 4-10-26 Item #8.

ID	PERIOD	NAME	LICENSE CODE	BALANCE
00108	1/04/26- 1/04/27	SCAPPOOSE BUS. TAX SERV. INC	ACCOUNT ACCOUNTING	0.00
00176	1/04/26- 1/04/27	*HOLMES HEATING & COOLING	CONTMECH CONTRACTOR-MECHANICA	0.00
00190	2/22/26- 2/22/27	RICKS CUSTOM FENCING & DECKING	FENCE FENCE	0.00
00239	1/05/26- 1/05/27	NW SELF STORAGE 2014	STORAGE STORAGE UNITS	0.00
00250	3/04/26- 3/04/27	*LAMBS ROOFING LLC	CONTRROOF CONTRACTOR-ROOFING	0.00
00290	1/05/26- 1/05/27	*KNIGHTS NOTARIES	MISC MISCELLANEOUS	0.00
00292	1/04/26- 1/04/27	MAILBOXES NORTHWEST	MAIL MAIL ORDER	0.00
00313	2/05/26- 2/05/27	*BRIDGES TO LEARNING LLC	MISC MISCELLANEOUS	0.00
00317	2/05/26- 2/05/27	VIVINT LLC	CONTMISC CONTRACTOR-MISC.	0.00
00318	2/05/26- 2/05/27	UNIVAR SOLUTIONS USA INC	MISC MISCELLANEOUS	0.00
00319	2/05/26- 2/05/27	TROTTER & MORTON	CONTMECH CONTRACTOR-MECHANICA	0.00
00321	2/05/26- 2/05/27	NWESTCO LLC	CONTMISC CONTRACTOR-MISC.	0.00
00323	2/05/26- 2/05/27	THERAPEUTIC ASSOCIATES-SH PT	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00326	2/05/26- 2/05/27	TERRA FIRMA FOUNDATION SYSTEM	CONTGEN CONTRACTOR-GENERAL	0.00
00377	2/05/26- 2/05/27	VINNIES CHICAGO SANDWHICH SHOP	RESTAURA RESTAURANT	0.00
00417	2/05/26- 2/05/27	ASCHOFF DORINDA	RENTRESI RENTAL - RESIDENTIAL	0.00
00481	2/02/26- 2/02/27	PLATT ELECTRIC SUPPLY	SALESERV SALES/SERVICE/MAINT	0.00
00498	2/06/26- 2/06/27	SAFEGUARD FIRE EXTINGUISHER SV	SALESERV SALES/SERVICE/MAINT	0.00
00500	2/05/26- 2/07/27	TIDE CREEK AGGREGATES LLC	EXCAV EXCAVATION	0.00
00509	2/07/26- 2/07/27	UNIVERSAL PROTECTION SERVICE	SECURITY SECURITY	0.00
00510	2/07/26- 2/07/27	SMART HOME PROS INC	SOLICIT SOLICITATIONS	0.00
00519	2/09/26- 2/09/27	ROSE HEATING	CONTMECH CONTRACTOR-MECHANICA	0.00
00526	2/09/26- 2/09/27	SWIRE PACIFIC HOLDINGS INC	SOLICIT SOLICITATIONS	0.00
00529	3/05/26- 3/05/27	PACIFIC CREST BUILDING SUPPLY	CABINETS CABINETS	0.00
00557	2/14/26- 2/14/27	SYSCO PORTLAND INC	DELIVERY DELIVERY SERVICE	0.00
