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City of St. Helens COUNCIL AGENDA

Wednesday, August 16, 2017

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
Council President Doug Morten
Councilor Keith Locke
Councilor Susan Conn
Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **VISITOR COMMENTS** – *Limited to five (5) minutes per speaker.*
4. **ORDINANCES – Final Reading**
 - A. **Ordinance No. 3217:** An Ordinance Making Certain Determinations and Findings Relating to and Approving the St. Helens Urban Renewal Plan and Directing that Notice of Approval be Published
5. **RESOLUTIONS**
 - A. **Resolution No. 1795:** A Resolution of the Common Council of the City of St. Helens, Oregon, Authorizing Interfund Loan from City Water and Sewer Fund to the Community Development Fund for Fiscal Year 2017-18
 - B. **Resolution No. 1796:** A Resolution Amending the City of St. Helens' System Development Charges for Water, Wastewater, Stormwater, and Parks, and Superseding Such Rates in Resolutions Nos. 1469 and 1641
 - C. **Resolution No. 1797:** A Resolution Establishing a Methodology to Annually Adjust System Development Charges for Inflation
 - D. **Resolution No. 1798:** A Resolution Establishing the Economic Index Used to Annually Adjust Water, Wastewater, and Stormwater Monthly User Charges
6. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Amendment No. 2 to State of Oregon 2008-2013 Fund Exchange Agreement for Various Street Improvement Projects
 - B. Agreement with E2C Corp. for Special Events Management
 - C. Sewer Connection and Pretreatment Program Implementation Agreement with Columbia City
 - D. Agreement with ODOT for Artistic Landmark Sculpture Maintenance for New Gateway Sculpture
 - E. Contract Payments
7. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Planning Commission Minutes dated July 11, 2017

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

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For more information or for an application, stop by City Hall or call 503-366-8217.

8. **CONSENT AGENDA FOR APPROVAL**

- A. Council Work Session, Public Hearing and Regular Session Minutes dated June 21 and July 19, 2017
- B. Exclusive Use Permits
- C. OLCC Licenses
- D. Animal Facility Licenses
- E. Accounts Payable Bill Lists

9. **MAYOR SCHOLL REPORTS**

10. **COUNCIL MEMBER REPORTS**

11. **DEPARTMENT REPORTS**

12. **ADJOURN**

City of St. Helens
ORDINANCE NO. 3217

AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE ST. HELENS URBAN RENEWAL PLAN AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED

WHEREAS, the **St. Helens Urban Renewal Agency** (the "**Agency**"), as the duly authorized and acting urban renewal agency of the City of St. Helens, Oregon per Ordinance No. 3093, is proposing to undertake certain urban renewal activities in a designated area within the City pursuant to ORS Chapter 457; and

WHEREAS, the Agency, pursuant to the requirements of ORS Chapter 457, has caused preparation of the **St. Helens Urban Renewal Plan** dated July 19, 2017 and attached hereto as **Exhibit "A"** (the "**Plan**"). The Plan authorizes certain urban renewal activities within the St. Helens Urban Renewal Area; and

WHEREAS, the Agency has caused the preparation of a certain **Urban Renewal Report** dated July 19, 2017 attached hereto as **Exhibit "B"** (the "**Report**") to accompany the Plan as required under ORS 457.085(3); and

WHEREAS, the Agency forwarded the Plan and Report to the City of St. Helens Planning Commission (the "**Planning Commission**") for review and recommendation. The Planning Commission considered the Plan and Report on June 13, 2017 and made a recommendation that the Plan conformed with the St. Helens Comprehensive Plan as shown in the memorandum documenting attached hereto as **Exhibit "C"** (the "**Planning Commission Recommendation**"); and

WHEREAS, the Plan and the Report were formally forwarded on May 4, 2017 to the governing body of each taxing district affected by the Plan, and the Agency has thereafter consulted and conferred with each taxing district, and

WHEREAS, on June 28, 2017, the City met with representatives of Columbia County to review the Plan, including proposed maximum indebtedness for the Plan; and

WHEREAS, the City Council has not received written recommendations from the governing bodies of the affected taxing districts; and

WHEREAS, on May 31, 2017 the City published notice of the hearing to be held before the Council on the Plan, including the required statements of ORS 457.120(3), in the St. Helens Chronicle; and

WHEREAS, on June 26, 2017, the City caused notice of the hearing to be held before the Council on the Plan, including the required statements of ORS 457.120(3), to be mailed to City utility customers; and

WHEREAS, on July 19, 2017, the City Council held a public hearing to review and consider the Plan, the Report, the recommendation of the Planning Commission and the public testimony received on or before that date and to receive additional public testimony;

WHEREAS, the City Council found that the Plan conforms with all applicable legal

requirements; and

WHEREAS, after consideration of the record presented through this date, the City Council does by this ordinance desire to approve the Plan.

NOW, THEREFORE, THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:

Section 1. The Plan complies with all applicable requirements of ORS Chapter 457 and the specific criteria of 457.095(1) through (7), in that, based on the information provided in the Report, the Planning Commission Recommendation and the public testimony before the City Council:

1. The process for the adoption of the Plan, has been conducted in accordance with the applicable provisions of Chapter 457 of the Oregon Revised Statutes and all other applicable legal requirements;
2. The area designated in the Plan as the **St. Helens Urban Renewal Area (“Area”)** is blighted, as defined by ORS 457.010(1) and is eligible for inclusion within the Plan because of conditions described in Section 3 “Existing Conditions” in the Report including the existence of inadequate streets and other rights of way, open spaces and utilities and underdevelopment of property within the Area (ORS 457.010(1)(e) and (g));
3. The rehabilitation and redevelopment described in the Plan to be undertaken by the Agency is necessary to protect the public health, safety or welfare of the City because absent the completion of urban renewal projects, the Area will fail to contribute its fair share of property tax revenues to support City services and will fail to develop and/or redevelop according the goals of the City’s Comprehensive Plan;
4. The Plan conforms to the St. Helens Comprehensive Plan and provides an outline for accomplishing the projects described in the Plan, as more fully described in the Plan and in the Planning Commission Recommendation as forwarded by the and Planning Director;
5. No residential displacement will occur as a result of the acquisition and disposition of land and redevelopment activities proposed in the Plan and therefore the Plan does not include provisions to house displaced persons;
6. The acquisition of real property provided in the Plan is necessary for the development of infrastructure improvements, in the Area and for the development of public spaces; because the Agency does not own all the real property interests (e.g., rights-of-way, easements, fee ownership, etc.) that will be required to undertake and complete these projects as described in Section 5 “Property Acquisition and Disposition” of the Plan and Section 5 “How the Projects Improve the Area” of the Report; and
7. Adoption and carrying out the Plan is economically sound and feasible in that eligible projects and activities will be funded by urban renewal tax revenues derived from a division of taxes pursuant to section 1c, Article IX of the Oregon Constitution and ORS 457.440 and other available funding as more fully described in the Section 6 “Funding Plan” of the Report;
8. The City shall assume and complete any activities prescribed it by the Plan; and
9. The Agency consulted and conferred with affected overlapping taxing districts prior to the Plan being forwarded to the City Council.

Section 2. The St. Helens Urban Renewal Plan is hereby approved based upon review and consideration by the City Council of the Plan and Report, the St. Helens Planning Commission Recommendations, each of which is hereby accepted, and the public testimony in the record.

Section 3. The City Administrator shall forward forthwith to the Agency a copy of this Ordinance.

Section 4. The Agency shall thereafter cause a copy of the Plan to be recorded in the Records of Columbia County, Oregon.

Section 5. The City Administrator, in accordance with ORS 457.115, shall publish notice of the adoption of the Ordinance approving the Plan including the provisions of ORS 457.135, in the St. Helens Chronicle no later than four days following adoption of this Ordinance.

Section 6. Severability. If any portion of the Plan is held to be invalid or unconstitutional by a court of competent jurisdiction, that portion is to be deemed severed from the Plan, and in no way, affects the validity of the remainder of the Plan.

Section 7. The effective of this Ordinance shall be 30 days after approval, or if during that 30-day period a sufficient number of signatures are obtained on a referral petition, the effective date shall be the date of the successful approval by the voters of the City of St. Helens, in accordance with the City Charter and other applicable laws.

Read the first time: July 19, 2017
Read the second time: August 16, 2017

APPROVED AND ADOPTED this 16th day of August, 2017 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

St. Helens Urban Renewal Plan

Ordinance No. 3217

Exhibit “A”

July 19, 2017



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Acknowledgments

ECONorthwest prepared this Urban Renewal Plan (Plan) for the City of St. Helens, along with subconsultants Elaine Howard Consulting, Tiberius Solutions, Kittelson and Associates, and Maul Foster Alongi. The Plan and the accompanying Report received legal review from Garrett Stephenson of Schwabe, Williamson & Wyatt, P.C. The City would like to acknowledge former mayor Randy Peterson for his leadership and commitment to exploring urban renewal as an implementation tool. Other firms, agencies, and staff contributed to other research on which that this report relied on.

City Council

Mayor Rick Scholl

Ginny Carlson

Susan Conn

Keith Locke

Doug Morten

Former Mayor Randy Peterson

Planning Commission

Dan Cary

Greg Cohen

Russell Hubbard

Kathryn Lawrence

Al Petersen

Sheila Semling

Audrey Webster

Advisory Committee

Jennifer Cuellar, Columbia County

Diane Dillard, Columbia River Fire & Rescue

Keith Forsythe, Greater St. Helens Parks & Recreation District

Michael Greisen, Columbia River Fire & Rescue

Henry Heim Mueller, Columbia County Commissioner
and Columbia 911 District

Mark Kreutzer, Columbia River Fire & Rescue

Paulette Lichatowich, Port of St. Helens Board Member

Paula Miranda, Port of St. Helens

Al Petersen, St. Helens Economic Development Corporation

Scot Stockwell, St. Helens School District

Steve Watson, Columbia 911 District

Audrey Webster, St. Helens Planning Commission

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John Walsh, City Administrator

Jennifer Dimsho, Planner

Jacob Graichen, Planner

Consultant Team

ECONorthwest

Elaine Howard Consulting, LLC

Tiberius Solutions, LLC

Kittelson and Associates

Maul Foster and Alongi

Definitions

“Agency” means the City of St. Helens Urban Renewal Agency. This Agency is responsible for administration of the urban renewal plan. In St. Helens, the Agency board is the St. Helens City Council.

“Annual report” means annual report on impacts to taxing jurisdictions and former year and following year budgets as required in ORS 457.460.

“Area” means the properties and rights of way located with the St. Helens urban renewal boundary.

“Blight” is defined in ORS 457.010(1)(A-E) and identified in the ordinance adopting the urban renewal plan.

“City” means the City of St. Helens, Oregon.

“City Council” or “Council” means the City Council of the City of St. Helens.

“Comprehensive Plan” means the City of St. Helens comprehensive land use plan and its implementing ordinances, policies, and standards.

“County” means Columbia County.

“Fiscal year” means the year commencing on July 1 and closing on June 30.

“Frozen base” means the total assessed value including all real, personal, manufactured and utility values within an urban renewal area at the time of adoption. The county assessor certifies the assessed value after the adoption of an urban renewal plan.

“Increment” means that part of the assessed value of a taxing district attributable to any increase in the assessed value of the property located in an urban renewal area, or portion thereof, over the assessed value specified in the certified statement.

“Maximum indebtedness” means the amount of the principal of indebtedness included in a plan pursuant to ORS 457.190 and does not include indebtedness incurred to refund or refinance existing indebtedness.

“ORS” means the Oregon revised statutes and specifically Chapter 457, which relates to urban renewal.

“Planning Commission” means the St. Helens Planning Commission.

“Tax increment financing (TIF)” means the funds that are associated with the division of taxes accomplished through the adoption of an urban renewal plan.

“Tax increment revenues” means the funds allocated by the assessor to an urban renewal area due to increases in assessed value over the frozen base within the area.

