

QUARTERLY REPORT TO COUNCIL

Meeting Date: 9/17/25
Prepared by: Shanna Duggan
Department: Administration
Division: Recreation
Reporting Period: May – September 2025
CC: City Administrator John Walsh



1. General Operations

- St. Helens Recreation Program completed School Year 2 of the 21st CCLC Grant which is a partnership with the St. Helens School District. We also had a partnership for Summer Programming this year.
- Funded for the 3rd year of the grant.
- St. Helens Recreation Program offered 18 Summer Camps for 2025, including a summer camp that was in partnership with the Ford Family Foundation and Oregon State University and provided Middle School STEM activities for a free week.
- Summer partners and programs with the St. Helens Public Library and the St. Helens Police.
- Outreach at Kiwanis, Women's Power Hour, Rotary and Columbia Art Guild.
- Cohosted two community clothing swaps.

2. Staffing & Personnel

- The St. Helens Recreation currently filled all our after-school positions with local community members and four high school students.
- We completed our CPR First Aid, Food Handlers Certificates and 4 hours of onboarding training.
- St. Helens Recreation Manager Shanna Duggan completed one year Portland Community College Certificate in Management and Supervisory Development.

3. Projects & Initiatives

A. Ongoing Key Projects

- Launching four afterschool programs for 25/26, this is in partnership with the St. Helens School District.
- Basketball signups will be posted in the next month.
- CPR Classes offered monthly through a local community member
- Open play offered at the St. Helens Community Center
- Rentals to non-profits

B. Upcoming Projects

- Volunteer program at the Community Center to help with donations and prep for programs. Launching on 9/15/25 no funding needed.
- Exploring grant opportunities to expand programs.

- Renewing partnerships with local non-profits/businesses.

4. Upcoming Events & Important Dates

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

Celebrate the 26th annual Lights On Afterschool Oct. 23, 2025

October 25th, Kiwanis Children's Fair

[Oregon Department of Education : Title IV-B, Nita M. Lowey 21st Century Community Learning Centers \(21st CCLC\) : Title IV-B 21st Century Community Learning Centers \(CCLC\) : State of Oregon](#)

[Lights On Afterschool](#)

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