00588	2/22/26- 2/22/27	JNB MECHANICAL INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00645	3/01/26- 3/01/27	BRESLN PROPERTIES LLC (COMM)	RENTCOMM RENTAL - COMMERCIAL	0.00
00646	3/01/26- 3/01/27	BRESLIN PROPERTIES LLC (RES)	RENTDUPL RENTAL - DUPLEXES	0.00
00660	3/02/26- 3/02/27	US FOODS INC	WHOLESALE WHOLESALER	0.00
00671	3/05/26- 3/05/27	IRON MOUNTAIN SHREDDING #53106	DOCU DOCUMENT DESTRUCTION	0.00
00672	3/05/26- 3/05/27	EDWARD D. JONES & CO. LP	INVEST INVESTING	0.00
00678	3/09/26- 3/09/27	STANSBURY TODD	RENTCOMM RENTAL - COMMERCIAL	0.00
00692	4/05/26- 4/05/27	*LARRY CHASE	AUTO AUTO REPAIR	0.00
00699	4/05/26- 4/05/27	OLSEN, HORN & TAYLOR	LAW LAW OFFICES	0.00
00700	4/04/25- 4/04/26	AMUSEMENT SERVICES	AMUS AMUSEMENT GAMES	0.00
00703	4/05/26- 4/05/27	POINT MONITOR CORPORATION	CONTELEC CONTRACTOR-ELECTRICA	0.00
00712	3/14/26- 3/14/27	BT AMERICAS INC	COMMUNIC COMMUNICATION	0.00
00718	3/14/26- 3/14/27	KENDALL CONSTRUCTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00721	3/14/26- 3/14/27	*BEARDED INNOVATIONS LLC	GUNS GUNS	0.00
00736	4/05/26- 4/05/27	TRINITY SERVICES GROUP INC	CATER CATERING/MISC FOOD E	0.00
00737	4/05/26- 4/05/27	APPLE FOODS INC	DELIVERY DELIVERY SERVICE	0.00
00739	4/05/26- 4/05/27	BIG RIVER APARTMENTS LLC	REC OUT DOOR RECREATION	0.00
00740	4/05/26- 4/05/27	AMERICAN PROPERTY MANAGEMENT	RENTCOMM RENTAL - COMMERCIAL	0.00
00746	3/15/26- 3/15/27	NW SELF STORAGE 2014	STORAGE STORAGE UNITS	0.00
00751	4/05/26- 4/05/27	IONA DWORSCHAK (COMM'L)	RENTCOMM RENTAL - COMMERCIAL	0.00
00754	4/05/26- 4/05/27	IONA DWORSCHAK (APT)	RENTRESI RENTAL - RESIDENTIAL	0.00
00772	3/05/26- 3/05/27	INSTALLED BUILDING PRODUCTS	CONTINSU CONTRACTOR-INSULATIO	0.00
00773	3/15/26- 3/15/27	SLB STUDIO	2NDHAND 2ND HAND DEALER/PAWN	0.00
00782	3/15/26- 3/15/27	ELAGENT AUTO DETAILING LLC	AUTOBODY AUTO BODY/DETAILING	0.00
00783	3/15/26- 3/15/27	VIRK INVESTMENTS INC	HOTEL HOTEL/MOTEL/B&B	0.00