“Under-levy” means taking less than the available tax increment in any year as defined in ORS 457.455.

“Urban renewal agency” or “Agency” means an urban renewal agency created under ORS 457.035 and 457.045. This agency is responsible for administration of the urban renewal plan.

“Urban renewal plan” or “Plan” means a plan, as it exists or is changed or modified from time to time, for one or more urban renewal areas, as provided in ORS 457.085, 457.095, 457.105, 457.115, 457.120, 457.125, 457.135 and 457.220.

“Urban renewal project” or “Project” means any work or undertaking carried out under ORS 457.170 in an urban renewal area.

“Urban renewal report” or “Report” means the official report that accompanies the urban renewal plan pursuant to ORS 457.085(3).

“St. Helens Transportation Systems Plan (TSP)” means the Transportation System Plan adopted by the St. Helens City Council.

ORS Statutes Matrix

Urban renewal plans must meet state statutory requirements. This table explains the statutory requirements and details where the Plan responds to the statute.

		Plan Text Reference	
ORS Statute Number	ORS Statute Description	Section(s)	Page #
457.085 (1)	An urban renewal agency shall provide for public involvement in all stages in the development of an urban renewal plan.	1.5	4
457.085 (2)(a)	A description of each urban renewal project to be undertaken.	2	5
457.085 (2)(b)	An outline for the development, redevelopment, improvements, land acquisition, demolition and removal of structures, clearance, rehabilitation or conservation of the urban renewal areas of the plan.	5	13
457.085 (2)(c)	A map and legal description of the urban renewal areas of the plan.	1.3, Apx A	3, Apx A
457.085 (2)(d)	An explanation of its relationship to definite local objectives regarding appropriate land uses and improved traffic, public transportation, public utilities, telecommunications utilities, recreational and community facilities and other public improvements.	9	18
457.085 (2)(e)	An indication of proposed land uses, maximum densities and building requirements for each urban renewal area.	8	15
457.085 (2)(f)	A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area of the plan.	6	14
457.085 (2)(g)	An indication of which real property may be acquired and the anticipated disposition of said real property, whether by retention, resale, lease or other legal use, together with an estimated time schedule for such acquisition and disposition.	5	13
457.085 (2)(h)	If the plan provides for a division of ad valorem taxes under ORS 457.420 to 457.460, the maximum amount of indebtedness that can be issued or incurred under the plan.	1.4	4
457.085 (2)(i)	A description of what types of possible future amendments to the plan are substantial amendments and require the same notice, hearing and approval procedure required of the original plan under ORS 457.095 as provided in ORS 457.2220, including but not limited to amendments:	4	12
457.085 (2)(i)(A)	Adding land to the urban renewal area, except for an addition of land that totals not more than one percent of the existing area of the urban renewal area.	4	12
457.085 (2)(i)(B)	Increasing the maximum amount of indebtedness that can be issued or incurred under the plan.	4	12
457.085 (2)(j)	For a project which includes a public building, an explanation of how the building serves or benefits the urban renewal area.	N/A The Plan does not include a public building	

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1. Overview

Through several adopted plans and policies, community members and the elected leadership in the City of St. Helens have articulated a need for reinvestment in the City's waterfront, commercial business districts, and the former Boise White Paper Mill (BWP Property) and surrounding industrial properties. Those plans have identified specific projects that will catalyze that redevelopment, including investments in infrastructure, open space, and business districts that can help to revitalize the heart of St. Helens. Through the adoption of this Urban Renewal Plan (the Plan), the City creates an urban renewal area (the Area) that can capture revenues from growth to reinvest in projects that will achieve the public vision for the area.

The Plan sets the parameters for investments to be undertaken by the St. Helens Urban Renewal Agency (Agency) within the urban renewal boundary. The Plan outlines the Agency's goals for the Area, the projects in which the Agency will invest, and the rationale for each urban renewal project, based on local planning goals and public input. The Plan also describes limitations on the amount of debt the Agency can take on (maximum indebtedness), per Oregon statutes.

The Plan presented in this document meets the requirements of Chapter 457 of the Oregon Revised Statutes. The Plan also complies with other state and local laws pertaining to urban renewal plans.

1.1. Rationale

The City has undergone several planning efforts to understand the challenges it faces related to transportation connectivity, redevelopment, and industrial readiness. These include the U.S. 30 and Columbia/St. Helens Corridor Master Plan (adopted 2015) and the Waterfront Redevelopment Framework Plan (adopted 2016). These plans identify a vision for St. Helens that includes enhanced roadway connections from U.S. 30 to the Riverfront District that help to attract visitors and residents to a burgeoning waterfront district with public access to the river and new investment in mixed-use development.

The primary purposes of the Plan are to cure blight within the Area, assist with implementation of these and other plans, and improve specific areas of the City that are poorly developed or vacant (called *blighted areas*, as defined in Oregon law). These areas have vacant parcels with inadequate infrastructure (including streets, lighting, utilities), and they have old or deteriorated buildings that are no longer viable for ongoing use, among other blighting characteristics. The Area identified in Exhibit 2 has specific infrastructure needs that are described in the accompanying Report and are specifically cited in the ordinance for adoption of the Plan.

1.2. Urban Renewal Plan Goals

Purpose

Through this Plan, the City will assist with the implementation of adopted plans, policies, and regulations.

Goals

The goals represent the intent of the Plan, and were derived from adopted plans and vetted with an Advisory Committee. Exhibit 1 shows the Plan goals and how the Agency intends to achieve each goal. Each of the goals connects to a set of projects, identified in **Section 2** of the Plan. The goals and objectives will be pursued as economically as possible and at the discretion of the Agency.

Exhibit 1. Plan Goals and Goal Intention

Goal	Intention of Goal
1. Ensure that stakeholders are involved in plan implementation by providing accurate, timely information and encouraging public input and involvement.	The Agency will comply with all statutory requirements in ORS 457.460.
2. Provide adequate infrastructure and public amenities to support new development	Invest in infrastructure in underserved areas, to better support redevelopment on underutilized or vacant parcels. Improve existing parks and open spaces in the Riverfront District, Houlton Business District. Support Riverfront District through investments in parking provision and transportation demand management.
3. Increase the safety and capacity of existing transportation corridors.	Improve intersections, streetscapes, and the road surfaces of commercial corridors throughout the Area. Provide enhanced transportation facilities to pedestrians and cyclists.
4. Improve public access to the Columbia River through investments in waterfront open space and paths.	Invest in a waterfront greenway trail and improvements to waterfront access, including the Tualatin Street Stairway that integrates with redevelopment on the site. Improve connections to other open spaces in the area to create a network, including the Nob Hill Nature Park.
5. Invest in the revitalization of Houlton and Riverfront business districts.	Support economic development by providing funding to support the rehabilitation and improvement of storefronts within the Area. Invest in improvements to gateways and wayfinding infrastructure within the Area to attract visitors.

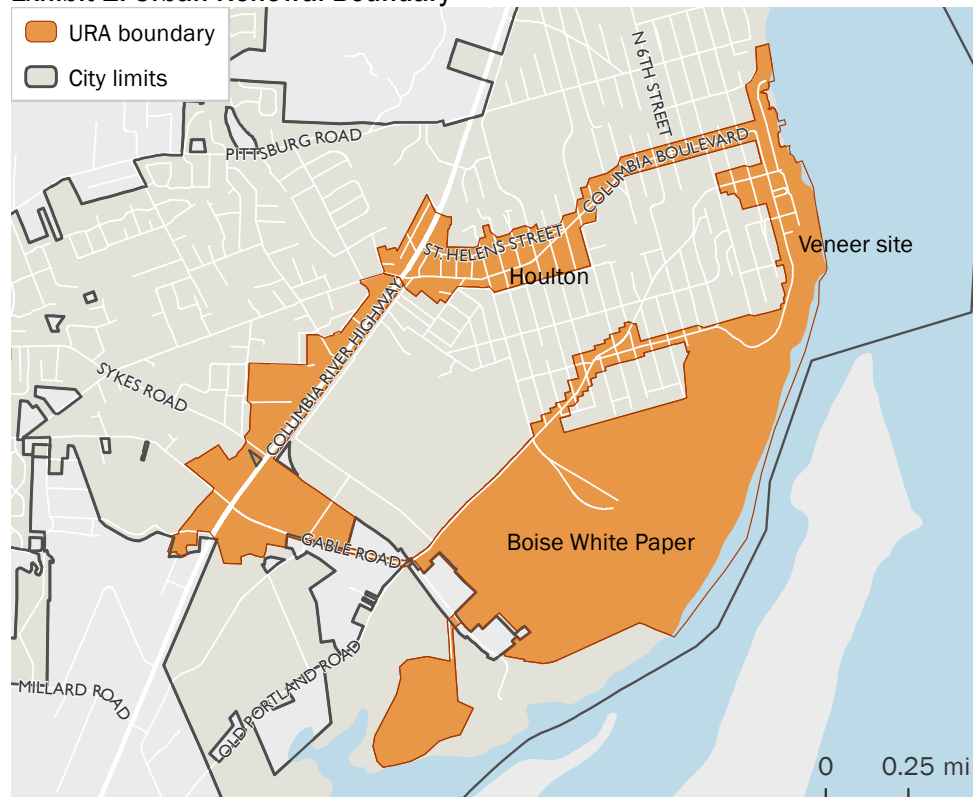
1.3. Urban Renewal Boundary and Projects

Exhibit 2 shows the boundary for the Area. The Area is 756 acres, with 605 acres consisting of parcel land and with 151 acres consisting of public right-of-way. The entire Area is within the St. Helens city limits. This boundary was chosen because it is blighted, and establishing it as an urban renewal area:

- Allows for improvements to key roads (and commercial corridors) that lead to downtown: Old Portland Road, St. Helens Street /Columbia Boulevard.
- Aids in revitalization of the Riverfront District and the Houlton Business District.
- Attracts jobs to vacant and underutilized industrial land through infrastructure investments.
- Supports development on the Veneer Property, the principal subject of 2016 Framework Plan.

The boundary also contains all identified urban renewal projects, identified in **Section 2. Urban Renewal Projects and Activities**. A legal description of the boundary is included in Appendix A. The Area comprises 20.29% of the City of St. Helens acreage and 19.04% of the City's assessed value. It does not exceed 25% of the total assessed value and area of St. Helens, and is within the statutory limits.

Exhibit 2. Urban Renewal Boundary



Source: City of St. Helens

1.4. Maximum Indebtedness

The maximum amount of indebtedness (amount of tax increment financing for projects and programs) that may be issued for the Plan is \$62,000,000 (sixty-two million dollars).

1.5. Stakeholder Involvement

Exhibit 3 provides an overview of the meetings held throughout the planning process and the topics discussed. The Advisory Committee comprised stakeholders representing all major taxing districts within the area, plus representatives from the Planning Commission and the St. Helens Economic Development Corporation. The Committee met three times throughout the process to review and provide input on the draft boundary, project priorities, goals and objectives, amendment procedures, financing, and drafts of the Plan and Report. There were several opportunities for public input on the Plan, including two open houses, a City Council briefing, the Planning Commission Meeting, and the City Council a City Council briefing and the adoption process, which included a public hearing and vote.

Exhibit 3. St. Helens Urban Renewal Process Meetings

Timing	Meeting	Discussion Topics	Opportunity for Public Input
Oct. 12, 2016	Open House #1	Urban Renewal Overview	Yes
Nov. 15, 2016	Advisory Committee #1	Major concerns/issues; boundary	
Feb. 7, 2017	Advisory Committee #2	TIF projections & initial bonding capacity, timing, projects	
Feb. 21, 2017	Open House #2	Review projects	Yes
Mar. 15, 2017	City Council Briefing	Review process to date, including financial plan	
Apr. 18, 2017	Advisory Committee #3	Review draft plan and detailed financial plan	
June 2017	Presentation to Columbia county	Review Maximum Indebtedness numbers	
Jun. 13, 2017	Planning Commission	Review and adopt final plan	Yes
Jul. 19, 2017	City Council	Review and adopt final plan	Yes

In addition to the meetings described in Exhibit 3, the City maintained a comprehensive webpage where all pertinent documents were available.

