



BUDGET COMMITTEE MEETING #2 (READJOURNMENT)

Thursday, May 14, 2026 at 6:00 PM

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

AGENDA

Call to Order

Budget Committee Rules and Declaration of Conflicts of Interest

Approval of Minutes

- [1.](#) Review & Approval of May 7, 2026, Minutes

Budget Officer Comments

Department Head Statements

Review Submitted Questions & Staff Responses

- [2.](#) Submitted Questions & Staff Responses
- [3.](#) Proposed Budget Presentation #2 FY2027

Committee Discussion

Check in for adjournment to May 28 or Approval of the Proposed Budget

VIRTUAL MEETING DETAILS

Join Zoom Meeting: <https://zoom.us/j/97305016860?pwd=paH4eHXExN3p77fWYj0aipgutwHQYU.1>

Meeting ID: 973 0501 6860

Passcode: 778371

Call in: +1 253 215 8782 US

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

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BUDGET COMMITTEE

Thursday, May 07, 2026, at 6:00 PM

MINUTES-DRAFT

Members Present

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

Chair Lew Mason
Vice Chair Jeremy Evans
Committee Member Jennifer Gilbert at 8:10 PM
Committee Member Steve Toschi
Committee Member Ivan Salas

Members Absent:

None

Staff Present:

Gloria Butsch, Finance Director - Budget Officer
John Walsh, City Administrator
Jamie Edwards, Accountant III- Budget Comm. Sec.
Jennifer Johnson, Accountant III

Brenda Herren-Kenaga, Librarian I Patron Services
Jana Wiersma, Librarian I Youth & Makerspace
Nicole Woodruff, Library Technician I
Suzanne Bishop, Library Director

Others:

Tony Morgan	Lynne Pettit	Franclin Bechdoldt
Jan Zuccarini	Toni Serguson	Joe
Diana Johnstun	Matt Kenaga	iPhone
Brady Preheim	Doug Morten	Nick Hellmich
Cheryl Morrissey	Greg Pettit	Kimber
Robyn Toschi	KATU News	April Wiz
Tammy Maygra	Debbie	Shana Loven
Lyndsey Preuss	Cass	
Cecelia Preuss	Brian Silver	

Call to Order

Chair Lew Mason called the Budget Committee Meeting to order at 6:00 P.M.

Introductions & Budget Committee Role

Mason welcomed the members, followed by a roundtable of introductions from Council, Committee Members and staff.

Finance Director Gloria Butsch outlined the role of the Budget Committee, highlighting the critical need for professionalism and respect throughout the proceedings. She emphasized the role of committee members in serving the community, advising them to steer clear of personal or political agendas and to avoid personal attacks. Such conduct, she noted, is in strict compliance with the City Hall rules of conduct which mandate behavior that is neither harassing nor annoying.

Declaration of Conflict of Interests: Butsch introduced the Declaration of Conflict of Interest, in alignment with Oregon law, which mandates public officials to declare any potential or actual conflicts. Senate Bill 983, enacted in 2025, was highlighted for permitting public officials to continue participation in budget discussions and voting even when personal compensation is involved, upon disclosure of the conflict.

Mayor Jennifer Massey declared an actual conflict due to her spouse's employment with the City as a Police Officer. She indicated her intention to participate fully in the proceedings following disclosure. Furthermore, the Mayor inquired if Committee Member Steve Toschi had any unresolved legal matters with the City that might represent a conflict. Mr. Toschi confirmed he had no conflicts of concern. No additional disclosures were made.

New Chair & Vice Chair Nominations

Motion: Motion made by Council President Jessica Chilton to nominate Budget Committee Member Lew Mason as Budget Chair, seconded by Budget Committee Member Ivan Salas. Mason accepted.

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

Motion: Motion made by Chair Lew Mason to nominate Committee Member Jeremy Evans as Vice Chair, seconded by Committee Member Russel Hubbard. Jeremy accepts.

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

Approval of Previous Year Meeting Minutes

1. Budget Committee Minutes 5/29/2025

Motion: Motion made by Council President Chilton to approve the Budget Committee Minutes from 5/29/2025, seconded by Councilor Gundersen.

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

Receive Budget Message

Finance Director Gloria Butsch presented the Budget Message and Proposed Budget for FY 2027. Key takeaways included an estimated General Fund ending balance of less than one month's payroll for FY2026 and a dual-scenario structure for the proposed budget. The City's fiscal policy mandates a 20% minimum reserve in the General Fund, a threshold consistently challenged over recent years. Prior to June 30, 2026, cost-saving measures such as furloughs and layoffs were enacted by the City Council and City Administrator. Personnel reductions for FY2027 propose the elimination of certain part-time staff positions and streamlining various roles. Positions earmarked in the FY2026 budget will not be filled in FY2027 due to constraints.

Finance Director Butsch then presented an overview of various City funds, highlighting:

General Fund: Demonstrated budget balance achieved through service reductions with restricted use of non-recurring revenue, aligning with safeguarded operations. A \$24/month General Service Fee is put before voters, with anticipated ongoing service reductions.

Police Services Fund (Alternative Budget): Set in motion only if the General Service Fee measure does not pass, shifting the Police Department from the General Fund to its own fund. A \$49.50 monthly Police Service fee would potentially be proposed to voters in November, with expected partial collection for FY2027.

Tourism Fund: Supported via third-party managed event revenues and lodging taxes.

Community & Streets Funds, SDCs, and Others: Continued essential project funding and capital improvements were outlined, with key initiatives including new infrastructural efforts and principal upgrades across utilities.

Budget Assumptions & CIP

Butsch shared additional information on Budget challenges and assumptions detailing that the proposed budget is significantly contingent upon the passing of a \$24 General Services Fee. Despite the potential adoption of the fee, scheduled layoffs and the implementation of a reduced work schedule—which includes a furlough day every other week for all employees in the general fund, with exceptions granted to park employees, sworn patrol officers, sergeants, and the police chief—are set to take place in the fiscal year 2027. This strategy aims to uphold a 10% reserve within the general fund, with projections indicating the achievement of a 20% reserve by fiscal year 2030. This progress would allow for the phased reduction of furloughs starting in fiscal year 2031 and possibly lead to the full reinstatement of services by 2032, subject to economic conditions and the pace of development. The presentation materials, which included comprehensive slides, were made available to the committee to aid their review and decision-making processes after the meeting.

Break

Break 6:33 PM and resumed 6:41 PM

Committee Discussion (5 Minutes Each)

Chair Mason opened roundtable Committee Discussion.

Councilor Sundeen asked how the Police Services fund would work and if other entities are doing this. Butsch advised the strategy of making Police Services into an individual fund is being seen in other entities to provide clarity on what a general service fee goes toward. By making Police Services its own fund, then going out for a fee that only covers Police fund. Councilor Mark Gunderson asked when this would happen, Butsch advised it is a possibility if the current fee is not approved by voters. Butsch further clarified the fee is not a utility fee or tax, it is sent on the utility bill as a mechanism to deliver the billing.

Council President Chilton pointed out the current fee that is out to the voters is specifically to have the decisioning made by voters.

Mayor Massey asked Finance Director Gloria Butsch to explain why a fee was preferred over the levy. Butsch advised by using a fee we are able to bill every unit within the City limits, not rely only on property tax owners. For properties that are tax exempt we could still receive revenue via fee but not if a levy.

Committee Member Toschi shared concerns about the budget's alignment with the City's demographic trends, noting that the anticipated population growth had not materialized. Siting the situation has led to disproportionate expenditures, especially in Police staffing and services, which may not match the current needs. Toschi emphasized the importance of reassessing budget allocations to ensure they align with the actual demographic and fiscal conditions, noting that past increases in police spending did not align with population changes, calling for careful review.

Mayor Massey explained that the costs associated with hiring new officers have already been covered by taxpayers, and eliminating these positions would result in unnecessary expenditure of public funds.

Toschi said discussion needs to happen on what is going to be cut when the fee does not get approved and what will not be cut.

Chair Mason asked for perspective from others.

Committee Member Evans shared it is hard to know what staffing level the Police need to be at without more statistics. Evans sees the revenue as a problem along with inflation and agrees there is not much more that can be cut. Evans would like to see more discussion on recurring revenue.

Committee Member Evans pointed out there are a lot of projects going on in the City and have concerns about the stability of the projects. Hubbard shared a meeting with a potential developer today who is ready to get going and move forward. Revenue is coming but development takes time.

Council President Chilton agreed a staffing study would be a great idea. Mayor Massey advised that a staffing study was done in the past but then there was no strategic plan set up to manage that.

Committee Instructions for Next Meeting

Butsch instructed the Committee to email questions by Monday 5/11/26 which will be answered and shared at the continued Budget Committee meeting on 5/14/26.