ID	PERIOD	NAME	LICENSE CODE	BALANCE
00787	3/14/26- 9/14/27	PML ENTERPRISES	7 DAY 6 MONTH LICENSE	0.00
00789	3/16/26- 3/16/27	ROCKET TRAVEL INC	RENTSVCS RENTAL SERVICES	0.00
00796	3/16/26- 3/16/27	MARSH CLARISSA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00807	3/16/26- 3/16/27	JEFF'S CUSTOM DETAILING	AUTOBODY AUTO BODY/DETAILING	0.00
00810	3/16/26- 3/16/27	AKS ENGINEERING & FORESTRY LLC	ENG ENGINEERING	0.00
00811	3/16/26- 3/16/27	NATIONAL ENTERTAINMENT NETWORK	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
00812	3/16/26- 3/16/27	THE CELLULAR CONNECTION LLC	RETAIL RETAIL	0.00
00813	3/16/26- 3/16/27	SFR BORROWER 2021-2 LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
00822	3/16/26- 3/16/27	PAUL THAYER SUSNET MANOR APTS	RENTAPT RENTAL - APARTMENTS	0.00
00823	3/16/26- 3/16/27	C & M INVESTMENTS LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00825	3/16/26- 3/16/27	IRON MOUNTAIN INFO MGMT LLC	DOCU DOCUMENT DESTRUCTION	0.00
00826	3/15/25- 3/15/26	RUTHIE'S	2NDHAND 2ND HAND DEALER/PAWN	0.00
00830	3/17/26- 3/17/27	EMPIRE RUBBER & SUPPLY CO	CONTMISC CONTRACTOR-MISC.	0.00
00852	3/17/26- 3/17/27	JOHNSTUN RENTALS JESSE	RENTCOMM RENTAL - COMMERICAL	0.00
00860	3/17/26- 3/17/27	COMFORT CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
00862	3/17/26- 3/17/27	2CS VENDOR MALL	2NDHAND 2ND HAND DEALER/PAWN	0.00
00870	4/05/26- 4/05/27	OREGON TRAIL LANES	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
00875	3/30/26- 3/30/27	COZY LAWN MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00878	3/30/26- 3/30/27	DARK MOON CURIOSITIES	2NDHAND 2ND HAND DEALER/PAWN	0.00
00886	4/07/26- 4/07/27	FRICK RESTORATIONS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00888	5/05/26- 5/05/27	RICHARDSON'S FURNITURE	RETFURN RETAIL - FURNITURE	0.00
00914	5/08/26- 5/08/27	DAVIS-RICH PROPERTIES	RENTCOMM RENTAL - COMMERICAL	0.00
00917	5/08/26- 5/08/27	TYGO, LLC	REALEST REAL ESTATE	0.00
00928	5/30/26- 5/30/27	PEPSI BEVERAGE COMPANY	DELIVERY DELIVERY SERVICE	0.00
00935	6/07/25- 6/07/26	LEEWENS CORPORATION	CONTMISC CONTRACTOR-MISC.	0.00
00978	9/14/25- 9/14/26	THE KLONDIKE RESTAURANT LLC	RESTAURA RESTAURANT	0.00
01000	11/09/25-11/09/26	INFUSIONS & INJECTIONS	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
01010	11/27/25-11/27/26	JEREMYS QUALITY CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
01022	1/14/26- 1/14/27	*MORTON'S MAFIA DOG'S	FOODCART FOOD TRUCK	0.00
01065	3/06/26- 3/06/27	IRON MOUNTAIN INFO MGT SERVICE	DOCU DOCUMENT DESTRUCTION	0.00
01078	4/03/26- 4/03/27	EATON'S TIRE & AUTO SERVICE	AUTOTIRE AUTO/TIRE SERVICE	0.00
01081	4/04/26- 4/04/27	*SUNNY DAY CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01092	4/18/26- 4/18/27	DESCHUTES TITLE	REALEST REAL ESTATE	0.00
01095	4/22/26- 4/22/27	G SMITH HOLDINGS	RENTRESI RENTAL - RESIDENTIAL	0.00
01106	6/09/25- 6/09/26	AMAN & KAMAL LLC	GASSVCS GAS/SERVICE STATION	0.00
01173	1/14/26- 1/14/27	DRAIN-PRO INC OR	CONTMISC CONTRACTOR-MISC.	0.00
01182	2/09/26- 2/09/27	A & A DRILLING SERVICE INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
01207	4/23/26- 4/23/27	IN LINE COMMERCIAL CONST.	CONTGEN CONTRACTOR-GENERAL	0.00
01208	4/27/26- 4/27/27	BADGER DAYLIGHTING CORP	EXCAV EXCAVATION	0.00
01213	5/01/26- 5/01/27	*HARRISON HOMEZ	REPAIR REPAIR - GENERAL	0.00
01217	5/25/26- 5/25/27	JOHNS WATERPROOFING CO	CONTPLUM CONTRACTOR-PLUMBING	0.00
01272	10/06/25-10/06/26	FILK CORP : DBA SUBWAY	RESTAURA RESTAURANT	0.00
01273	10/06/25-10/06/26	FILK CORP : DBA SUBWAY	RESTAURA RESTAURANT	0.00
01422	3/19/26- 3/19/27	*R YARBOR CONSTRUCTON	REPAIR REPAIR - GENERAL	0.00
01426	3/29/26- 3/29/27	*FAIRLY AVERAGE TACKLE COMPANY	IMPORT IMPORT/MAIL ORDER/SA	0.00
01427	4/05/26- 4/05/27	WOODBURY STUDIOS	ART ART	0.00
01428	4/05/26- 4/05/27	VAPE & TOBACCO BARN LLC	ALCOTوبا ALCOHOL/TOBACCO	0.00
01429	4/08/26- 4/08/27	JOY CREEK NURSERY	LANDSCAP LANDSCAPING	0.00
01493	3/25/26- 4/01/26	DADDY D'S SOUTHERN STYLE BBQ	7 DAY 6 MONTH LICENSE	0.00
01513	12/04/25-12/04/26	ARCADIA PAPER MILLS	MANUF MANUFACTURING	0.00