In addition, the Agency consulted and conferred with all taxing districts, as required by ORS 457.085(5). This included a presentation to Columbia County in June 2017 to discuss the maximum indebtedness.

1.6. Process

The Plan will be administered by the Agency. The Agency was established as part of the City's initial urban renewal effort in 2008 and is composed of City Council members. The Agency is committed to maintaining an open and transparent decision-making process throughout the life of the Area.

City Council must approve any substantial changes to the Plan. **Section 4. Governance and Future Amendments to Plan** provides more information about the amendment process. Future amendments will be listed numerically in this section of the Plan and incorporated into the Plan document, with a footnote that provides the amendment number and date adopted.

2. Urban Renewal Projects and Activities

This section provides detailed information on the projects identified in the Plan. Each of the Plan's projects fall into one of the following five categories. Exhibit 4 describes the connection between these categories and the Plan's goals.

- **Infrastructure:** Road extensions and parking infrastructure.
- **Open Space/Wayfinding:** Park improvements, new parks and open spaces, streetscape improvements, and wayfinding.
- **Economic Development:** Predevelopment, storefront improvements, and public-private partnerships.
- **Site Preparation:** Grading and utility upgrades.
- **Project Administration:** City staff and/or consultant time spent coordinating Agency activities.

Exhibit 4. Connection between Plan Goals and Project Categories

Plan Goal	Project Categories
1. Ensure that stakeholders are involved in plan implementation by providing accurate, timely information and encouraging public input and involvement.	Plan Administration
2. Provide adequate infrastructure and public amenities to support new development	Infrastructure Site Preparation
3. Increase the safety and capacity of existing transportation corridors.	Infrastructure
4. Improve public access to the Columbia River through investments in waterfront open space and paths.	Open Space/Wayfinding
5. Invest in the revitalization of Houlton and Riverfront business districts.	Economic Development

Exhibit 5 provides information on each project, its relation to the urban renewal goals, and the estimated urban renewal contribution.

Exhibit 5. Urban Renewal Projects - Details

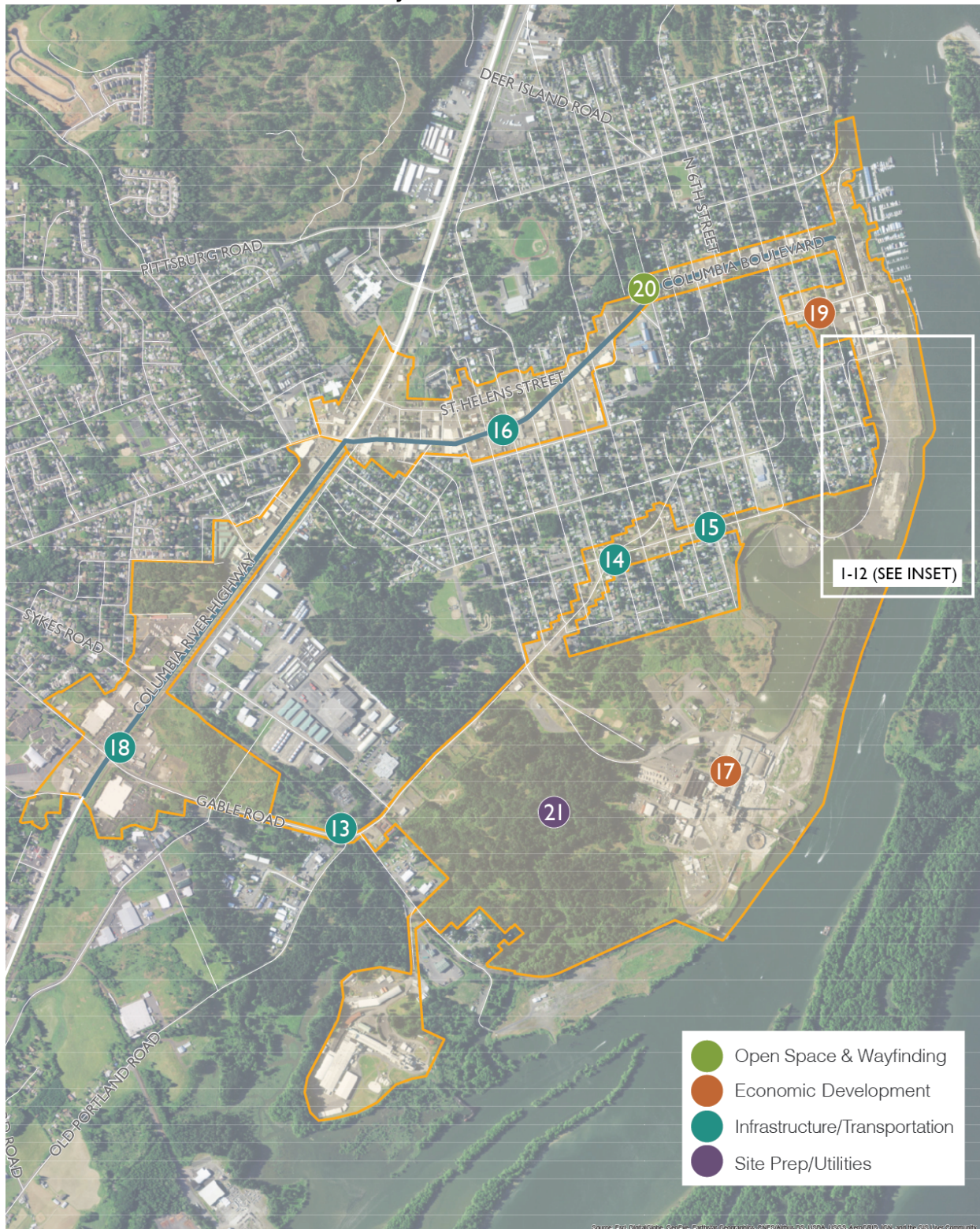
Map ID	Short Name	Description	Relation to Urban Renewal Goals	Estimated Area Contribution
Site Prep				
4	Contributions for Waterfront Site Preparation or Remediation	Assistance with grading, embankment and compaction, and erosion control on the entire site. Address localized hot spots or other potential brownfield issues on the site in coordination with development.	Helps to remove barriers to development on the Veneer Property. <i>(Goal 2)</i>	\$1,500,000
21	Site Preparation and Infrastructure Loans or Grants	Provide site-specific preparation, infrastructure, or development assistance (e.g. land assembly, SDC/permit write down, utility relocation, fire suppression grants, predevelopment assistance, etc.) to encourage new development in the Area.	Could attract industrial and mixed-use development to the entire Area. <i>(Goal 2)</i>	\$2,500,000
2	Waterfront Utilities and Stormwater Infrastructure Phase 1	Install sewer facilities for new development, including force mains, gravity sewer lines, and two pump stations. Install stormwater facilities in phases, including pipes and bioretention facilities. Install pipes and fire hydrants to service new development. Install underground electrical power, gas, and communications utilities in coordination with redevelopment	Helps to remove barriers to development on the Veneer Property. <i>(Goals 2 and 5)</i>	\$1,400,000
3	Waterfront Utilities and Stormwater Infrastructure Phase 2	In a second phase, continue to install sewer facilities to service new development, including force mains, gravity sewer lines, and two pump stations. Install stormwater facilities, including pipes and bioretention facilities. Install pipes and fire hydrants to service new development. Install underground electrical power, gas, and communications utilities in coordination with new development	Helps to remove barriers to development on the Veneer Property. <i>(Goals 2 and 5)</i>	\$900,000
Open Space				
1	Columbia View Park Expansion	Design and construct new 1.3-acre extension of Columbia View Park.	Provides amenities to attract new waterfront development. <i>(Goal 4)</i>	\$1,100,000
6	Waterfront Greenway Trail Phase 1 and Bank Enhancement	Install greenway trail south of Columbia View, including design, associated furnishings, interpretation, and connections to new neighborhood. Grading, planting, and reinforcement of bank as needed to prevent erosion, restore habitat, support greenway trail and water access, and create visual interest along waterfront.	Provides amenities to attract new waterfront development. <i>(Goal 4)</i>	\$3,000,000
7	Trestle Trail Contribution	Extend trail from downtown to south of the Veneer Property, providing access to natural areas along Multnomah Channel.	Provides amenities to attract new waterfront development. <i>(Goal 4)</i>	\$750,000
8	Marina Contribution	Provide partnership funding to construct a marina on the south end of the Veneer Property, near the entrance to the Frogmore Slough. The marina would be privately developed, owned, and operated, but at least partly open to the public and available for public use and access	Attracts water-based users to downtown. <i>(Goals 4 and 5)</i>	\$750,000
9	Waterfront Greenway Trail Phase 2	Construct second phase of waterfront greenway, including design and construction of public plaza at intersection of Tualatin Street and The Strand. Consider future pier from this location in design.	Provides amenities to attract new waterfront development. <i>(Goal 4)</i>	\$3,000,000

Map ID	Short Name	Description	Relation to Urban Renewal Goals	Estimated Area Contribution
11	Habitat and Riparian Corridor Enhancement with Public Access Contributions	Provide partnership funding to restore natural area and explore options for public access between White Paper Lagoon, Multnomah Channel, and on the bluff. In future phases, consider widening or rebuilding existing Tualatin Street staircase.	Opens up new areas for recreation, providing additional amenities to waterfront development. <i>(Goal 4)</i>	\$500,000
12	Partnership to Improve County Courthouse Plaza	Improve County Courthouse Plaza or other downtown parks/plazas.	Supports main street businesses and provides a gathering space and focal point. <i>(Goal 5)</i>	\$750,000
20	Wayfinding Improvements	Install wayfinding signs and kiosks to help people find downtown retail and existing business districts from Hwy 30. Integrate corridor master planning effort and other efforts. Branding and Wayfinding Master Plan to be completed in 2017.	Helps visitors find downtown. <i>(Goals 2, 3 and 5)</i>	\$250,000
Infrastructure				
5	Road Extension on South First and The Strand	Construct South First Street and The Strand in phases, including sidewalks, intersections, bike lanes.	Provides connection to open up new land for development. <i>(Goal 3)</i>	\$2,300,000
10	First Street and The Strand Road Improvements	Install trees and street improvements (bulb outs, etc.) and a road overlay on a two-block stretch of First Street and The Strand.	Provides improved streetscape to support new development on waterfront. <i>(Goals 3 and 5)</i>	\$1,000,000
13	Old Portland Road/Gable Intersection Improvements	Improve the intersection to better accommodate traffic coming to the Veneer Property.	Improves safety and capacity of roads leading to waterfront and downtown. <i>(Goal 3)</i>	\$600,000
14	Old Portland Road/Plymouth Street Intersection Improvements	Improve the intersection to better accommodate traffic and serve as a gateway to the Veneer Property.	Improves safety and capacity of roads leading to waterfront and downtown. <i>(Goal 3)</i>	\$600,000
15	Plymouth Street Improvements	Improve bicyclist and pedestrian safety along Plymouth Street.	Provides pedestrian safety improvements to support redevelopment. <i>(Goal 3)</i>	\$200,000
16	Houlton Corridor Master Plan Improvements	Complete intersection improvements, road projects, and pedestrian projects in the Houlton Business District.	Improves safety, aesthetics, and capacity of Houlton infrastructure. <i>(Goal 3)</i>	\$13,200,000
18	U.S. 30 Road Projects - Short Term	Short-term projects include medians (curbs, plantings, trees/banner poles) and plantings (east side of U.S. 30), new banner poles (east side of U.S. 30), and new banners on existing utility poles, new curb ramps, and crosswalk striping.	Improves road safety, aesthetics, and capacity to attract new development. <i>(Goal 3)</i>	\$1,200,000