Committee Member Toschi suggests the Committee discuss what cuts are going to be made when the fee is not approved. Evans asked if Toschi is proposing the Committee change the proposed budget if it is not approved and pointed out the budget message discussed the alternative option if the fee is not approved. Evans pointed out the Budget Document states if the fee is not approved, the Police get pulled out of General Fund, with all other Department budgets staying the same as it is in the Proposed Budget and a levy would need to be requested to fund the Police Department.

Committee Member Toschi recommends the Tourism Contactor reduce the budget to \$550,000. Butsch advised it is not up to the Committee to alter the contract. Toschi is concerned the Contractor has not shared the budget for this year.

Chair Mason asked if Department Heads could be at the next meeting, Butsch advised yes.

Break

Break 8:19 PM, resumed 8:27 PM

Public Comment (3 Minutes Each)

Chair Mason opened the floor to public comments.

- **Toni Ferguson:** Highlighted the critical role of the Library in community engagement and inclusivity. Stressed its essential services like technology access for job applications and education. Argued the Library's preventative role against social adversities and public safety risks from funding cuts.
- **Matt Kenaga:** Suggested a budget based on funds and expenses that are known, not based on pending fee or levy.
- **Jan Zuccarini:** commented that despite investments in Police Officers, positions should be cut if funds are unavailable. She supports creating a separate fund for the Police Department, believing it will clarify the budget for citizens. Zuccarini also noted that the Library staff is already minimal and reducing part-time positions would have little impact on the overall budget.
- **Diana Johnston:** Emphasized the financial challenge for small business owners due to increased licensing fees without considering business size or revenue. Criticized that subsidized housing units don't contribute adequately to City services costs and advocated for reevaluating fees based on square footage.
- **Greg Pettit:** Urged reconsideration of Library budget cuts, citing its role in providing safe, welcoming spaces, and technology access essential for many residents' daily necessities. Highlighted the library's function in boosting community education and economic mobility.
- **Cecilia Preuss:** Spoke about the personal impact of potential Library service reductions and layoffs. Expressed sadness over losing essential programs, staff, and Library access, appealing for preservation of Library funding and services.

- **Lindsey Preuss:** Voiced support for the library, emphasizing its value for homeschooling children and as a safe, communal space. Stressed the negative impact layoffs and service cuts will have on both staff and Library users, asking for restored funding.
- **Sarah Stevenson:** Criticized police budget's disproportionate growth relative to community services like the library. Advocated for budget recalibration reflecting community values and highlighted the Library's essential role in societal stability and education.
- **Tony Morgan:** Criticized pre-decision of cutting Library staff before public discussion and budget finalization, fostering public distrust. Advocated transparency and preserved Library operations, emphasizing its societal importance.
- **Candace Crawford:** Suggested deferring Police budget increases, advocating for strategic cuts, including Police assessments, to restore Library funding. Criticized the Mayor and City Officials for improper conduct regarding citizen engagement.
- **Tammy Maygra:** Condemned high Police salaries in context of low community incomes, suggesting budget adjustments should target policing instead of essential community services like the Library.
- **Brady Preheim:** Criticized the city's budget transparency and Police expenditures, proposing Library-specific fees for stabilizing essential community services. Encouraged reliance on sustainable finance options rather than cuts.
- **Adam St. Pierre:** Advocated for separating major budget items to allow public voting on resources like the Police budget. Stressed the community should have a say in financial allocations impacting community services.
- **Nicholas Hellmich:** Highlighted the importance of respectful, mature discussions on budgetary issues, emphasizing the Library's critical support for education and social upliftment, especially for vulnerable community members.

Public Hearing for State Shared Revenue

Chair Mason opened the public hearing to accept state shared revenue.

Committee Member Toschi recommended the Committee postpone the public hearing on the shared revenue. City Administrator John Walsh clarified the public hearing is to hear comments from the citizens on accepting state shared revenue, not for the Committee to vote on them. No public comments were received; hearing then closed.

Adjournment at 9:12 PM to May 14, 2026

Respectfully submitted by Jamie Edwards, Accountant III, with assisted transcription by ClerkMinutes.

FY2027 Budget Committee Q&A May 14, 2026, Meeting

Steve Toschi- 11/18/2025

Q- One question I had due to recent news is whether the cuts from the Legislature are going to affect the St. Helens budget.

A- St. Helens depends on some state funding streams (for example, state shared revenue. We receive estimates from the LOC and use those numbers when preparing our budget. We have not seen significant cuts in our estimates.

Programs that are funded from Federal sources are primarily recreation. Recreation programs are mostly funded through the school district. The school district depends on federal funding that is passed through to recreation. Some of that funding has already been lost.

Steve Toschi- 2/6/2026

Q- What do you need for budget for pay increases?

A - Basically, recurring revenues are required in the General Fund to support pay increases in General Fund.

The utility funds support personnel costs from user fees. The street fund supports personnel costs from State gas taxes.

Q- What additional services can you bring to the people if your budget is increased?

A - If the City of St. Helens were to receive an increase in its budget, the priority would not be expansion of services, but stabilization. Right now, our focus is on restoring financial health and rebuilding our General Fund reserves to a minimum 20% operating reserve. That level is considered a minimum best practice for cities our size and provides protection against economic downturns, unexpected emergencies, and state revenue fluctuations. Budget increases could help reduce layoffs and furloughs.

The departments that are short-staffed are planning, building and engineering. This is before the layoffs and furloughs that will begin June 21st.

Q- Assuming this levy is passed, and nothing goes to Police, what benefits in the long term would that produce for the City? Better roads, infrastructure, keeping good people?

A- To be clear this is not a tax levy. If the *general services fee* passes, it's important to clarify that it is not realistically possible to exclude Police entirely from the impact. Police services are funded through the General Fund, and any levy that supports the General Fund inherently affects overall general services stability even if dollars are not specifically earmarked for police operations; this is how the fee currently on the ballot is proposed.

The general service fee is for general services that are accounted for in the General Fund. Streets maintenance and improvements are budgeted and accounted for in the Street Fund, not the General Fund. Infrastructure also, is not budgeted or accounted for in the General Fund.

Steve Toschi-4/20/26

Q- How much approximately did the City miss out on SDC's due to the Broad Leaf development?

A – Broad Leaf paid all SDC's in full.

Q- Can you please show the increases in the SDC's over the last 7 years, and the proposals for further increases?

A –Over the last seven years, SDC's have increased once, in 2022. The city had an SDC rate study done this fiscal year and is pending Council adoption.

<u>WATER SDC</u>	<u>SEWER SDC</u>	<u>STORM SDC</u>	<u>STREET SDC</u>	<u>PARK SDC</u>
2019 – 2021 \$3,361	2019 – 2021 \$4,117	2019 – 2021 \$821	2019 – 2021 \$249	2019 – 2021 \$1,452
2022 – 2026 \$3,099	2022 – 2026 \$6,158	2022 – 2026 \$2,177	2022 – 2026 \$4,478	2022 – 2026 \$2,944
Projected for 2026/2027 \$14,057	Projected for 2026/2027 \$7,161	Projected for 2026/2027 \$1,949	Projected for 2026/2027 NA	Projected for 2026/2027 NA

Q- What would be the effect on the General Fund if SDC's were not collected until after a property obtains a certificate for occupancy (for new construction)? What would be the effect on the particular funds in the enterprise fund?

A- There would be no effect on the General Fund. Systems Development Charges are not collected in the General Fund. The charging of and use of SDC's is restricted by state law. The City of St. Helens has 5 SDC Funds. Each fund collects and accounts for the specific SDC, for example the Street SDC Fund (a self-balancing set of ledger accounts) collects street SDCs and can only be used for street projects that are specifically identified in the Transportation Master Plan as SDC eligible.

Q- Please provide a graph regarding increases in GFSS for each fund as the funds support the General Fund over the last 10 years (if that's too much data, for sure over the last 7 years please).

A – A copy has been provided with this Q&A. **Attachment #1**

Q- What is the current projection for the police exceeding their budget for this FY?

A – This is shown on page 65 of the proposed budget document. We project that the police budget will be over \$421,900 for FY2026.

Steve Toschi-5/11/2026

Q - Revenues in General Fund: What are the sources the projected revenues into the General Fund such that ending fund balance is projected to increase by 2029 to \$2,118,603

A – There are no specific revenue sources that make up the forecasted increase in ending fund balance. The ending fund balance is comprised of beginning fund balance (ending fund balance from the prior fiscal year), plus revenues, and less expenditures.

Attached is the revenue forecast. **Attachment #2**

Q- What is the source for the proposed ending fund balance for the General Fund of \$1,122,166?

