

May 12, 2025

To: Budget Committee
From: Kathy Payne
Subject: Fiscal Year 2025/26 Budget

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

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

May 12, 2025

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

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

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

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

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

Sincerely,

Kathy Payne

Kathy Payne

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

Hi Kathy,

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

Aaron

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

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

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

Good morning my fellow team members,

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

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

Suggestions/Concerns:

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

Kathy Payne

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

Hi there Kathy, 😊

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

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

Angelica Artero

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



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

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

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

Hi Kathy,

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

How To Save the City of St. Helens Money

submitted by Brett Long, Joint Maintenance

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

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

Good Afternoon, Kathy.

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

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

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

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

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

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

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

Thank you,

..Jamie Ford..

Administrative Billing Specialist
City of St. Helens

Kathy Payne

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

Hi Kathy,

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

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

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

Thanks,

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

Kathy Payne

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

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

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

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

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

Hi Kathy,

Thank you so much for organizing this today!!

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

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

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

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

Thanks,

Sheri

From: Kathy Payne <kpayne@sthelensoregon.gov>

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

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

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

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

Have a great rest of your day! 😊

Thank you,
Kathy

From: Kathy Payne

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

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

Importance: High

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

From: Kathy Payne

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

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

Importance: High

Good morning my fellow team members,

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

Kathy Payne

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

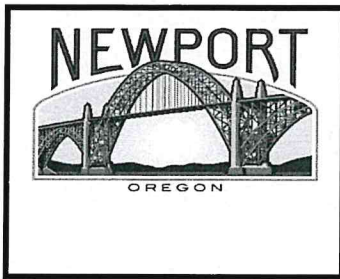
Some ideas to reduce costs/increase revenue:

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

Schedule Responses from other Cities

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

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



**STAFF REPORT
CITY COUNCIL AGENDA ITEM**

Meeting Date: December 04, 2023

Example

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

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

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

Background Information:

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

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

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

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

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

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

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

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

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

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

See the attached breakdown below:

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

Fiscal Notes: None

Alternatives: None recommended

Attachments: Various



Outlook

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

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

Date Fri 5/9/2025 3:17 PM

To Kathy Payne <kpayne@sthelensoregon.gov>

Cc Heidi Davis <hdavis@sthelensoregon.gov>

Hi Kathy,

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

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

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

Thank you,

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

City of St. Helens | Public Works – Engineering Division

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*Licensed to practice in the State of Oregon

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Hello,

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

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

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

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

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

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

Thank you,

Dawn Richardson

Administrative Billing Specialist