Map ID	Short Name	Description	Relation to Urban Renewal Goals	Estimated Area Contribution
18	U.S. 30 Road Projects - Long Term	Long-term U.S. 30 projects include fencing (each side of ODOT Rail property), new sidewalk (east side of U.S. 30), intersection crosswalk paving and curb ramps, trees and plantings (east side of U.S. 30), and private property landscape improvements.	Improves road safety, aesthetics, and capacity to attract new development. <i>(Goal 3)</i>	\$2,000,000
Economic Development				
17	Economic Development Planning	Fund for predevelopment assistance on sites and projects that can improve the redevelopment potential of projects throughout the Area Projects can include public parking management strategy, area master planning, public involvement, and predevelopment assistance (e.g., market studies). Allow for repayment of costs associated with the preparation and implementation of the Plan.	Provides a source of funds for studies or predevelopment assistance that can support new development. <i>(Goals 1, 2 and 5)</i>	\$500,000
19	Storefront Improvement Program for Downtown/Houlton	Enhance the existing historic façade improvement program to create feeling of investment in area with a \$30K–\$70K per year storefront improvement program.	Improves aesthetics of downtown St. Helens and supports small businesses. <i>(Goal 5)</i>	\$1,500,000
				Administration
	Plan Administration	Ongoing administration, relocation costs, and other administrative costs. It also accounts for facilitation of the Agency's Public Involvement Plan.	This helps achieve all goals efficiently, but also specifically provides staffing to achieve Goal 1.	\$2,275,000
	Finance Fees	Allow repayment of financing costs associated with loans procured to fulfill project goals.	Allow the Area to take on debt	\$581,000
Total Estimated Area Contribution for Projects				\$42,356,000

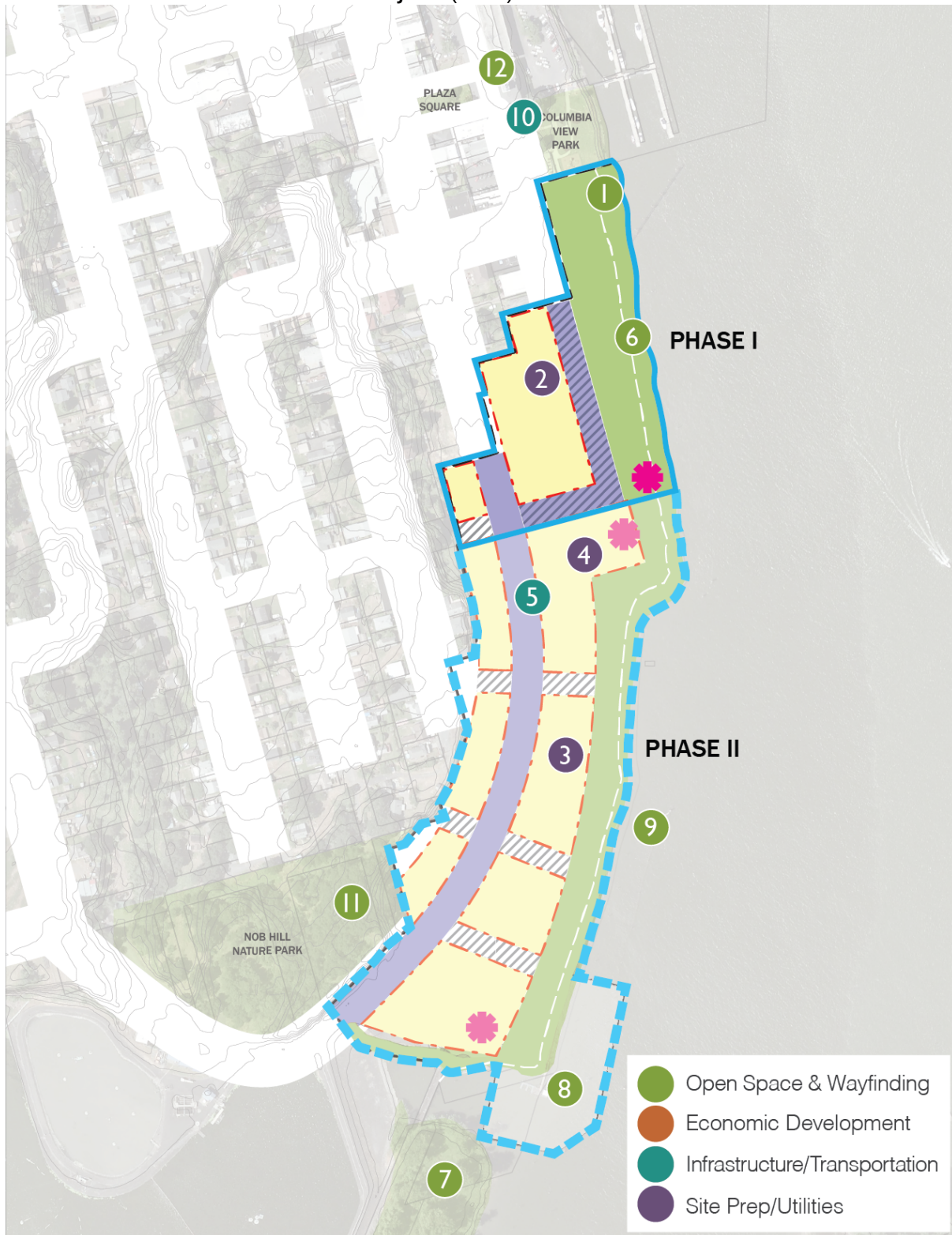
Exhibit 6 and Exhibit 7 show the location for each of the projects.

Exhibit 6. St. Helens Urban Renewal Projects



Source: ECONorthwest with data from the City of St. Helens. Note that the numbers in this map correspond to the projects in Exhibit 5.

Exhibit 7. St. Helens Urban Renewal Projects (Inset)



Source: ECONorthwest and Walker Macy. Underlying data from the St. Helens Waterfront Framework Plan. Note that the numbers in this map correspond to the projects in Exhibit 5.

3. Limitations on Indebtedness of the Plan

Tax increment financing consists of using annual tax increment revenues to make payments on debt, usually in the form of bank loans or revenue bonds. The proceeds of the bonds are used to finance the urban renewal projects authorized in the Plan. Bonds may be either long-term or short-term.

Tax increment revenues equal most of the annual property taxes imposed on the cumulative *increase* in assessed value within an urban renewal area over the total assessed value at the time an urban renewal plan is adopted. Under current law, the property taxes for general obligation (GO) bonds and local option levies approved after October 6, 2001 are not part of the tax increment revenues.

3.1. Proposed Financing Methods

The Plan will be financed using a combination of revenue sources. These include:

- Tax increment revenues
- Advances, loans, grants, and any other form of financial assistance from the federal, state, or local governments, or other public bodies
- Loans, grants, dedications, or other contributions from private developers and property owners—including, but not limited to, assessment districts
- Any other public or private source

Revenues obtained by the Agency will be used to pay or repay the costs, expenses, advancements, and indebtedness incurred in (1) Plan preparation, (2) planning or undertaking project activities, or (3) otherwise exercising any of the powers granted by ORS Chapter 457 in connection with the implementation of this Plan.

3.2. Tax Increment Financing and Maximum Indebtedness

The Plan may be financed, in whole or in part, by tax increment revenues allocated to the Agency, as provided in ORS Chapter 457. The ad valorem taxes levied by a taxing district in which all or a portion of the Area is located, if any, shall be divided as provided in Section 1c, Article IX of the Oregon Constitution, and ORS 457.440. As soon as possible after the approval of the Plan, the Columbia County assessor shall prepare a certified statement of the total assessed value of the taxable real and personal property in the URA, as required by ORS 457.430. Amounts collected pursuant to ORS 457.440 shall be deposited into the unsegregated tax collections account and distributed to the Agency based upon the distribution schedule established under ORS 311.390.

The maximum amount of indebtedness that may be issued or incurred under the Plan is **\$62,000,000 (sixty-two million dollars)**, based on good faith estimates of the scope and costs of projects in the Plan and the schedule for their completion. This amount is the principal of such

indebtedness and does not include interest or indebtedness incurred to refund or refinance existing indebtedness or interest earned on bond proceeds. It does include initial bond financing fees and interest earned on tax increment proceeds, separate from interest on bond proceeds.

4. Governance and Future Amendments to Plan

The Plan will be administered by the St. Helens Urban Renewal Agency, subject to adoption of ordinances by the City Council as required by law. The Plan may be amended as described in this section.

4.1. Substantial Amendments

Substantial Amendments are those that add land to the area—except for an addition of land that totals not more than 1 percent of the existing Area—or increase the maximum amount of indebtedness that can be issued or incurred under the Plan. In accordance with ORS 457.085(2)(i), Substantial Amendments shall require the same notice, hearing, and approval procedure required of the original Plan, including public involvement, consultation with taxing districts, presentation to the Agency, the Planning Commission, and adoption by the City Council by nonemergency ordinance after a hearing. Notice of City Council hearings on proposed Plan amendments shall be provided to individuals or households within the City of St. Helens as required by ORS 457.120.

4.2. Minor Amendments

Minor Amendments are amendments that are not Substantial Amendments as defined in this Plan and in ORS 457. Minor Amendments require approval by the Agency by resolution.

5. Property Acquisition and Disposition

The Plan authorizes the acquisition and disposition of property as described in this section. Property includes any and all interests in property, including fee simple ownership, lease, easements, licenses, or other rights to use. If property is acquired it will be identified in the Plan through a Minor Amendment.

5.1. Property Acquisition for Public Improvements

The Agency may acquire any property within the Area for public improvement projects undertaken pursuant to the Plan by all legal means, including the use of eminent domain. Good faith negotiations for such acquisitions must occur prior to institution of eminent domain procedures. Properties that the Agency may acquire include:

- Right-of-way needs for the Old Portland Road/Plymouth intersection enhancement in FY 2026: Property identified as Columbia County Assessor Map Number 4N1W 4DA 5400, and per Columbia County Clerk Instrument Number 2017-2244. This property is owned by the City of St. Helens.
- Other Old Portland Road properties that may be necessary for roadway enhancements, pending planning efforts.

5.2. Property Acquisition from Willing Sellers

The Plan authorizes Agency acquisition of any interest in property within the Area that the Agency finds is necessary to support private redevelopment, but only in those cases where the property owner wishes to convey such interest to the Agency. The Plan does not authorize the Agency to use the power of eminent domain to acquire property from a private party to transfer property to another private party for private redevelopment. Property acquisition from willing sellers may be required to support development of projects within the Area.

5.3. Land Disposition

The Agency will dispose of property acquired for a public improvement project by conveyance or by dedicating directly to the appropriate public agency responsible for the construction and/or maintenance of the public improvement. The Agency may retain such property during the construction of the public improvement.

The Agency may dispose of property acquired under **Section 5.1** by conveying any interest in property acquired. Property shall be conveyed at its fair reuse value. Fair reuse value is the value, whether expressed in terms of rental or capital price, at which the urban renewal agency, in its discretion, determines such land should be made available in order that it may be developed, redeveloped, cleared, conserved, or rehabilitated for the purposes specified in such plan. Because fair reuse value reflects limitations on the use of the property to those purposes specified in the Plan, the value may be lower than the property's fair market value.

Where land is sold or leased, the purchaser or lessee must contractually agree to use the land for the purposes designated in the Plan and to begin and complete the building of its improvements within a period of time that the Agency determines is reasonable.

6. Relocation Methods

When the Agency acquires occupied property under the Plan, residential or commercial occupants of such property shall be offered relocation assistance, as required under applicable state law. Prior to such acquisition, the Agency shall adopt rules and regulations, as necessary, for the administration of relocation assistance. The Plan does not propose relocation of residents or businesses. If any future projects require such relocations, a plan amendment that specifies the method of relocation will be required, pursuant to ORS 457.085(2)(j).

7. Severability

If any portion of the Plan is held to be invalid or unconstitutional by a court of competent jurisdiction, that portion is to be deemed severed from the Plan, and in no way affects the validity of the remainder of the Plan.