A- Answered in prior question.

Q- Why is the ending fund balance on the water fund going to fall \$1,700,000 for 2027? And what are the sources for the expected rise in the water fund over the next years?

A- It is assumed that we will use reserves to purchase the property for the new 5M gallon reservoir project in FY2027. The forecast assumes receipt of loan proceeds in FY2028 &

FY2029, rate increases according to the 2025 rate study, and project expenditures. Attached is the Water Fund forecast. Attachment #3.

Q- Assuming \$20,000,000 of new property value in the Urban Renewal area, what is the amount of taxes from that the City will realize? How does that differ from the “normal” tax rate?

A- Assuming approximate (current) tax rate for the St. Helens URA is \$12.61 per \$1,000 of assessed value the amount of revenue that would be collected by the URA would be \$252,200.

The city’s permanent rate is \$1.9078 per \$1,000 of assessed value; \$20M assessed value property would raise \$38,156.

Q- When does the debt for the \$17,500,000 (please correctly state the amount) begin needing to be paid? What are the payments due?

A- What debt issue are you referring to? Information about the city’s current debt begins on page 132 of the proposed budget document.

Q- What are the payments that will be due on the debt proposed to be incurred for the Sewer and Water projects?

A- We will not have a payment schedule until after the sewer projects are completed and the loan is closed. For the water projects the funding is still in process, we are analyzing our funding options.

Q- Why are you assuming \$366,000 starting General Fund Balance? Should it be closer to zero?

A- No. The beginning fund balance is the ending fund balance of the prior year. For FY2026, we estimate an ending fund balance of 366K, which becomes the beginning fund balance for FY2027.

Q- An additional \$1,000,000 is being drawn from the Enterprise Funds, to a total of \$7.9 million. At what point does using the Enterprise Funds to fund the General Fund cross financial and legal lines for misuse of these funds?

A- It is unknown where you derive at \$7.9M from the enterprise funds. The amounts that the General Fund charges for internal services are supported with allocation calculations. These are industry standards used by the majority of cities nationwide. State and Federal funding agencies and bond investors review these closely to determine the “legalities”. The GFSS is the fee charged to operating and special revenue funds that utilize the administrative services of the General Fund. For instance water, sewer & storm use approximately 90% of the administrative billing specialists time from the finance division.

Q- Do we have to pay Wayne Weigant's estate for the property at 1771 Columbia Blvd.? What is the number?

A- The payment for the property is due in September (180 days following Mr. Weigant's death). The amount due is \$1,250,000.

Q- Where is that in the budget? Where are the payments to Wayne's estate?

A- These are budgeted and accounted for in the Public Safety Facility Fund (page 92 of the proposed budget document).

Q- Please confirm that we are spending Sewer and Water fees to fund the General Fund and that we are proposing to fund Sewer and Water infrastructure projects with debt? Please explain this.

A – As explained in the earlier question, “The amounts that the General Fund charges for internal services are supported with allocation calculations. These are industry standards used by the majority of cities nationwide. State and Federal funding agencies and bond investors review these closely to determine the “legalities”.”

Large infrastructure projects are often supported by the issuance of debt. There are very few communities in the nation that can pay cash for these projects. The utilization of debt allows for the cost of the project to be paid over time and generally provides for less impactful user fee increases when growth is factored in. In other words, More customers provides more coverage for debt payments.

Q- Who submitted the suggestion of changing the police budgeting to a separate fund? When was that suggestion made?

A- The suggestion was made by Mayor Massey during a meeting with the City Administrator, Finance Director, Police Chief and Police LT. In my opinion, it is a good solution to a mounting problem of funding the police. This makes the process as transparent as possible. This informs us of how much will need to be cut from the police budget if the fee doesn't pass now or in November. This also gives the budget committee the information of how much adjustment would be needed to avoid the layoffs of the part-time staff at the library and recreation, etc.

Q- Who exactly was involved in the decision to attempt to include it in the budget?

A- It was ultimately the decision of the finance director in consultation with the administrator and police chief. The establishment of the new fund could have been done at any time by the Council and ahead of the budget committee meeting, but we chose to have it as an option for the committee to review and discuss.

Q- Why were the details of this new proposed fund left out of the Proposed Budget?

A- The option was not “left out” of the proposed budget. It is proposed as an option or opportunity for the committee to consider. Not unlike the options that were provided during the FY2025 and FY2026 proposed budget meetings.

Q- Why was reference to this new proposed fund left as a sentence that if the levy does not pass...etc?

A- Why are you making this an issue? Attached is a copy of email from the Department of Revenue confirming that providing the budget committee with an alternate proposed budget is appropriate. **Attachment #4**

Q- Should we re-open the Millard Road property for sale? Has the City been paid for the Millard Road property?

A- It is not a matter of “re-opening” the property for sale. The City Council approved Resolution No. 2014 on June 19, 2024, which declared the city owned “Millard Road property” surplus and identifies OHM Equity Partners, LLC as purchaser for \$35,000 per buildable lot. OHM Equity Partners, LLC applied for a pre-application conference on June 25, 2024, which was held on July 31, 2024. OHM Equity Partners, LLC had a surveyor as part of their team at this time.

The next meeting between staff and OHM Equity Partners, LLC was on November 24, 2025. Now with a more comprehensive development team (not just a surveyor) representing OHM Equity Partners, LLC, this starts a series of early assistance communications continuing to early April 2026. The applicant presented revised hand drawn draft plans a various times for city input with refinement based on city staff’s cursory review comments. Their goal was to attain as much city feedback in preliminary design before investing in computer-aided design (CAD). The most recent draft hand drawn version observed by staff was #15 in April and staff’s assumption is that a CAD based design is in the works, but as of May 11, 2026, staff has not seen any CAD version and no applications for a preliminary plat subdivision has been submitted to the city.

In order for the subdivision to occur and for the number of lots to be known, a preliminary plat approval, normally approved by the Planning Commission, is required followed by infrastructure design and construction, followed by approval of the final plat by city staff. Once the final plat is recorded in Columbia County’s records, that is when the lots are created and the number of lots of the subdivision is certain.

Lew Mason-5/11/2026

Q: Did we sell any city-owned properties in which we anticipate revenue this budget year?

A- The sale to Arcadia occurred in Dec, occurring in this fiscal year. It had been budgeted to occur in the FY2025 budget.

Q- Do we anticipate selling any property this year from which we will receive funds next year?

A- No property sales are anticipated for FY2027.

Q: The question was raised last meeting about the legal process from which this budget was created. Did the city follow protocol? Could there be a legal challenge to the budget process?

A- We have conferred with the Budget Division of the Department of Revenue and the addition of an alternate option to the proposed budget is appropriate. A copy of the email for the DOR is attached. [Attachment #4](#)

The city's process is legal. City staff creates the budget based on Council and community priorities and utilizes the funding available and any creative solutions that support those priorities. The budget committee typically does not have a role in the creation of the budget.

If the budget committee approves the alternate budget option that includes the new fund, the new fund will be created by resolution that will be included when the Council adopts the budget.

Jennifer Massey – 5/11/2026

Q- For transparency, please provide all department head salaries, both with and without overtime (FY 25/26 budget)

A- See [Attachment #5](#)

Q- All police officer base wages by step for each position, along with compensation figures that include overtime. (FY25/26)

A- See [Attachments #6 & 7](#)

Q- For the record, I would also ask that police staff roles and responsibilities be clearly identified. Specifically, I am interested in understanding whether individuals are performing multiple functions within a single position. For example, the Chief is not only responsible for overseeing the department but is also currently performing lead detective duties.

A- Matthew Smith: I am serving as the Chief of Police, Detective Sergeant, and also as a Detective. As of May 3rd, 2026 Detective Edwards rotated back to patrol for road coverage. So, I am essentially trying to fill all three positions at the same time. I am exhausted...I have a full case load and am now working cases that were originally assigned to Det. Edwards.

I also serve on the Columbia County Major Crimes Team and am one of the investigators that is qualified to be a lead investigator on a homicide investigation.

Doug Treat: Doug is serving as a Lieutenant, is filling open shifts on patrol, and on Thursdays serves as Bailiff for the St. Helens Municipal Court. Lt. Treat is also still serving as SHPD's lead firearms instructor, and is still conducting department firearms training. For example, this week, Lt. Treat spearheaded our department's annual firearms recertification training.

Lt. Treat is also the Field Training and Evaluation coordinator for SHPD.

Doug also served as the RAID Team commander, which is an interagency team responsible for high-risk search warrant services and also high-risk arrests.

Evin Eustice: Evin is serving as a Sergeant, oversees the records division, oversees the body worn camera program, and is also in charge of transitioning SHPD to a new records management system. I cannot overstate how many duties this actually entails. **Any one** of those assigned tasks would be a tall order for a Sergeant at any other police department.