PACKET: 01381 4-9-26 Approvals 4-9-26 Approvals
 SEQUENCE: License #

Item #8.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
01537	2/25/26- 2/25/27	ZENITH BODYWORK	MASSAGE MASSAGE	0.00
01539	2/25/26- 2/25/27	THE BEAUTY LOUNGE	BEAUTYSH BEAUTY/BARBER SHOP	0.00
01541	2/27/26- 2/27/27	ROGER STAUFFER	RENTRESI RENTAL - RESIDENTIAL	0.00
01542	3/03/26- 3/03/27	CIGAR AND VAPE OUTLET	RETAIL RETAIL	0.00
01544	3/03/26- 3/03/27	DILLARD'S MOORAGE ASSOCIATION	NONPROFI NON-PROFIT ORGANIZAT	0.00
01545	3/03/26- 3/03/27	MAX'S MOORAGE ASSOCIATION	NONPROFI NON-PROFIT ORGANIZAT	0.00
01547	3/04/26- 3/04/27	*WOODS CLEANING SERVICES	JANITOR JANITORIAL SERVICES	0.00
01548	3/04/26- 3/04/27	VELVET INFERNO BOUTIQUE	RETCLOTH RETAIL - CLOTHING	0.00
01549	3/12/26- 3/12/27	KELLER ASSOCIATES, INC.	ENG ENGINEERING	0.00
01551	3/23/26- 3/23/27	NEXT PATH THERAPY CENTER, LLC	THERAPY THERAPY/HEALING	0.00
01552	3/23/26- 3/23/27	*SPIRITED TAILS LLC	DOG-TRAI DOG TRAINING	0.00
01553	4/01/26- 4/01/27	ST HELENS GROCERY OUTLET	GROCERY GROCERY	0.00
01554	3/25/26- 3/25/27	DARI DELISH INC	RESTAURA RESTAURANT	0.00
01555	3/25/26- 3/25/27	BALFOUR BEATTY CONST. LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01556	3/27/26- 3/27/27	*V3 CONSULTING HEALTH & HOME	HOME HOME HEALTH CARE	0.00
01557	4/01/26- 4/01/27	JENTLE HANDS DOG GROOMING, LLC	DOG-GROO DOG GROOMING	0.00
01558	4/01/26- 4/01/27	*PACIFIC RECLAIM LLC	NEGOT NEGOTIATION	0.00

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	5	0.00
7 DAY 6 MONTH LICENSE	2	0.00
ACCOUNT ACCOUNTING	1	0.00
ALCOTOBA ALCOHOL/TOBACCO	1	0.00
AMUS AMUSEMENT GAMES	1	0.00
AMUSEVEN AMUSEMENT/VENDING/BO	2	0.00
ART ART	1	0.00
AUTO AUTO REPAIR	1	0.00
AUTOBODY AUTO BODY/DETAILING	2	0.00
AUTOTIRE AUTO/TIRE SERVICE	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CABINETS CABINETS	1	0.00
CATER CATERING/MISC FOOD E	1	0.00
COMMUNIC COMMUNICATION	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	1	0.00
CONTGEN CONTRACTOR-GENERAL	7	0.00
CONTINSU CONTRACTOR-INSULATIO	1	0.00
CONTMECH CONTRACTOR-MECHANICA	4	0.00
CONTMISC CONTRACTOR-MISC.	6	0.00
CONTPLUM CONTRACTOR-PLUMBING	2	0.00
CONTRROOF CONTRACTOR-ROOFING	1	0.00
DELIVERY DELIVERY SERVICE	3	0.00
DOCU DOCUMENT DESTRUCTION	3	0.00
DOG-GROO DOG GROOMING	1	0.00
DOG-TRAI DOG TRAINING	1	0.00
ENG ENGINEERING	2	0.00
EXCAV EXCAVATION	2	0.00
FENCE FENCE	1	0.00
FOODCART FOOD TRUCK	1	0.00
GASSVCS GAS/SERVICE STATION	1	0.00
GROCERY GROCERY	1	0.00
GUNS GUNS	1	0.00
HOME HOME HEALTH CARE	1	0.00
HOTEL HOTEL/MOTEL/B&B	1	0.00
IMPORT IMPORT/MAIL ORDER/SA	1	0.00
INVEST INVESTING	1	0.00
JANITOR JANITORIAL SERVICES	1	0.00
LANDSCAP LANDSCAPING	2	0.00
LAW LAW OFFICES	1	0.00
MAIL MAIL ORDER	1	0.00
MANUF MANUFACTURING	1	0.00
MASSAGE MASSAGE	1	0.00
MISC MISCELLANEOUS	3	0.00
NEGOT NEGOTIATION	1	0.00
NONPROFI NON-PROFIT ORGANIZAT	2	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	2	0.00
REALEST REAL ESTATE	2	0.00
REC OUT DOOR RECREATION	1	0.00
RENTAPT RENTAL - APARTMENTS	1	0.00
RENTCOMM RENTAL - COMMERCIAL	7	0.00