8. Proposed Land Uses

The proposed uses within the Area conform to the uses included in the City's St. Helen's Comprehensive Plan. Exhibit 8 shows the connection between the proposed land uses in the Plan and the applicable Comprehensive Plan designation. Exhibit 9 shows the Comprehensive Plan designations of land within the City, including within the urban renewal boundary. Proposed land uses, maximum densities and building requirements shall conform to the Comprehensive Plan, Community Development Code, and applicable building codes, as those regulations may change from time to time. Land uses proposed in Plan projects meet the City's existing comprehensive plan designations. Exhibit 10 shows the zoning designations within the Area.

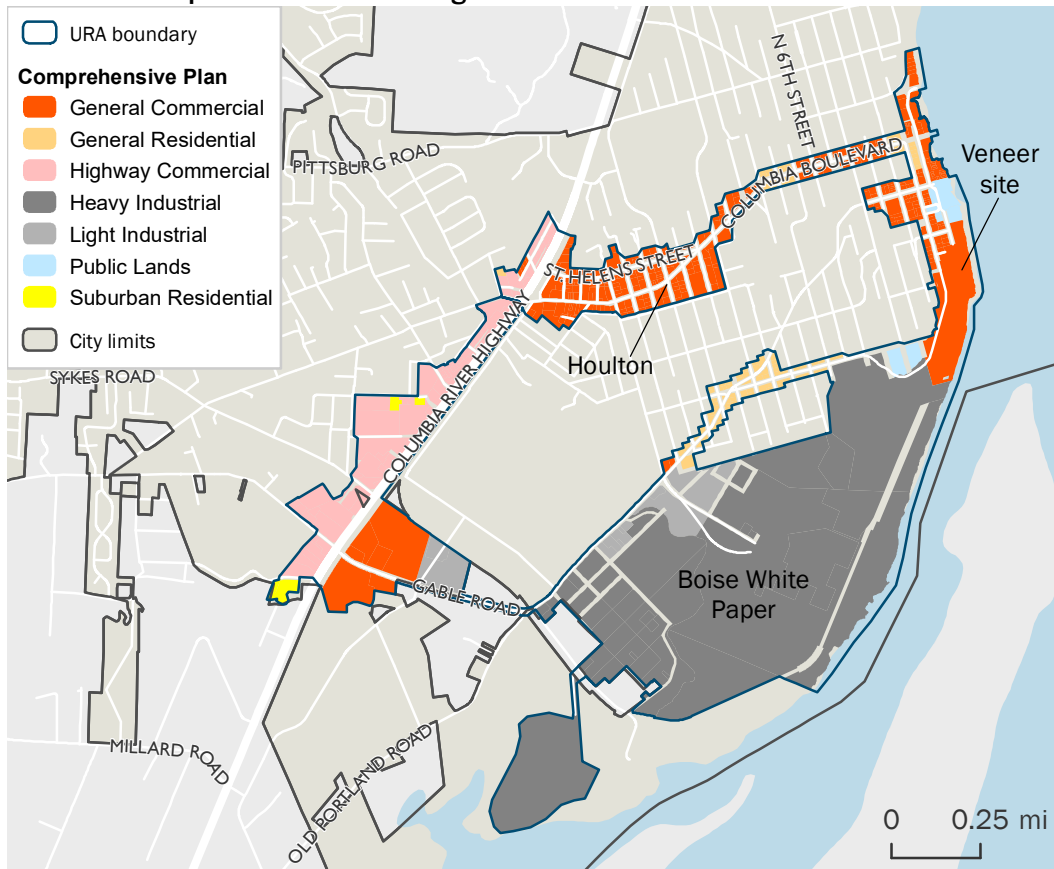
This section fulfills the statutory requirement for describing the proposed land uses (with associated maximum densities and building requirements)

Exhibit 8. Proposed Land Uses

Location	Proposed Land Uses	Applicable Comprehensive Plan Designation
U.S. 30	Infill commercial and mixed-use development, as called for in the Comprehensive Plan's Highway Commercial and General Commercial designations.	Highway Commercial and General Commercial
Riverfront District	Infill commercial and mixed-use development, as called for in the Comprehensive Plan's General Commercial designation and the zoning code's Riverfront District designation.	General Commercial
Houlton Business District	Infill commercial and mixed-use development, as called for in the Comprehensive Plan's General Commercial designation and the zoning code's Houlton Business District designation.	General Commercial
Veneer Property	New mixed-use development, as called for in the Comprehensive Plan's General Commercial designation and the zoning code's Riverfront District designation.	General Commercial
BWP Property and surrounding industrial lands	New industrial development and redevelopment, as called for in the Comprehensive Plan's Heavy Industrial and Light Industrial designations.	Heavy Industrial
Old Portland Road (residential section)	Residential uses, as called for in the Comprehensive Plan's General Residential designations.	General Residential

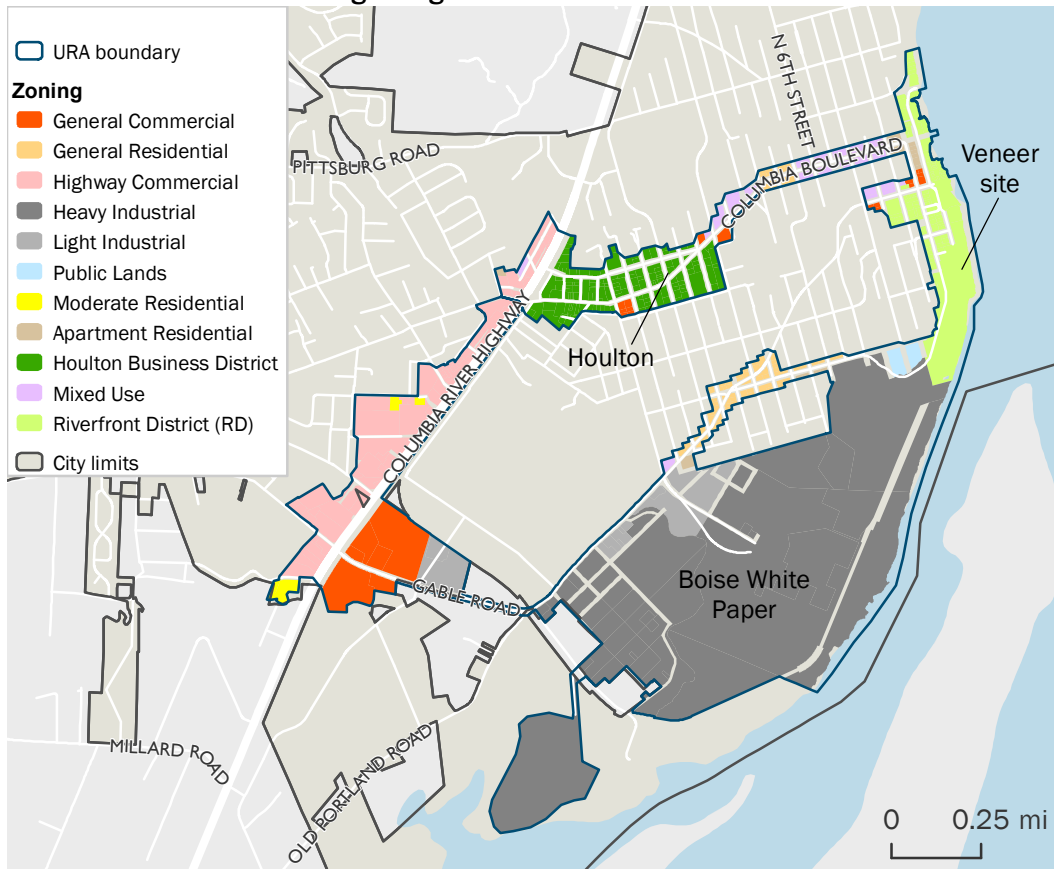
Source: <http://www.codepublishing.com/OR/StHelens/StHelens19/StHelens1908.html#19.08.020>

Exhibit 9. Comprehensive Plan Designations



Source: City of St. Helens (Data received on April 25, 2017).

Exhibit 10. St. Helens Zoning Designations



Source: City of St. Helens (Data received on April 25, 2017).

9. Relationship to Local Objectives

This Plan reflects the goals and objectives identified through previous planning processes, including the St. Helens Comprehensive Plan and the City's Municipal Code. This section provides context for how the St. Helens Urban Renewal Plan relates to the following area plans and policies:

This section fulfills the statutory requirement for describing the relationship to local objectives.

- St. Helens Comprehensive Plan (Municipal Code, Title 19)
- St. Helens Waterfront Framework Plan (2016)
- US 30 and Columbia/St. Helens Corridor Master Plan (2015)
- Parks and Trails Master Plan (2015)
- St. Helens Transportation System Plan (2014)
- Waterfront Development Prioritization Plan (2011)
- Toward Sustainable Tourism Plan (2007)

For each of the above documents, this section provides information on:

- The document's purpose.
- The specific goals or objectives contained in the document that relate to the Plan.
- How the Urban Renewal Plan relates to these specific goals.

Provisions taken directly from existing plans are shown in *italics*.

9.1. St. Helens Comprehensive Plan (Municipal Code, Title 19)

The purpose of the St. Helens Comprehensive Plan¹² (Comprehensive Plan) is to guide the future actions of the community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the local government. Because the Plan includes projects to upgrade infrastructure, incent development, and improve amenities through the Area, the Plan conforms to Comprehensive Plan goals and policies pertaining to citizen involvement, economic development, transportation, housing, public services and facilities, and natural factors and local resources. The consistency of the Plan with applicable Comprehensive Plan goals is explained below.

The proposed uses within the Area detailed in **Section 8** conform to the uses shown in Exhibit 9, which shows the Comprehensive Plan designations of land within the City, including within the urban renewal boundary.

19.08.010 Citizen Involvement.

This section of the Comprehensive Plan includes the following goals:

- (a) Keep the citizens informed of opportunities for involvement.*
- (b) Develop programs to involve citizens in the land use planning process.*

The Plan conforms to the citizen involvement goal of the Comprehensive Plan because the projects included in the Plan reflect community priorities from planning processes that had extensive community involvement. The Advisory Committee included representatives from the community and the Urban Renewal Plan process included opportunities for public input at two open houses, the advisory committee meetings, planning commission meeting, and City Council hearing. The project team actively solicited press coverage from local newspapers to keep the community informed about the project.

19.08.020 Economic Goals and Policies.

This section of the Comprehensive Plan includes the following goals that apply to the Urban Renewal Plan:

- (a) To maintain favorable conditions for a growing, healthy, stable and diversified business and industrial climate.*
- (b) To encourage the expansion of employment opportunities within the urban area so residents can work within their communities rather than commute to jobs outside the county.*
- (c) To promote industrial development necessary to provide a balanced tax base for the operation of local government services.*

¹ <http://www.codepublishing.com/OR/StHelens/StHelens19/StHelens1908.html>

² <http://www.codepublishing.com/OR/StHelens/StHelens19/StHelens1908.html>

(d) To establish greater local control over the destiny of the local economic development.

The Plan conforms to the Comprehensive Plan's economic goals because it includes projects that will upgrade the local transportation infrastructure and provide incentives that will attract mixed-use, residential, commercial, and industrial development to the Area. Exhibit 11 demonstrates how the Plan is consistent with applicable economic goals.