Jose Castileja: Jose serves as a patrol sergeant, reviews nearly all of the completed police reports, and also reviews all body worn camera footage that is recorded and ensures that it is properly tagged for evidentiary purposes. Again, there are sergeants at other police departments where this alone is their full-time job. In addition to this, Jose responds to calls for service and is considered part of minimum staffing.

Jeremy Howell: Jeremy Howell a sergeant and is serving as a Field Training Officer, a member of the Major Crimes Team, a firearms instructor, and also a patrol supervisor.

Dylan Gaston: This is a direct quote from Dylan: "Graveyard Patrol Sgt. - Supervising and assisting graveyard officers, many of which are fairly inexperienced, with calls, reports and further development. Given the staffing levels this typically includes responding to calls together and also results in me authoring reports. I have spent a significant amount of my time approving reports which allows other Sergeants to work on other tasks/commitments that they have.

I serve as an FTO as needed to include having an Officer (Anderson) that is in FTEP right now.

Drug Court - I have been the SHPD Drug Court representative for several years which includes attending Drug Court on Wednesdays and attending additional trainings or meetings as time allows. The Drug Court staff is also in the process of developing a DUII Court and I have been a part of those planning meetings as well.

Taser Instructor - I am a taser instructor and have assisted in getting our officers qualified on the Taser 10s.

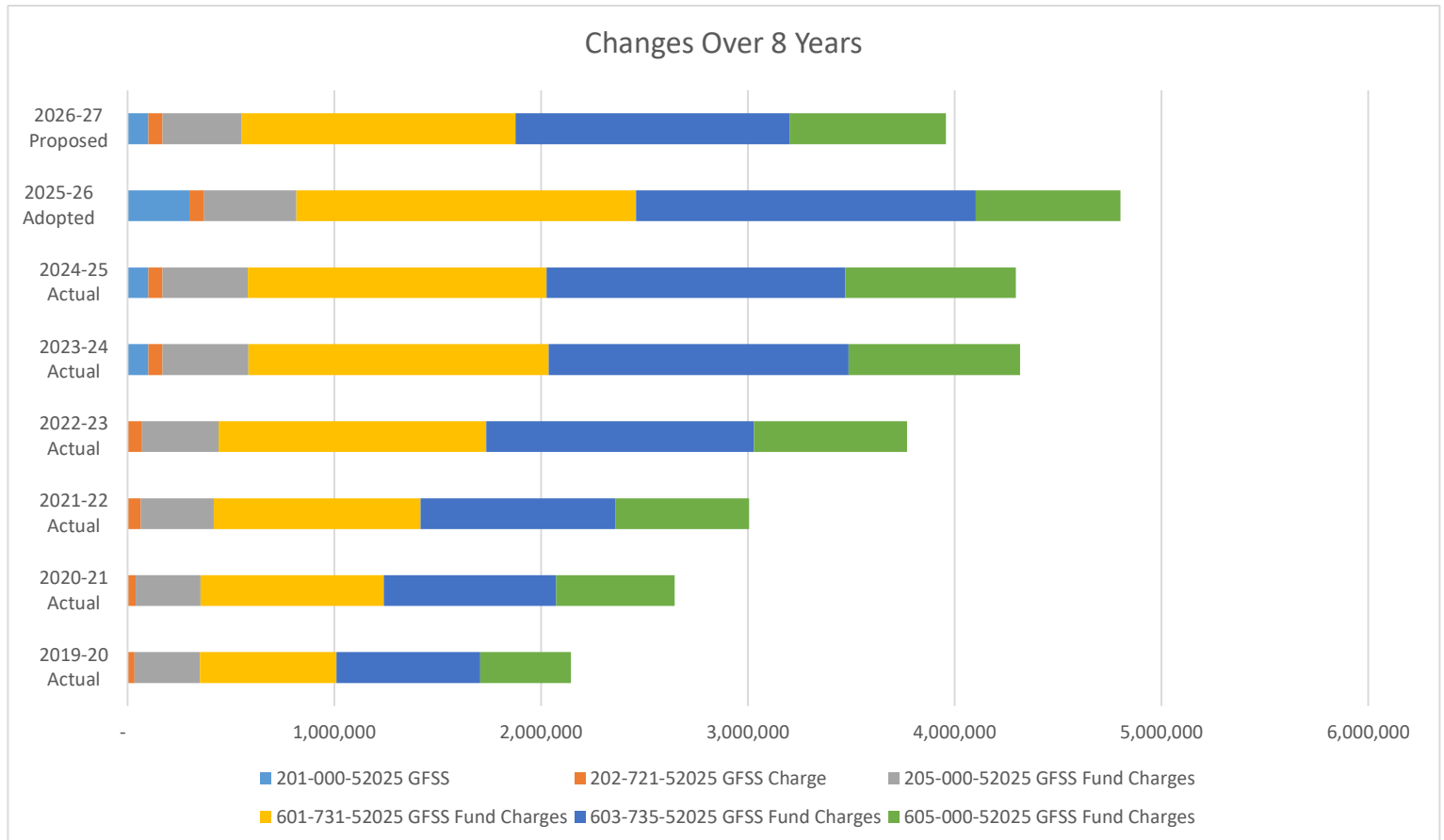
As a newer Sergeant I have attended several leadership and supervisory trainings over the last 6 months to include the Supervisory Leadership Academy (SLA) at DPSST, Northwest Leadership Seminar and Supervisor Liability Training. I will be back at DPSST in June and July attending the Organizational Management Leadership Academy (OLM)."

Q- I would also like, if possible, for revised budget options to be prepared that restore funding for the Library and Recreation positions.

A- The cost to fully restore Library and Recreation, which would be no layoffs and no furloughs, would be \$239,000. The options for doing this are:

1. Reduce police budget by same amount, or
2. If police department is removed from the General Fund, the committee could approve a General Fund ending fund balance of 17%, instead of 20%, or
3. Reduce the amount that would go to the new fund from the General Fund so that it remains at 20% ending fund balance, which would also require an additional budget reduction in the new Police Services Fund.

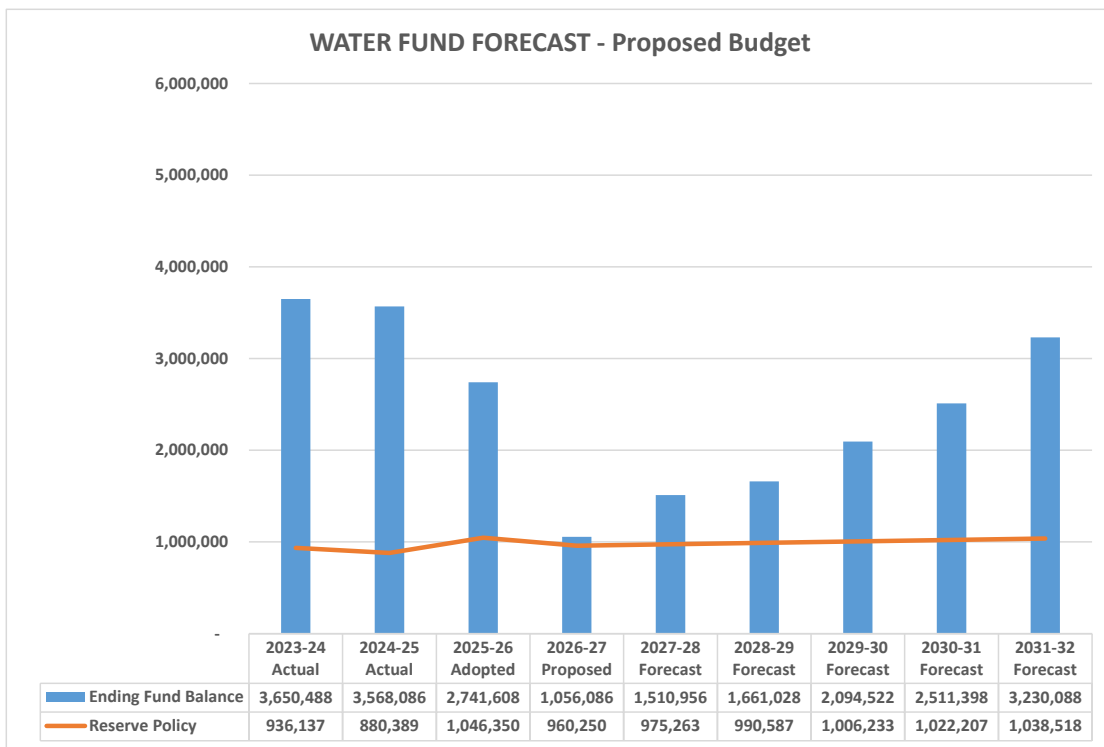
Fund		2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed
201-000-52025	GFSS	-	-	-	-	100,000	100,000	300,000	100,000
202-721-52025	GFSS Charge	33,557	40,000	63,000	70,000	70,000	70,000	70,000	70,000
205-000-52025	GFSS Fund Charges	316,616	313,000	353,000	370,000	414,600	412,600	447,300	379,000
601-731-52025	GFSS Fund Charges	660,000	886,000	1,000,000	1,295,000	1,451,200	1,444,200	1,642,400	1,326,000
603-735-52025	GFSS Fund Charges	695,000	834,000	942,000	1,295,000	1,451,200	1,444,200	1,642,000	1,326,000
605-000-52025	GFSS Fund Charges	440,000	573,000	648,000	740,000	829,300	825,300	700,000	757,700
Totals		2,145,173	2,646,000	3,006,000	3,770,000	4,316,300	4,296,300	4,801,700	3,958,700