LICENSE CODE	TOTAL	BALANCE
RENTDUPL RENTAL - DUPLEXES	1	0.00
RENTRESI RENTAL - RESIDENTIAL	5	0.00
RENTSVCS RENTAL SERVICES	1	0.00
REPAIR REPAIR - GENERAL	2	0.00
RESTAURA RESTAURANT	5	0.00
RETAIL RETAIL	2	0.00
RETCLOTH RETAIL - CLOTHING	1	0.00
RETFURN RETAIL - FURNITURE	1	0.00
SALESERV SALES/SERVICE/MAINT	2	0.00
SECURITY SECURITY	1	0.00
SOLICIT SOLICITATIONS	2	0.00
STORAGE STORAGE UNITS	2	0.00
THERAPY THERAPY/HEALING	1	0.00
WHOLESALE WHOLESALE	1	0.00
TOTAL ALL CODES:	117	0.00

*** SELECTION CRITERIA ***

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

** END OF REPORT **

Suggestion Boxes

City Hall – 1st Floor Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
8/7/25	I wish you to make drinking water available in the front lobby.	Serve water bottled or water machine	Yes	Shadi Y.	Great	5/20/26			

City Hall – Utility Billing & Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
8/7/25	It would be great if you had water to drink in the office.	Please if you can have a water machine to serve drinking water it would be great.	Yes	Shadi Y.	Great	5/20/26			
1/13/26	I would like my dog, Miska, back ASAP and sooner court date.	Stop abusing women and children and using the courts as power and control.	Yes	Allison T.	N/A	5/20/26			
1/15/26	Your courts use women as power and control. I would like Miska back and a street for my dead son, Treyvon, as a native woman.	None	Yes	Allison T.-F.	N/A	5/20/26			
Unknown	Your county needs more education about native culture, domestic violence, and mental health. Please stop violence. Addict.	Fix OAR stop human abuse.	Yes	Allison T.-F.	Poor	5/20/26			
Unknown	Stop discrimination of women and children	Build Treyvon a road and give a pony	Yes	Allison T.-F.	N/A	5/20/26			

Suggestion Boxes

City Hall –Council Chambers Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
10/15/25	Why is there two-hour parking restrictions from 8am-5pm all over the City. No one is on the streets at 8am.	Remove or change hours.	Yes	Paul C.	None	5/20/26			

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
3/30/26	I really love the library. The staff are great and always helpful. It would be a disservice to shut down the lobby on Thursdays.	None	No	Charlene Z.	Great	5/20/26			
4/2/26	This is the only place in town to meet that works for us as a family to meet for tutoring for my child.	Please stay open on Thursdays. If you need to close, can you please close Wednesday.	No	Cori T.	Great	5/20/26			
4/5/26	The seed program has helped me grow for other people than ourselves.	The library is a great place for me to learn at 71.	No	Mike W.	Great	5/20/26			
4/11/26	I love this library. We find what we need and seeds we can use.	None	No	Rhonda W.	Great	5/20/26			
4/15/26	I really need the library due to having no printer or computer at home, and staff is always pleasant.	Keep library open always.	No	Linda C.	Great	5/20/26			