Exhibit 11. St. Helens Comprehensive Plan Economic Policies and Relation to Plan

Comprehensive Plan Policy	How Plan Addresses
<i>(a) Develop program strategies with other agencies, groups and businesses in an effort to improve the local economy. Strategies should consider but not be limited to: (i) Tax incentives and disincentives; (ii) Land use controls and ordinances; (iii) Preferential assessments; (iv) Capital improvement programming; and (v) Fee and less-than-fee acquisition techniques.</i>	The Plan provides a funding source to improve the local economy, including tax incentives and capital improvement programming.
<i>(b) Assist in programs to attract diverse businesses and industries.</i>	Projects include storefront improvements and incentives for site preparation and infrastructure improvements that can help to attract new businesses to the city.
<i>(e) Make waterfront development a high priority.</i>	Projects include investments in infrastructure and amenities, that will encourage development on the vacant Veneer Property along the St. Helens waterfront.
<i>(f) Develop and implement public facility designs and development standards to revitalize businesses and business districts in the US 30 and Columbia Boulevard/St. Helens Street corridor master plan area.</i>	Projects include street and intersection improvements in the U.S. 30 and Columbia Boulevard/St. Helens Street areas, identified in the Corridor Master Plan.
<i>(g) Create gateways and improve access and wayfinding signage to Houlton Business District and Historic Downtown.</i>	Projects include improvements to gateways to downtown and wayfinding to improve visitor experience.
<i>(h) Improve the appearance, attractiveness, and safety of the Houlton Business District and Historic Downtown, through an enhanced street design that includes street trees, landscaping and more public spaces and pedestrian amenities.</i>	Projects include improvements to sidewalks and street furniture, identified in the Corridor Master Plan.
<i>(i) Develop the local tourist and recreation sectors of the economy.</i>	Projects include public open space improvements that support the redevelopment of the Veneer Property and encourage tourism and recreation in downtown St. Helens
<i>(j) Allocate adequate amounts of land for economic growth and support the creation of commercial and industrial focal points.</i>	The Plan includes land at the former BWP Property and adjacent industrial lands, assuming that concentrated investments in infrastructure can support the entire area.
<i>(l) Discourage the leapfrog development of industrial lands, unless there is a program to provide sewer and water to intervening properties.</i>	The Plan incorporates all of the former BWP Property, allowing for intensive industrial uses that concentrate infrastructure investments.

Source: <http://www.codepublishing.com/OR/StHelens/StHelens19/StHelens1908.html#19.08.020>

19.08.030 Public Services and Facilities Goals and Policies

This section of the Comprehensive Plan includes the following goals that apply to the Urban Renewal Plan:

Goals.

- (a) To provide the facilities, utilities and services which are necessary for the well-being of the community.*
- (b) To develop an orderly arrangement of public facilities and services to serve as a framework for urban development.*
- (c) To design and locate public facilities so that: capacities are related to future as well as present demands; ample land is available for building and plant expansion; and public works plants and utility structures reflect due regard for their environmental impact.*
- (d) To designate land development patterns which would permit the most economical extension of public utilities.*
- (e) To provide all residents of urban areas with a sewage system that effectively meets current and future needs while protecting public health.*
- (f) To provide a water system adequate for future domestic and industrial purposes.*
- (h) To create and maintain ample places and facilities for recreation in St. Helens.*
- (j) To reduce loss of lives and property from fires.*

Policies.

- (a) Ensure that urban facilities and services, particularly water and sewer systems, are properly designed to eventually serve the designated urban growth area; also, ensure that services are provided to sufficient vacant property to meet the anticipated needs.*
- (d) Ensure that capacities and patterns of utilities and other facilities are adequate to support the residential densities and land use patterns of the Comprehensive Plan.*
- (f) Rehabilitate old sewer lines and extend new ones as funding permits.*
- (h) Implement master water, sanitary sewer, storm sewer and transportation system plans in coordination with the public facilities plan.*
- (k) Strive to ensure that adequately sized water mains and sewer lines are installed initially to avoid costly expansion when the area becomes intensively developed.*
- (n) Design public recreation facilities to meet the recreational needs of the populace by providing the widest practicable range of compatible activities and programs to meet the needs of diverse groups.*
- (o) Develop a program whereby the city's park system can be maintained or expanded to serve the needs of the anticipated growth. This program could include, but not necessarily be limited to, acquisition of tax foreclosed properties, donations or required dedication of land to existing parks, donation or required dedication of land for new parks or a payment in-lieu-of dedication by developers for new development that would impact the city's recreational system.*
- (p) Acquire sites for future parks as identified on the Comprehensive Plan map as far in advance as possible and have those sites be within one-half mile of residential areas.*

- (q) *Investigate grant and loan opportunities from various private, state and federal agencies for park acquisition, development and expansion; where appropriate apply for these funds.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan conforms to the Comprehensive Plan's public service and facilities goals and policies by facilitating the expansion or improvement of city utilities, transportation facilities and recreational amenities.

19.08.040 Transportation Goals and Policies

This section of the Comprehensive Plan includes the following goals that apply to the Urban Renewal Plan:

- (a) *To develop and maintain methods for moving people and goods which are:*
 - (i) *Responsive to the needs and preferences of individuals, business and industry;*
 - (ii) *Suitably integrated into the fabric of the urban communities; and (iii) Safe, rapid, economical and convenient to use.*
- (b) *To remove existing congestion and prevent future congestion so that accidents and travel times would both be reduced.*
- (d) *To strengthen the economy by facilitating the means for transporting industrial goods.*
- (e) *To maintain a road network that is an asset to existing commercial areas.*
- (f) *To provide a more reliable basis for planning new public and private developments whose location depends upon transportation.*
- (h) *To assure that roads have the capacity for expansion and extension to meet future demands.*
- (k) *To increase appropriate walking and bicycling opportunities.*

The Plan conforms to the Comprehensive Plan's economic transportation goals and policies because it includes projects that will upgrade the local transportation infrastructure and improve wayfinding, intersections and pedestrian and bicycling paths.

Exhibit 12 demonstrates how the Plan is consistent with applicable transportation goals.

Exhibit 12. St. Helens Comprehensive Plan Transportation Policies and Relation to Plan

Comprehensive Plan Policy	How Plan Addresses
(a) <i>Require all newly established streets and highways are of proper width, alignment, design and construction and are in conformance with the development standards adopted by the city.</i>	The Plan provides funding for specific projects that improve streetscape, including curb extensions, pedestrian scale lighting, sidewalk furnishings, and paving enhancements at several priority intersections.
(c) <i>Support and adopt by reference road projects listed in the Six-Year Highway Improvement Program; specifically, work towards attaining left turn lanes and traffic lights on Highway 30.</i>	The Plan includes both short- and long-term projects to improve access, approach, and visibility of downtown area from Highway 30.
(d) <i>Control or eliminate traffic hazards along road margins through building setbacks, dedications or regulation of access at the time of subdivision, zone change or construction.</i>	The Plan includes projects to improve the intersection to better accommodate traffic and serve as a gateway to the property.

<i>(e) Regulate signs and sign lighting to avoid distractions for motorists.</i>	The Plan funds projects to design and install wayfinding signs and kiosks to assist motorists with finding existing business districts.
<i>(i) Follow good access management techniques on all roadway systems within the city.</i>	The Plan includes funding for improving intersections to better accommodate traffic and serve as gateways to the waterfront.
<i>(j) Develop a plan for walking trails.</i>	The Plan includes funding for the creation and expansion of walking trails.
<i>(k) Maintain, implement, and update the bikeway plan.</i>	The Plan will provide funding for the improvement of bike paths on new roadways and trails.

Source: <http://www.codepublishing.com/OR/StHelens/StHelens19/StHelens1908.html#19.08.040>

19.08.050 Housing Goals and Policies

This section of the Comprehensive Plan includes the following goals and policies that apply to the Urban Renewal Plan:

Goals:

- (a) To promote safe, adequate, and affordable housing for all current and future members of the community.*
- (b) To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.*

Policies:

- (e) Permit multifamily developments which conform to the following general conditions and criteria:*
 - (i) They should not be constructed within areas which are established and recognized as substantially well maintained single-family areas.*
 - (ii) They should have safe and appropriate arrangement of buildings, open spaces, and parking access.*
 - (iii) They should not be so large or close to single-family homes as to block their view or sunlight or to unduly interfere with an established single-family character; where conditionally used, they thus shall be subject to density criteria.*
 - (iv) They should include adequate open space.*
 - (v) They should include ample off-street parking.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan includes local infrastructure upgrades and provides incentives that will attract mixed-use and multifamily residential development to the waterfront. The height differential between the bluff and the waterfront will help protect existing views. The trail along the waterfront will be dedicated as open space to support the needs of existing and future residents.

19.08.060 Natural Factors and Local Resources Goals and Policies.

This section of the Comprehensive Plan includes the following goals that apply to the Urban Renewal Plan:

- (a) To maintain and, where possible, enhance the air, water, and land resources of the St. Helens area.*
- (b) To assure proper and safe development, use and protection of the area's significant soil, mineral and geological resources.*
- (e) To preserve open spaces within and between urban living areas.*
- (g) To preserve for the public benefit outstanding scenic areas.*

The Plan conforms to the Comprehensive Plan's natural factors and local resources goals and policies because it includes habitat restoration, preservation and improved access to natural areas. The Plan also includes funding to improve stormwater facilities. Exhibit 13 demonstrates how the Plan is consistent with applicable natural factors and local resource goals.

Exhibit 13. St. Helens Comprehensive Plan Natural Factors and Local Resources Policies and Relation to Plan

Comprehensive Plan Policy	How Plan Addresses
<i>(d) Work with the county in the management of solid wastes to prevent the contamination of local resources.</i>	Projects includes sewer and stormwater facilities to prevent the contamination of local resources.
<i>(f) Encourage the preservation, restoration, and functionality of the open space corridors or rezone to open space zone [for] the following lands: (i) The canyon area adjoining Godfrey Park. (ii) The unimproved gullies and creekbed systems. (iii) The lands along significant riparian corridors and connecting wetlands.</i>	Projects include restoration of riparian corridors and adjoining wetlands to provide access to residents and an amenity to attract new development including the Trestle Trail Connection and bank restoration.
<i>(g) Direct development away from the Willamette River Greenway to the maximum extent possible; provided, however, lands committed to the urban uses within the greenway shall be allowed to continue and to intensify, provided the activity is water related or water dependent. The city shall prohibit new non-water-related or non-water-dependent uses from within 150 feet of the Willamette River Greenway.</i>	The Plan specifies projects that will respect and protect banks on the Willamette River and includes funds for bank reinforcement to prevent erosion and restore habitat, as well as support the greenway trail.
<i>(j) Balance development rights of property owners and protection of public views of the Columbia River, Scappoose Bay and Multnomah Channel.</i>	The Plan accommodates development rights of property owners by funding a framework that provides regular gaps in development to allow public riverfront access and views.
<i>(q) Develop protection programs for the following St. Helens significant resources: wetlands, riparian corridors, wildlife habitats, groundwater resources, natural areas, wilderness areas, mineral and aggregate resources, energy sources, and cultural areas.</i>	The Plan includes projects that protect and restore riparian corridors, shoreline wildlife habitats, groundwater resources, and natural areas.

Source: <http://www.codepublishing.com/OR/StHelens/StHelens19/StHelens1908.html#19.08.060>

19.12.070 General Commercial.

This section of the Comprehensive Plan includes the following goals and policies that apply to the Urban Renewal Plan:

Goals. To establish commercial areas which provide maximum service to the public and are properly integrated into the physical pattern of the city.

Policies.

- (a) Encourage new commercial development in and adjacent to existing, well-established business areas taking into account the following considerations: (i) Making shopping more convenient for patrons, (ii) Cutting down on street traffic, (iii) Maximizing land through the joint use of vehicular access and parking at commercial centers, and (iv) Encouraging locations that enjoy good automobile access and still minimize traffic hazards.*
- (d) Emphasize and support existing town centers as business places.*
- (g) Encourage a variety of retail shopping activities to concentrate in the core commercial areas to enhance their attractiveness for a broad range of shoppers; additionally, encourage in this area the development of public spaces such as broad sidewalks, small squares, etc., to facilitate easy, safe, pleasant pedestrian circulation.*
- (h) Encourage in-filling of vacant lands within commercial areas. (Ord. 2980 § 2, 2006)*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan conforms to the Comprehensive Plan's General Commercial policies by facilitating enhancements to existing commercial areas for infrastructure and façade improvements, and wayfinding. Moreover, it facilitates redevelopment of former industrial property immediately adjacent to the existing downtown (Riverfront District) to reinforce the vitality of the City's historic core. Open space and multi-modal connections are included as well as an attraction and enhancement of key commercial areas.