2025-26 Adopted	2025-26 Est YE	2026-27 Proposed	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
2,220,000	2,149,000	2,360,000	2,430,800	2,503,724	2,578,836	2,656,201	2,735,887
688,500	453,300	448,900	460,371	472,172	484,313	496,804	509,654
-	-	-	-	-	-	-	-
6,949,700	6,948,850	7,943,700	8,191,871	8,447,886	8,711,995	8,984,460	9,265,546
844,000	691,065	797,500	796,110	812,032	828,273	844,838	861,735
165,000	152,000	160,000	164,600	169,336	174,212	179,232	184,401
161,000	1,820,000	424,200	135,020	135,040	135,060	135,080	135,100
-	-	-	-	-	-	-	-
1,223,514	91,301	366,266	-	-	-	-	-
12,251,714	12,305,516	12,500,566	12,178,772	12,540,190	12,912,689	13,296,615	13,692,324
2,190,000	2,106,000	2,320,000	2,389,600	2,461,288	2,535,127	2,611,180	2,689,516
30,000	43,000	40,000	41,200	42,436	43,709	45,020	46,371
2,220,000	2,149,000	2,360,000	2,430,800	2,503,724	2,578,836	2,656,201	2,735,887
8,500	7,700	7,400	7,326	7,253	7,180	7,108	7,037
240,000	213,600	210,500	216,815	223,319	230,019	236,920	244,027
150,000	145,000	146,000	150,380	154,891	159,538	164,324	169,254
120,000	87,000	85,000	85,850	86,709	87,576	88,451	89,336
170,000	-	-	-	-	-	-	-
688,500	453,300	448,900	460,371	472,172	484,313	496,804	509,654
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
18,000	15,000	15,000	15,450	15,914	16,391	16,883	17,389
-	-	1,758,000	1,810,740	1,865,062	1,921,014	1,978,644	2,038,004
1,133,000	1,135,150	1,205,000	1,241,150	1,278,385	1,316,736	1,356,238	1,396,925
4,841,700	4,841,700	3,958,700	4,077,461	4,199,785	4,325,778	4,455,552	4,589,218
950,000	950,000	1,000,000	1,040,000	1,081,600	1,124,864	1,169,859	1,216,653
7,000	7,000	7,000	7,070	7,141	7,212	7,284	7,357
6,949,700	6,948,850	7,943,700	8,191,871	8,447,886	8,711,995	8,984,460	9,265,546
17,000	21,000	17,000	17,340	17,687	18,041	18,401	18,769
253,800	175,000	180,000	183,600	187,272	191,017	194,838	198,735
85,000	70,000	85,000	86,700	88,434	90,203	92,007	93,847
18,000	12,000	18,000	18,360	18,727	19,102	19,484	19,873
21,000	17,000	21,000	21,420	21,848	22,285	22,731	23,186
16,000	10,000	14,000	14,280	14,566	14,857	15,154	15,457
68,000	60,000	70,000	71,400	72,828	74,285	75,770	77,286
1,500	600	1,000	1,020	1,040	1,061	1,082	1,104
16,500	14,600	19,500	19,890	20,288	20,694	21,107	21,530
30,000	23,000	30,000	30,600	31,212	31,836	32,473	33,122
5,000	3,600	4,000	4,080	4,162	4,245	4,330	4,416
127,200	119,265	165,000	168,300	171,666	175,099	178,601	182,173
180,000	150,000	160,000	163,200	166,464	169,793	173,189	176,653
5,000	15,000	13,000	13,260	13,525	13,796	14,072	14,353
844,000	691,065	797,500	796,110	812,032	828,273	844,838	861,735

2025-26 Adopted	2025-26 Est YE	2026-27 Proposed	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
5,000	12,000	10,000	10,100	10,201	10,303	10,406	10,510
160,000	140,000	150,000	154,500	159,135	163,909	168,826	173,891
165,000	152,000	160,000	164,600	169,336	174,212	179,232	184,401
20,000	22,000	20,000	20,020	20,040	20,060	20,080	20,100
-	116,000	49,200	-	-	-	-	-
125,000	70,000	100,000	100,000	100,000	100,000	100,000	100,000
-	-	-	-	-	-	-	-
-	1,500,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-
16,000	12,000	15,000	15,000	15,000	15,000	15,000	15,000
-	-	140,000	-	-	-	-	-
-	100,000	100,000	-	-	-	-	-
161,000	1,820,000	424,200	135,020	135,040	135,060	135,080	135,100
-	-	-	-	-	-	-	-
1,223,514	91,301	366,266	-	-	-	-	-
12,251,714	12,305,516	12,500,566	12,178,772	12,540,190	12,912,689	13,296,615	13,692,324

FORECASTING	2023-24 Actual	2024-25 Actual	2025-26 Adopted	2026-27 Proposed	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
Rates					106%	106%	106%	106%	106%
Growth					103%	103%	103%	103%	103%
TOTAL CHARGES FOR SERVICES	3,927,894	4,218,783	4,610,000	4,580,000	4,854,800	5,146,088	5,454,853	5,782,144	6,129,073
TOTAL MISCELLANEOUS	217,451	172,495	105,000	104,000	107,120	110,334	113,644	117,053	120,565
Grants	-	-	-	-	-	-	-	-	-
Loan	-	-	-	-	1,500,000	1,500,000	-	-	-
TOTAL TRANSFERS	-	-	-	-	-	-	-	-	-
TOTAL FUND BALANCE	4,256,342	3,650,489	3,694,678	2,925,516	1,056,086	1,510,956	1,510,956	1,661,028	2,094,522
TOTAL RESOURCES	8,401,687	8,041,767	8,409,678	7,609,516	7,518,006	8,267,378	7,079,453	7,560,225	8,344,159
TOTAL PERSONNEL SERVICES	1,176,100	1,005,195	1,040,000	1,082,000	1,114,460	1,147,894	1,182,331	1,217,801	1,254,335
TOTAL MATERIALS & SERVICES	2,568,446	2,516,359	3,145,400	2,759,000	2,786,590	2,814,456	2,842,600	2,871,026	2,899,737
TOTAL CAPITAL OUTLAY	542,513	489,567	1,020,000	2,250,000	1,606,000	2,144,000	460,000	460,000	460,000
Contingency	-	-	-	-	-	-	-	-	-
Transfer	-	-	-	-	-	-	-	-	-
TOTAL DEBT SERVICE	464,140	462,560	462,670	462,430	500,000	500,000	500,000	500,000	500,000
TOTAL EXPENSES	4,751,199	4,473,681	5,668,070	6,553,430	6,007,050	6,606,350	4,984,931	5,048,827	5,114,071
Ending Fund Balance	3,650,488	3,568,086	2,741,608	1,056,086	1,510,956	1,661,028	2,094,522	2,511,398	3,230,088
90-Day Reserve Policy	936,137	880,389	1,046,350	960,250	975,263	990,587	1,006,233	1,022,207	1,038,518



Gloria Butsch

From: JITAN Jean * DOR <Jean.JITAN@dor.oregon.gov>
Sent: Tuesday, May 12, 2026 6:26 AM
To: Gloria Butsch
Cc: John Walsh; Jennifer Johnson
Subject: RE: [External] Budget Committee Question

Good morning Gloria,

The budget committee can discuss two budgets – one with and one without the fee included – and then approve the more appropriate one after the election.

Let me know if you have any questions.



Jean Jitan MS, OPMA
(she/her/hers)

Finance, Taxation & Exemption
 Analyst
 971-600-4097

[Oregon Department of Revenue](#)



- Please take this brief [survey](#) to tell us how we're doing. Thank you!

CONFIDENTIALITY NOTICE: This email may contain information that is privileged, confidential or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this email in error, please advise me immediately by reply email, keep the contents confidential, and immediately delete the message and any attachments from your system. Data Classification: Level CL2 – Limited.

From: Gloria Butsch <gbutsch@sthelensoregon.gov>
Sent: Monday, May 11, 2026 4:42 PM
To: JITAN Jean * DOR <Jean.JITAN@dor.oregon.gov>
Cc: John Walsh <jwalsh@sthelensoregon.gov>; Jennifer Johnson <jjohnson@sthelensoregon.gov>
Subject: RE: [External] Budget Committee Question

Thank you, Jean.

I understand and agree that they cannot approve two budgets. In our scenario, we are not proposing that the committee approve two separate budgets; it would be one or the other, based on whether the fee was approved, or not. (We will know before the last budget committee meeting).

The question is, was it appropriate for us to provide an alternate proposal for the committee to discuss as a Plan B?

Thank you,

Gloria

Gloria Butsch, CPFO

Finance Director

City of St Helens

503-366-8227

“Alone we can do so little; together we can do so much” – Helen Keller

From: JITAN Jean * DOR <Jean.JITAN@dor.oregon.gov>

Sent: Monday, May 11, 2026 4:22 PM

To: Gloria Butsch <gbutsch@sthelensoregon.gov>

Cc: John Walsh <jwalsh@sthelensoregon.gov>; Jennifer Johnson <jjohnson@sthelensoregon.gov>

Subject: RE: [External] Budget Committee Question

Hi Gloria,

Under Local Budget Law, budget committee members are not allowed to approve two separate budgets. Our recommendation is for the budget committee to approve a single budget that includes any anticipated new revenues.

If those revenues are approved, the governing body may adopt the budget as approved or make adjustments as needed. If the revenues are not approved, the governing body would then reduce the resources and corresponding requirements from the budget approved by the budget committee.

Please let me know if you have any questions.



Jean Jitan MS, OPMA
(she/her/hers)

Finance, Taxation & Exemption

Analyst

971-600-4097

[Oregon Department of Revenue](#)



- Please take this brief [survey](#) to tell us how we're doing. Thank you!

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From: Gloria Butsch <gbutsch@sthelensoregon.gov>
Sent: Monday, May 11, 2026 8:57 AM
To: Finance Taxation * DOR <finance.taxation@dor.oregon.gov>
Cc: John Walsh <jwalsh@sthelensoregon.gov>; Jennifer Johnson <jjohnson@sthelensoregon.gov>
Subject: Budget Committee Question
Importance: High

You don't often get email from gbutsch@sthelensoregon.gov. [Learn why this is important](#)

Good morning,

We have a budget committee member challenge us that an alternate proposed budget is illegal.

Our proposed budget is based on a successful voter approval of a general service fee. We prepared and alternate budget in the event that the fee doesn't pass. The 3rd meeting is on the 28th, at which time we will know if the fee was approved or not.

Question: Is it legal to propose the alternate budget and for the budget committee to consider it?

Thank you for your time!

Gloria Butsch, CPFO

Finance Director

City of St Helens

503-366-8227

"Alone we can do so little; together we can do so much" – Helen Keller

Attachment #5

<u>Department</u>	<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Yearly Base Wages</u>	<u>*Total Cost</u>
Administration	Walsh, John J	City Admin	9	177,860.80	300,747.96
City Recorder	Payne, Kathryn J	City Recorder	9	107,182.40	175,000.50
Police	Smith, Matthew S	Seargent/ Police Chief	9	153,335.00	248,013.77
					*Chief 8/21/2025
					*(Take Home Vehicle)
Library	Bishop, Suzanne S	Library Director	6	121,659.20	173,614.70
Finance	Butsch, Gloria	Finance Director	8	148,969.60	237,815.56
Recreation	Duggan, Shanna M	P&R Manager	4	109,948.80	194,621.63
Planning	Graichen, Jacob A	City Planner	9	134,617.60	213,666.37
Building	DeRoia, Michael B	Building Official	9	118,622.40	205,969.50
PW Operations	Zaher, Mouhamad B	PW Director	9	170,655.00	271,327.62
					*(Take Home Vehicle)
				1,242,850.80	2,020,777.60

* Total Cost Wages and Benefits Listed Below

- Health Insurance
- Longevity
- Payroll Tax
- PERS
- Cert Pays
- Fitness Reimbursement
- Veba

Department Heads Do Not Get Overtime
 No Furloughs or Colas

*Take home Vehicle Cost not included

7/1/2025-6/30/2026

Attachment #6

<u>Department Name</u>		<u>Position</u>	<u>Step</u>	<u>Yearly Base Wages</u>	<u>Certification Pays</u>	<u>OT - Fiscal Year still in Progress 4/30/2026</u>	<u>Total Cost - Does not include Benefits</u>	<u>*Total Cost for FY25-26 will be more with two more payrolls of OT</u>
Police	Castilleja, Jose H	Sergeant	9	116,230	23,726	23,114	163,070	
Police	Coy, Jamin W	Patrol Officer	9	99,570	10,437	67,881	177,888	
Police	Jennifer Stratton	Patrol Officer	1	81,307	4,545	5,397	91,250	*Position Filled 8/6/2025
Police	Edwards, Kolten P	Detective	9	104,541	16,161	14,036	134,738	
Police	Eustice, Evin V	Sergeant	9	116,233	23,726	42,721	182,680	
Police	Gaston, Dylan J	Patrol Officer	9	110,678	15,415	34,625	160,718	*Sergeant 10/28/2025
Police	Haflich , Brandon	Patrol Officer	3	85,530	4,756	29,737	120,023	
Police	Hartless, Adam J	Patrol Officer	9	99,570	5,458	16,654	121,682	
Police	Howell, Jeremy L	Sergeant	9	116,233	23,726	31,954	171,913	
Police	Petersen, Jamie	Patrol Officer	1	81,307	4,545	5,968	91,821	
Police	Marshall, Luke J	Patrol Officer	5	89,968	9,477	18,527	117,972	
Police	Massey, Terry E	Patrol Officer	8	99,559	10,436	17,936	127,931	
Police	Payton Rue	Patrol Officer	1	81,307	4,536	5,045	90,888	*Position Filled 8/6/2025
Police	Medina Atristain, Everardo	Code Enforce	3	68,432	480	2,734	71,646	
Police	Raethke, Adam S	Patrol Officer	9	99,570	15,415	44,474	159,459	
Police	Ruiz, Patricia	Records Evidence Sp	9	74,672	-	6,065	80,737	
Police	Smith, Matthew S	Sergeant / Chief	9	153,335	23,964	9,722	187,021	*Chief 8/21/2025
Police	Sprinzi, Johnathon	Patrol Officer	3	85,530	4,756	33,937	124,223	
Police	Treat , Douglas C	Sergeant / Lieutenant	9	130,007	23,726	11,414	165,147	* Lieutenant 8/26/2025
Police	Jonathon Anderson	Patrol Officer	2	83,392	4,756	984	89,132	*Position Filled 2/10/2026
Police	Jacob Molano	Patrol Officer	1	81,307	4,756	733	86,796	*Position Filled 2/10/2026

7/1/2025-6/30/2026

Attachment #7

How Police Overtime Is calculated -SHPA Contract**ARTICLE 10 – OVERTIME****SECTION 1. – OVERTIME CALCULATIONS.**

As used in this contract, overtime (one and one-half (1 and 'A) times an employee's regular rate of pay) shall mean the time an employee works, when authorized by the supervisor, in excess of forty (40) hours in any seven (7) consecutive days period or in excess of eight (8) hours, if on an 8 hour schedule, in any twenty-four (24) hour period. All hours worked (not including shift trades) in excess of 40 hours a week, or eight (8) hours in a twenty-four (24) hour period, if on an 8 hour schedule, shall be compensated at the overtime rate, including the City's practice of switchbacks unless arranged by the officers between themselves in order to achieve time off.

Where by mutual agreement between the Association and the City that employee works four (4) ten (10)-hour shifts followed by three (3) consecutive days off, hours worked in excess of ten (10) hours in any twenty-four (24)-hour period would be paid at the overtime rate of one and one-half (1^{1/2}) times an employee's regular rate of pay.

Where by mutual agreement between the Association and the City; the employee working the **OPTION 1** twelve (12) hour patrol schedule or the **OPTION 2** twelve (12) hour patrol schedule, overtime (one and one-half (1 and %:) times an employee's regular salary) shall mean the time an employee works, when authorized by the supervisor, in excess of eighty hours in any fourteen (14) day work period or in excess of twelve (12) hours in a twenty-four (24)-hour period, depending on the regularly scheduled length of an employee's work shift. In no event shall the voluntary exchange of schedules or shift change situations, which are agreed upon by a supervisor and an employee, or which have been arranged by officers between themselves, result in the payment of overtime.