19.12.020 General Residential.

This section of the Comprehensive Plan includes the following goals and policies that apply to the Urban Renewal Plan:

Goals. To create conditions suitable for higher concentrations of people in proximity to public services, shopping, transportation and other conveniences.

Policies.

- (a) Require undeveloped public ways of record to be improved to applicable city standards as a condition to the issuance of building permits for lots that front these ways.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan conforms to the Comprehensive Plan's General Residential policies by facilitating road improvements to the applicable City standards.

19.12.080 Highway Commercial.

This section of the Comprehensive Plan includes the following goals and policies that apply to the Urban Renewal Plan:

Goals.

- (a) To create opportunities for the orderly business development along selected portions of arterials.*
- (b) To establish conditions which will assure that arterial traffic flows are not disrupted and that access to and from these locations is designed for safety.*
- (c) To prevent highway frontage from becoming a strip of mixed commercial, residential and other unrelated uses.*

Policies.

- (a) Designate as highway commercial such areas along portions of US 30 where highway business has already become well established.*
- (b) Designate as highway commercial such areas at major road intersections where access to business sites does not conflict with safe traffic movement.*
- (c) Encourage enterprises which cater to the traveling public to locate in this designation.*
- (d) Encourage curbing along Highway 30 and limit the number of curb-cuts to minimize traffic hazards as a result of conflicts between through traffic and shopper traffic.*
- (e) Preserve areas for business use by limiting incompatible uses within them.*
- (f) Improve the appearance and safety of US 30 and sites along US 30, through means such as landscaped medians, banner poles, landscaping along the highway right-of-way, and landscaping in parking lots.*
- (g) Encourage undergrounding of overhead utilities. (Ord. 3181 § 4 (Att. C), 2015; Ord. 3144 § 2 (Att. A), 2011; Ord. 2980 § 2, 2006)*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan conforms to the Comprehensive Plan's goals and policies in the Highway Commercial category section by creating opportunities for the orderly development of business along new and existing arterials and providing funding for projects that improve the flow of traffic along arterials. Specifically, the Plan will allocate money to projects that will improve the appearance and safety of U.S. 30, such as banners, landscaping, and improved sidewalks.

19.12.100 Heavy Industrial.

This section of the Comprehensive Plan includes the following goals and policies that apply to the Plan:

Goals.

- (a) To establish large tracts of land where manufacturing and industrial operations of an intensive or heavy character may be carried out with minimal impact upon the community.*
- (b) To provide suitable sites where transportation, including employee carpooling, public utilities, and other special industrial requirements, such as the disposal of waste materials, can be met.*

Policies.

- (b) Ensure that the size, location and boundary conditions of heavy industrial areas are such that surrounding residential areas are protected.*
- (d) Ensure that heavy industrial operations have sufficient space for employee and truck parking, loading, maneuvering and storage.*
- (e) Designate sufficient land for heavy industrial purposes to meet estimated future needs and preserve these areas for such activities by excluding unrelated uses which would reduce available land and restrict the growth and expansion of industry and consider adding additional lands when the need for a specific site becomes known.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan conforms to the Comprehensive Plan's Heavy Industrial Goals and Policies by facilitating infrastructure improvements along corridors that serve much of the City's industrial land base.

19.12.090 Light Industrial.

This section of the Comprehensive Plan includes the following goals and policies that apply to the Plan:

Goals. *To provide a place for smaller and/or less intensive industrial activities where their service and transportation requirements can be met, and where their environmental effects will have minimal impact upon the community.*

Policies.

- (b) Encourage preserving such designated areas for light manufacturing, wholesaling, processing and similar operations by excluding unrelated uses which would reduce available land and restrict the growth and expansion of industry.*
- (c) Ensure that light industry operations have adequate space with respect to employee and truck parking, loading, maneuvering and storage.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan conforms to the Comprehensive Plan's Heavy Industrial Goals and Policies by facilitating infrastructure improvements along corridors that serve much of the City's industrial land base.

19.12.110 Public Lands.

This section of the Comprehensive Plan includes the following goals that apply to the Plan:

- (a) To integrate public facilities with land use, transportation, recreation and other community objectives and plans in order to realize their optimum value for the citizenry.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan conforms to the Comprehensive Plan's Public Lands Goals by facilitating transportation, infrastructure, and recreation objectives, thus, enhancing the potential of such designated lands within the Plan area.

9.2. St. Helens Waterfront Framework Plan (2016)

The purpose of the St. Helens Waterfront Framework Plan (Framework Plan) is to provide an understanding of the opportunities presented by the waterfront properties acquired by the City and to outline the major city-led investments that are necessary to spur the next phase of development. The Framework Plan creates certainty for developers by indicating where development can occur on the site and defining the criteria that the City will use as it considers different development options. The Framework Plan also creates a clear path forward to implementing the Framework Plan and presents a detailed outline of projects that will guide the City through the steps toward redevelopment in the short- and long-term.

GOALS

Sustainable Economic Development. Redevelopment should focus on a mix of housing, commercial, and recreational uses to create a “working waterfront.” This mix of industry and amenities is optimal for creating a space to attract development and drive jobs back to the city.

OBJECTIVES

- **Old Portland Road/Gable Road.** A realignment of this intersection and installation of a traffic signal to encourage motorists to use McNulty Way rather than Old Portland Road to travel between US 30 and the Riverfront District and waterfront redevelopment area.
- **Old Portland Road/Plymouth Street.** A realignment of Old Portland Road and Plymouth Street, or installation of a roundabout, to provide better visibility and accommodate delivery vehicles.

- **Old Portland Road/Millard Road.** Increase the turning radius in the northeast corner of the intersection to accommodate the swept path of large vehicles turning from Old Portland Road onto Millard Road.
- **Plymouth Improvements.** The segment of Plymouth Street, located between S. 6th Street and the Veneer Property, is relatively narrow due to embankments on the north and south sides of the roadway, as well as the waste-water treatment area and associated facilities on the south side of the roadway.
- **Pedestrian/bicyclist enhancements.** Increased pedestrian activity and bicycle activity are anticipated along the roadway corridor as the Veneer Property redevelops and connectivity to the Riverfront District is improved. Improvements could include a shoulder, a bicycle lane, a sidewalk, and landscaping.

The Framework Plan provides general guidelines³ for developing the property and outlines important site elements like the waterfront greenway trail. Each of these elements will be further studied and refined as part of future design and engineering processes:

- *Extension of South 1st Street south into the property, with a similar right-of-way (ROW) width of 80 feet.*
- *Connection of this South 1st Street extension through the property to a future southern entrance to the property, where Plymouth Street currently terminates as also identified in the City's Transportation System Plan (2011).*
- *Extension of The Strand south into the property, at a ROW width of 70 feet.*
- *New east-west connection between the extensions of South 1st Street and The Strand (known as 1st and Strand connector) with a ROW width of 70 feet. This new east-west portion of The Strand will be in direct alignment with the street grid in the Nob Hill neighborhood.*
- *An effective grid of streets or access ways radiating from South 1st Street, providing regular gaps in development to allow public riverfront access and views. The southernmost access way should be aligned with a view of Mt. Hood from the property and from the adjacent bluffs.*
- *Realignment and improvement of the existing stairs that currently extend from the east end of Tualatin Street down toward South 1st Street and the Veneer Property.*
- *Formation of large new development parcels accessed from this grid of new streets and access ways.*
- *Dedication of a significant new greenway open space along the entire length of the property's Columbia River frontage.*
- *An extension or enlargement of the existing Columbia View Park to the south, creating a contiguous park that allows for growth in programmed activities at the park and potential growth of play areas or active sports.*

³ Waterfront Framework Plan, page 22

- *A continuous trail through this greenway, from Columbia View Park to the southern end of the Veneer Property at Frogmore Slough, with potential for further extension over an existing rail trestle to the BWP Property.*
- *Restoration of the riverbank associated with the new greenway.*
- *Protection and restoration of the steep slopes and cliffs that form the property's western boundary, including portions of Nob Hill Nature Park.*

RELEVANCY TO URBAN RENEWAL PLAN

Many of the goals and objectives of the Waterfront Redevelopment Plan are directly addressed by projects to be funded through the Plan. The Framework Plan's focus on economic development shows in the desired uses on the site, which includes a mix of housing, commercial, and recreational uses for the waterfront property. The infrastructure projects that are included in the Plan include an extension of First Street and The Strand to facilitate access onto the property, to facilitate an enlargement of Columbia View Park, and to facilitate the creation of a trail from the park to the southern end of Frogmore Slough. These projects will increase the attractiveness of the site, spur use and investment, and generally improve the quality of life for the residents of St. Helens.

9.3. US 30 and Columbia/St. Helens Corridor Master Plan (2015)

The purpose of the Corridor Master Plan is to articulate a plan for the U.S. 30, Columbia Boulevard/St Helens Street, and the Riverfront District that reflects the community's vision of how those areas should develop in the future, as well as to determine how the improvements should be implemented. The Corridor Master Plan's focus on how the major streets and intersections in the study areas are designed and improved over time to ensure that vehicles, bicyclists and pedestrians have ready access to local businesses and can travel safely and comfortably within and between these different parts of town.

GOALS

U.S. 30 CORRIDOR SEGMENT

Highway 30 will provide safe, convenient access to local businesses along the highway, while balancing that with state goals for traffic mobility. The appearance of the highway will be improved over time to enhance landscaping and other elements that will make it a more attractive place for people to travel by car, bicycle, walking or transit. Key intersections such as at Gable Road, Columbia Boulevard and St. Helens Street will be improved to enhance safety for all types of travel and to create attractive, clearly recognizable gateways to other parts of St. Helens, helping meet the community's goals for economic revitalization in those areas.

COLUMBIA BOULEVARD/ST. HELENS STREET SEGMENT

Columbia Boulevard and St. Helens Street will provide safe, convenient travel to access the Houlton Business District area, Riverfront District, and adjacent neighborhoods by drivers, bicyclists and pedestrians. These streets will provide good access to local businesses and be

attractively designed to help draw people to the area and enhance their shopping and travel experiences. Street designs will incorporate opportunities for landscaping, public art and signage that will direct people to the Houlton area and Riverfront District. Designs will recognize physical conditions and constraints, be cost-effective and build on natural and cultural features and other opportunities in the area.

OVERALL PROJECT GOALS

Create “streetscape” plans for the US 30 and Columbia Boulevard/St. Helens Street corridors that reflect the community’s vision for appearance and function.

Improve the aesthetics and function of the corridors to attract business and investment, provide better access, direction and signage to the Houlton and Riverfront District areas, and improve desirability.

OBJECTIVES

GUIDING PRINCIPLES: Economy and Business Support

- *Develop planning design and implementation standards to revitalize businesses and business districts in the planning area.*
- *Ensure that customers, employees and others have good access to local businesses, including through on-street parking.*
- *Ensure that proposed solutions and projects are cost-effective and make efficient use of limited resources.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan meets the defined goals and objectives of the Corridor Master Plan by allocating funds for infrastructure projects that will support the revitalization of the downtown business district, while improving the design and function of Columbia Boulevard/St. Helens Street and U.S. 30, providing better access, direction, and signage to the Houlton and Riverfront District areas, and improving the overall desirability of the Area. These projects include improved signage, plantings, crosswalk striping, curb extensions, pedestrian scale lighting, and sidewalk amenities, such as benches and paving enhancements at several priority intersections, including Gable Road.

9.4. Parks and Trails Master Plan (2015)

The purpose of the Parks and Trails Master Plan was to identify the current needs within the parks and trails system through a stakeholder engagement process and to prioritize the identified needs based on community input and funding availability. As funds become available, the capital improvement component of the Parks and Trails Master Plan can guide investment decisions and help to target specific funding methods (like State and Federal grants).