Paid leave shall be treated as hours worked for purposes of calculating daily and weekly overtime entitlements pursuant to this agreement.

SECTION 2. – OVERTIME CALCULATION/COMPENSATORY TIME.

A. Required overtime shall be computed to the nearest fifteen (15) minutes and compensated at time and one-half the regular rate. Overtime shall be paid either in cash or compensatory time off at the discretion of the employee. Compensatory time off shall be granted with the approval of the City and shall be scheduled by the City in cooperation with the employee within a reasonable time in relation to the request, provided that if the time off cannot be so scheduled, the employee may withdraw the request or if not withdrawn the City may buy out the comp time balance.

B. The maximum accrual shall be one hundred twenty (120) hours.

SECTION 3. – CALL-BACK.

An employee called to work outside a scheduled shift shall be paid for a minimum of three (3) hours at the overtime rate in all situations except those set forth in Section 5 below. For the purpose of this section, the call-out must have occurred at least one (1) hour before or after the end of the regularly scheduled shift, if not, the overtime shall be deemed an extension of the workday and compensated as such. This section applies to emergency situations or events that were not scheduled prior to the end of the employee's preceding shift.

or scheduling any regular employees hired for such off-duty private security work. Additional building or area security duties beyond the police officers deemed necessary for public safety may be performed by reserve officers under any Department reserve officer program that may be established.

SECTION 5. – OVERTIME FOR COURT TIME.

Court time required as a normal part of an officer's job, but which occurs on an officer's off-duty day will be paid at the overtime rate for a minimum of three (3) hours. Court time required as a normal part of an officer's job, but which occurs outside a regular tour of duty will be paid at the overtime rate for a minimum of three (3) hours provided that such court time is scheduled more than one (1) hour before or after the regularly scheduled shift. If it is scheduled within that hour, the time shall be deemed an extension of the workday and compensated as such.

SECTION 6. – WORK-RELATED PHONE CALLS.

A. Work-related phone calls of seven (7) minutes or longer shall be compensated at one-half (1/2) hour of overtime at the employee's regular overtime rate of pay per phone call. It is the intent of the parties to comply with the FLSA, and phone calls of less than seven (7) minutes are *de minimus*.

B. If a phone call to an off-duty employee is one-half (1/2) hour or more in duration then the employee shall be compensated for the phone call as Call-Back Time compensation in accordance with Section 3 above.

SECTION 5. – DPSST CERTIFICATE PAY SCHEDULE.

Eligible employees will be paid DPSST certificate premiums which shall be applied and paid as part of their regular rate of pay.

July 1, 2020 – June 31, 2025 Collective Bargaining Agreement
City of St. Helens and St. Helens Police Association

Officers holding DPSST Intermediate Certificate:
5.0% x monthly base rate

Officers holding DPSST Advanced Certificate:
10% x monthly base rate *in toto*
for DPSST certifications.

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SECTION 10. – FIELD TRAINING OFFICER COMPENSATION.

Officers assigned as Field Training Officer shall receive an additional five percent (5%) of base salary while working with a new regular officer as the regularly assigned FTO. Time spent by any officer involving the training and oversight of reserve police officers is not eligible for FTO premium pay. Time worked in the capacity of an FTO when not regularly assigned as such to a particular officer is not eligible for payment of this premium unless the Chief determines otherwise.

SECTION 11. – TACTICAL INSTRUCTORS.

Officers certified and assigned as firearms/range instructor and primary defensive tactics instructor shall receive a premium of five percent (5%) in recognition of the expertise required to direct training, plan scenarios and evaluate officer competencies and performance in order to do so.

ARTICLE 21 – INCENTIVE PAY

SECTION 1.– POLICE OFFICER FITNESS INCENTIVE.

It is the policy of the City and the purpose of this program to enhance the public image of the law enforcement profession and to provide regular full-time employees with the Police Department with the opportunity and incentive to maintain and improve their job

Physical Fitness Pay

In order for an officer to pass the physical fitness requirement above, they must meet a minimum fitness of forty (40) percentile in Appendix B. Passing means passing all tests at the forty (40) percentile.

An officer who passes the physical fitness requirement above will receive a five percent (5%) fitness premium computed based upon base pay. An officer who performs at the fifty (50) percentile level will receive an additional twenty dollars (\$20) per month above the five percent (5%) and those officers who perform at the sixty (60) percentile level will receive forty dollars (\$40) per month above the five percent (5%). The officer's regular rate of pay shall be adjusted by these amounts.



FY 2027 Proposed Budget



AGENDA

Call Meeting to Order

Budget Committee Rules and Declaration of Conflicts of Interest

Approval of Minutes

2. Review & Approval of May 7, 2026, Minutes

Budget Officer Comments

Department Head Statements

Review Submitted Questions & Staff Responses

Committee Discussion

Check in for adjournment to May 28 or Approval of the Proposed Budget.

Budget Committee Ground Rules
Declaration of Conflicts of Interest
Oregon Administrative Rules 150-504-400

The role of the Budget Committee is to review, discuss, make additions or deletions, and approve the proposed budget presented by the budget officer.

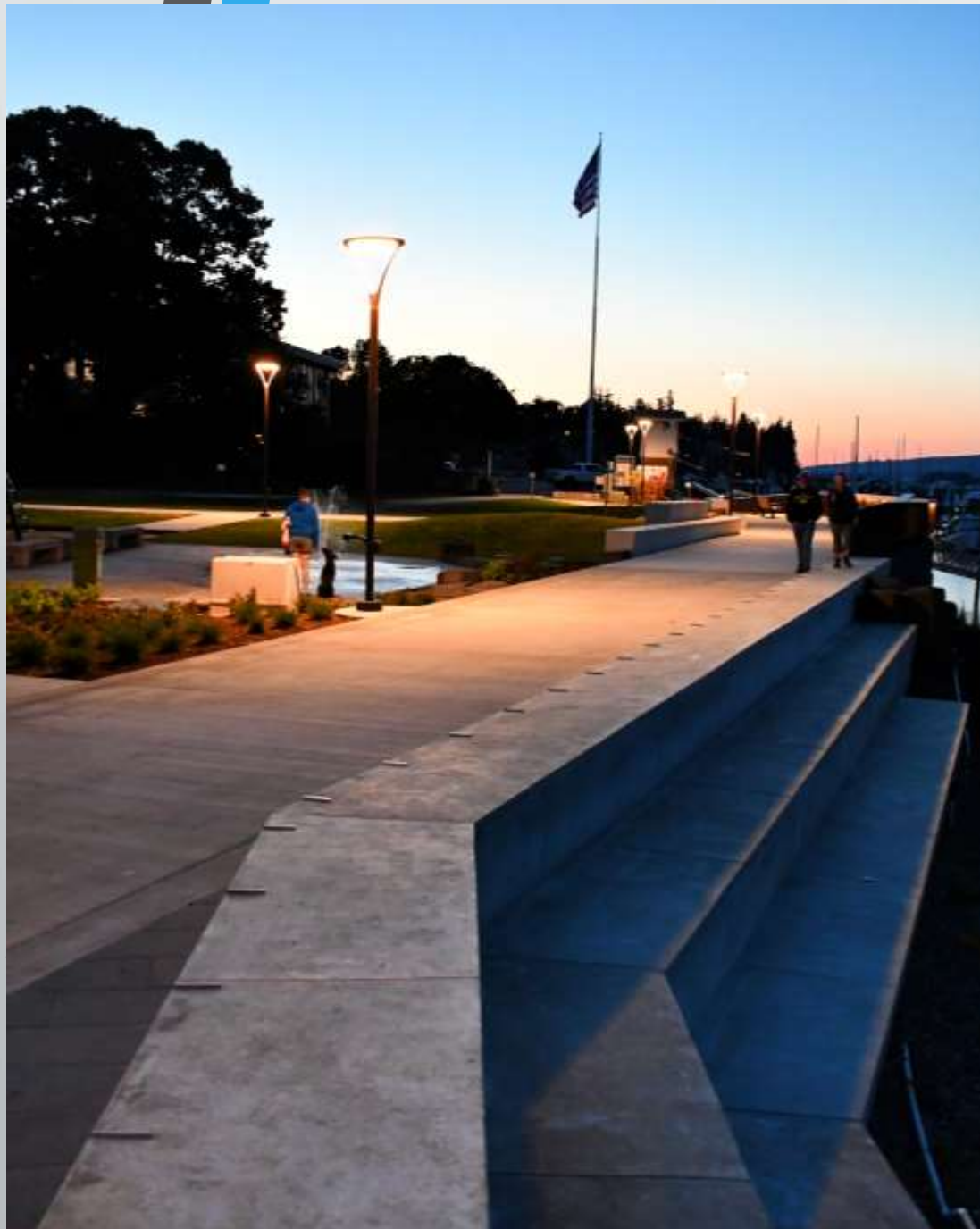
The budget committee's role is not to make management decisions, such as establishing or eliminating specific programs or services.



Budget Officer Comments

Department Head Statements

Review Budget Committee Questions and Staff Responses



Challenges & Opportunities

- We are assuming from committee and community input that the \$24.00 proposed general service fee will not be approved by voters.
- Proposed option of extracting the Police Department from General Fund and creating a Police Services Fund.
 - Allows for transparency
 - Informs of revenue needed to maintain police services
 - Reduces General Fund recovery time

Adjustments

- Add back layoffs of PT staff and furloughs of FT staff in Library and Recreation
= \$239,000
 - Reduce General Fund ending fund balance or further reduce Police budget

General Fund – No Fee, No PD

Item #3.

GENERAL FUND	2026-27 Proposed	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
RESOURCES						
GENERAL FUND REVENUE	10,183,100	10,363,952	10,670,966	10,987,430	11,313,641	11,649,904
TRANSFERS	-	-	-	-	-	-
Total Revenue	10,183,100	10,363,952	10,670,966	10,987,430	11,313,641	11,649,904
FUND BALANCE AVAILABLE	366,266	1,754,966	2,989,086	4,219,857	5,444,045	6,658,151
TOTAL RESOURCES	10,549,366	12,118,918	13,660,052	15,207,287	16,757,686	18,308,055
EXPENDITURES						
PERSONNEL SERVICES						
Dept 701 Admin	448,500	461,955	475,814	490,088	504,791	519,934
Dept 702 Recorder	309,700	318,991	328,561	338,418	348,570	359,027
Dept 703 Council	67,500	69,525	71,611	73,759	75,972	78,251
Dept 704 Court	225,700	232,471	239,445	246,628	254,027	261,648
Dept 705 Police	-	-	-	-	-	-
Dept 706 Library	502,200	517,266	532,784	548,767	565,231	582,187
Dept 707 Finance	648,600	668,058	688,100	708,743	730,005	751,905
Dept 708 Parks	175,000	180,250	185,658	191,227	196,964	202,873
Dept 709 Recreation	280,800	289,224	297,901	306,838	316,043	325,524
Dept 710 Planning	200,800	206,824	213,029	219,420	226,002	232,782
Dept 711 Building	310,100	319,403	328,985	338,855	349,020	359,491
Dept 712 Technology	166,300	171,289	176,428	181,721	187,172	192,787
Dept 715 General	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	3,335,200	3,435,256	3,538,314	3,644,463	3,753,797	3,866,411
MATERIALS & SERVICES						
Dept 701 Admin	37,600	38,728	39,115	39,506	39,901	40,301
Dept 702 Recorder	49,700	51,191	51,703	52,220	52,742	53,270
Dept 703 Council	46,600	47,998	48,478	48,963	49,452	49,947
Dept 704 Court	243,700	251,011	253,521	256,056	258,617	261,203
Dept 705 Police	-	-	-	-	-	-
Dept 706 Library	143,800	148,114	149,595	151,091	152,602	154,128
Dept 707 Finance	280,500	288,915	291,804	294,722	297,669	300,646
Dept 708 Parks	172,800	177,984	179,764	181,561	183,377	185,211
Dept 709 Recreation	73,300	75,499	76,254	77,017	77,787	78,565
Dept 710 Planning	24,400	25,132	25,383	25,637	25,894	26,152
Dept 711 Building	32,600	33,578	33,914	34,253	34,595	34,941
Dept 712 Technology	413,000	425,390	429,644	433,940	438,280	442,663
Dept 715 General	361,200	372,036	375,756	379,514	383,309	387,142
TOTAL MATERIALS & SERVICES	1,879,200	1,935,576	1,954,932	1,974,481	1,994,226	2,014,168
TRANSFERS						
Dept 015 Transfers	3,580,000	3,759,000	3,946,950	4,144,298	4,351,512	4,569,088
TOTAL EXPENDITURES	8,794,400	9,129,832	9,440,195	9,763,242	10,099,535	10,449,667
ENDING FUND BALANCE	1,754,966	2,989,086	4,219,857	5,444,045	6,658,151	7,875,388
20% RESERVE POLICY	1,758,880	1,825,966	1,888,039	1,952,648	2,019,907	2,089,933
RESERVE PERCENTAGE	20%	33%	45%	56%	66%	77%
30% RESERVE DESIRE	2,638,320	2,738,950	2,832,059	2,928,973	3,029,861	3,129,861

General Fund, No Fee, No PD, Restore Library & Recreation

Item #3.

GENERAL FUND	2026-27 Proposed	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
RESOURCES						
GENERAL FUND REVENUE	10,183,100	10,363,952	10,670,966	10,987,430	11,313,641	11,649,904
TRANSFERS	-	-	-	-	-	-
Total Revenue	10,183,100	10,363,952	10,670,966	10,987,430	11,313,641	11,649,904
FUND BALANCE AVAILABLE	366,266	1,516,766	2,505,540	3,483,604	4,447,505	5,393,515
TOTAL RESOURCES	10,549,366	11,880,718	13,176,506	14,471,035	15,761,146	17,043,419
EXPENDITURES						
PERSONNEL SERVICES						
Dept 701 Admin	448,500	461,955	475,814	490,088	504,791	519,934
Dept 702 Recorder	309,700	318,991	328,561	338,418	348,570	359,027
Dept 703 Council	67,500	69,525	71,611	73,759	75,972	78,251
Dept 704 Court	225,700	232,471	239,445	246,628	254,027	261,648
Dept 705 Police	-	-	-	-	-	-
Dept 706 Library	686,000	706,580	727,777	749,611	772,099	795,262
Dept 707 Finance	648,600	668,058	688,100	708,743	730,005	751,905
Dept 708 Parks	175,000	180,250	185,658	191,227	196,964	202,873
Dept 709 Recreation	335,200	345,256	355,614	366,282	377,271	388,589
Dept 710 Planning	200,800	206,824	213,029	219,420	226,002	232,782
Dept 711 Building	310,100	319,403	328,985	338,855	349,020	359,491
Dept 712 Technology	166,300	171,289	176,428	181,721	187,172	192,787
Dept 715 General	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	3,573,400	3,680,602	3,791,020	3,904,751	4,021,893	4,142,550
MATERIALS & SERVICES						
Dept 701 Admin	37,600	38,728	39,115	39,506	39,901	40,301
Dept 702 Recorder	49,700	51,191	51,703	52,220	52,742	53,270
Dept 703 Council	46,600	47,998	48,478	48,963	49,452	49,947
Dept 704 Court	243,700	251,011	253,521	256,056	258,617	261,203
Dept 705 Police	-	-	-	-	-	-
Dept 706 Library	143,800	148,114	149,595	151,091	152,602	154,128
Dept 707 Finance	280,500	288,915	291,804	294,722	297,669	300,646
Dept 708 Parks	172,800	177,984	179,764	181,561	183,377	185,211
Dept 709 Recreation	73,300	75,499	76,254	77,017	77,787	78,565
Dept 710 Planning	24,400	25,132	25,383	25,637	25,894	26,152
Dept 711 Building	32,600	33,578	33,914	34,253	34,595	34,941
Dept 712 Technology	413,000	425,390	429,644	433,940	438,280	442,663
Dept 715 General	361,200	372,036	375,756	379,514	383,309	387,142
TOTAL MATERIALS & SERVICES	1,879,200	1,935,576	1,954,932	1,974,481	1,994,226	2,014,168
TRANSFERS						
Dept 015 Transfers	3,580,000	3,759,000	3,946,950	4,144,298	4,351,512	4,569,088
TOTAL EXPENDITURES	9,032,600	9,375,178	9,692,902	10,023,529	10,367,631	10,725,806
ENDING FUND BALANCE	1,516,766	2,505,540	3,483,604	4,447,505	5,393,515	6,317,613
20% RESERVE POLICY	1,806,520	1,875,036	1,938,580	2,004,706	2,073,526	2,145,161
RESERVE PERCENTAGE	17%	27%	36%	44%	52%	59%
30% RESERVE DESIRE	2,709,780	2,812,553	2,907,871	3,007,059	3,110,289	3,217,742

LET'S TAKE A BREAK

Committee Roundtable Discussion – 7 minutes each – BE RESPECTFUL & DO NOT INTERRUPT.

Committee Instructions for next meeting



CHECK IN FOR ADJOURNMENT

Adjourn to May 28, 2026