GUIDING STATEMENTS

Land use and waterfront development are critical to the *“City’s economic development strategy and virtually every planning document related to economic activity have recognized the importance of the waterfront to revitalizing the community and building a new, sustainable economy.”*

The waterfront property *“furthers the ability to create new physical connections that improve transportation linkages, as well as open space and trail opportunities. Both potential property transactions should be considered as much as possible when developing trail routes, parkland improvements, and projects that increase public waterfront access.”*

SELECTED RECOMMENDATIONS

Nob Hill Nature Park: Install a covered kiosk.

Columbia View Park: Expand and further develop park on ex-industrial land. Create a stage meant for live music and improve the existing gazebo to better accommodate events.

St Helens Riverfront Trail: Regional trail along riverfront that would connect Columbia View Park to Nob Hill Nature Park trail network.

RELEVANCY TO URBAN RENEWAL PLAN

Specifically, the Parks and Trails Master Plan calls out the need for the expansion of Columbia View Park and the development of the St. Helens Riverfront Trail connecting Columbia View Park and Nob Hill Nature Park, both of which are included in the Plan. The Plan meets the goals of the Parks and Trails Master Plan by investing funds into the development of walking trails, bike paths, and open space in a concerted effort to increase recreational development and public access to the waterfront.

9.5. St. Helens Transportation System Plan (2014)

The purpose of the Transportation System Plan (TSP) is to guide the management and implementation of the transportation facilities, policies, and programs in St. Helens. The TSP reflects the community’s vision, while remaining consistent with state and other local plans and policies. The TSP also provides the necessary elements for adoption as the transportation element of the City’s Comprehensive Plan. In addition, the TSP provides ODOT and Columbia County with recommendations that can be incorporated into their respective planning efforts.

GOALS

- a) *To develop and maintain transportation facilities for moving people and goods that are:*
 - I. *Responsive to the needs and preferences of citizens, business and industry;*
 - II. *Suitably integrated into the fabric of the urban community; and*
 - III. *Safe, economical and convenient to use.*

- b) *To reduce existing congestion and prevent future congestion so that both crashes and travel time will be reduced.*
- d) *To develop, maintain, and support a multi-modal transportation network that supports economic viability.*
- e) *To ensure that streets can accommodate the future needs of cyclists, pedestrians, transit users, emergency response vehicles, and motorists.*
- h) *To increase appropriate walking and bicycling opportunities.*
- j) *To coordinate transportation and other improvements to roadways such as utilities, water and sewer lines and other infrastructure to minimize impacts on road users.*

OBJECTIVES

Safety and Efficiency Policies

- d) *Support and adopt by reference street projects listed in the Six-Year Statewide Transportation Improvement Program (STIP); specifically, consider new left turn lanes, traffic signals and/or interchanges on US 30, where feasible and consistent with state planning guidelines, standards and policies.*
- g) *Work with the railroad owners and operators to improve the safety at railroad crossings.*
- h) *Support the eventual closure of the St. Helens Yard and the interim efforts of the Portland & Western Railroad to place fencing between the rail yard and US 30.*
- n) *Follow good access management techniques on all roadway systems within the city.*

Non-motorized and Transit Modes Policies

- p) *Develop a plan for walking trails.*
- q) *Maintain, implement, and update the City's bikeway plan.*
- r) *Provide safe and convenient bicycle access to all parts of the community through a signed network of on- and off-street facilities, low-speed streets, and secured bicycle parking.*
- s) *Promote safe, convenient, and fun opportunities for children to bicycle and walk to and from schools.*
- t) *Improve and expand walkways to existing and planned schools, parks, senior residential areas, and commercial areas. In particular, improve pedestrian and bicycle connectivity (including wayfinding to points of interest) between the US 30 and Columbia Boulevard/St. Helens Street corridors and adjacent open spaces and parks, trail and bicycle networks, transit stops, and neighborhoods; see US 30 & Columbia Boulevard/St. Helens Street Corridor Master Plan.*

Economic Development Policies

- y) *Improve rail and water connections to enhance and provide economic opportunity.*
- z) *Maintain a road and multimodal transportation network that contributes to the viability of existing commercial areas.*

Natural Resources and Recreation Policies

- cc) Develop a multi-modal transportation system that avoids reliance upon one form of transportation as well as minimizes energy consumption and air quality impacts.*
- dd) Encourage development patterns that decrease reliance on single occupancy vehicles.*
- ee) Minimize and mitigate the adverse impacts that transportation-related construction has on the natural environment, including impacts to wetlands, estuaries, and other wildlife habitat.*
- ff) Identify opportunities for integrating sustainable design strategies into streetscape design and implement them where appropriate.*
- gg) Maintain and enhance access to parks and recreational and scenic resources. Look for opportunities to connect these community resources through pedestrian and bicycle trails.*
- ii) Create a trail system along the waterfront that will provide access to the river, and connect existing and potential waterfront parks and amenities.*

Community Policies

- jj) Design, enhance, and maintain safe and secure access between residential neighborhoods and community gathering areas such as, parks, schools, public plazas, and natural areas.*
- kk) Provide transportation improvements that protect the area's historical character and neighborhood identity.*
- ll) Require new development to include pedestrian, bicycle, and transit-supportive improvements within the right-of-way in accordance with adopted city policies and standards.*
- mm) Balance the need for local access and traffic calming with through-traffic and emergency vehicle movements (particularly in the US 30 corridor).*

Planning and Funding Policies

- nn) Coordinate and cooperate with neighboring cities, Columbia County, ODOT, and other transportation agencies to develop and fund transportation projects that benefit the city, region, and the State.*
- oo) Plan for an economically viable and cost-effective transportation system.*
- pp) Evaluate new innovative funding sources for transportation improvements.*
- rr) Build a transportation network that can be adequately maintained; ensure continued maintenance consistent with City of St. Helens standards and policies.*

RELEVANCY TO URBAN RENEWAL PLAN

The Plan meets the goals and objectives of the Transportation System Plan by funding projects that will help develop and maintain transportation facilities that will be responsive to the stated needs and preferences of St. Helens' residents, businesses, and industries, as determined through the Framework Plan and Corridor Master Planning processes. Specifically, streets will be connected and intersections will be improved to better accommodate traffic onto the

waterfront. The Plan funds projects that will develop and support a multi-modal transportation network, by including bike paths and walking infrastructure (See **Section 2. Urban Renewal Projects and Activities**). The Plan also supports projects that will enhance the viability of commercial areas by improving wayfinding and access.

9.6. Waterfront Development Prioritization Plan (2011)

This purpose of the Waterfront Development Prioritization Plan was to further past efforts for waterfront planning, given the City's recognition that its waterfront is a valuable and unique asset of the community. The plan envisions a "living riverfront" and identifies and prioritizes projects to promote a waterfront where the community and live, work and play. Waterfront access and projects benefitting the public are emphasized.

SELECTED RECOMMENDATIONS

Trail from Columbia County Courthouse to Frogmore Slough: *Create a trail system along the waterfront that will provide access to the river, and connect existing and potential waterfront parks and amenities. Enhance recreational (e.g., walking, hiking and biking) and education (e.g., wildlife observation) opportunities for City residents, create a destination, and enhance the [Riverfront District's] sense of place.* Note that Frogmore Slough is a historic name for the current locate of the City's wastewater treatment lagoon. This is identified as a high priority improvement.

Develop New Waterfront Park: *Develop new waterfront park and public access at the end of Plymouth Street. Enhance recreational (as associated with a park) and education (e.g., wildlife observation) opportunities for City residents, create a destination for visitors, and protect/restore natural resources to support this use.* This is identified as a moderate priority improvement.

Improve Appearance of the Wastewater Treatment Plant Perimeter: *Enhance the appearance of the Wastewater Treatment Plant area perimeter along Plymouth and S. 6th Streets, as a gateway to the waterfront in this area.* This is identified as a moderate priority improvement.

New Boat Ramp at the End of Plymouth Street: *Enhance recreational (e.g., river activities) for City residents, create a recreation destination for visitors, and protect/restore natural resources to support this use.* This is identified as a moderate priority improvement.

RELEVANCY TO URBAN RENEWAL PLAN

The Plan facilitates projects that have been largely incorporated in later plans, including the 2016 Waterfront Framework Plan (addressed above). These projects include: the waterfront trail and gateway along Plymouth Street, a public greenspace, and a potential marina towards the south end of the Veneer Property that would include a boat ramp or comparable amenity.

9.7. Towards Sustainable Tourism Plan (2007)

The purpose of the Towards Sustainable Tourism Plan is to create a community based plan to define and promote asset-based tourism and to set the course for how the region should create diverse economic opportunities; protect and strengthen natural and cultural resources; and enhance livability through the development of tourism. Since the Columbia River is the defining feature of the Riverfront District, this planning effort focused on river access and linkages between the Riverfront District and the city owned Sand Island Marine Park.

RELEVANCY TO URBAN RENEWAL PLAN

GOAL A: Create better connectivity with the Columbia River, one of the region's most valuable assets. Priority strategies include:

- 1) *Enlarge signage on the Columbia River Highway from the south and add signage on the north end. Signage will be artistic and it will include important words such as "historical" and "river front"*
- 2) *Design and construct new St. Helens signage on river front*
- 3) *Design and construct a new visitor information kiosk on dock (next to Seaman) highlighting business, artisans, art & history information*
- 4) *Make better use of existing events on the river and create new events!*

GOAL B: Increase the visibility of what South Columbia County has to offer in the state, region, and country and cross-promote with partners in the region. Develop marketing strategies to highlight our robust downtown centers, inter-connected trail system, local events, and our natural and cultural history. Priority strategies include:

- 1) *Enhance and build out the existing tourism website*
- 2) *Signage: Fix the existing courthouse dock signage and create a new informational kiosk*
- 3) *Education & Outreach: Improve the existing Chamber publication (brochure)*

GOAL C: Create vibrant, robust downtown centers in the region that boast green businesses featuring local talents and products. Priority strategies include:

- 1) *Create a consistent downtown "Olde Town" [now known as "Riverfront District" per Resolution No. 1687] theme with in-laid sidewalks, uniform lamps, benches and planters*
- 2) *Develop an artisan mall to showcase local artists offering art classes, information kiosks, and walking studio tours.*
- 3) *Transportation from Highway 30 to the docks/Olde Town ["Riverfront District"]*

GOAL D: Create a highly visible network of inter-connected trail systems for road cyclists, mountain bikers, hikers, horseback riders, and birders. Priority strategies include:

- 1) Determine and map possible trail networks that could stem off of the Crown-Zellerbach trail
- 2) Develop a “Bay Front” trail from St. Helens to Scappoose Bay Marina (floating trail)
- 3) Develop the Dike (Scappoose) as a bicycle trail with interpretive nature signs (birds)

GOAL E: Determine the theme or “hook” that sets our region apart from the rest.

GOAL F: Develop Sand Island as a unique green public gathering destination within the region.

GOAL G: Create a handful of unique, new events and/or festivals that would draw large numbers of people year after year from outside the region and expose them to what the region has to offer. Increase the visibility of existing local events and festivals for broader participation.

GOAL H: Increase access to our unique cultural and natural history. Find ways of preserving both.

RELEVANCY TO URBAN RENEWAL PLAN

The Plan supports the goals and objectives of the Tourism Plan by providing funding for wayfinding projects, including new signage and kiosks to direct visitors to local amenities and the Riverfront District. The Plan allocates funds to storefront improvement programs to increase the attractiveness of the historic façades. The Plan will also fund improvements to transportation access from Highway 30 to the waterfront and the Riverfront District. The Plan also provides funding for the development of a series of walking trails and bike paths to facilitate access to the waterfront.

Disclaimer

ECONorthwest worked with the City of St. Helens to develop the content of this Plan. The St. Helens Urban Renewal Plan (Plan) and Report accompanying the Plan (Report) received legal review to ensure compliance with Oregon's legal and statutory framework for urban renewal plans. The staff at ECONorthwest prepared this plan based on their knowledge of urban renewal, as well as information derived from government agencies, private statistical services, the reports of others, interviews of individuals, or other sources believed to be reliable. ECONorthwest has not independently verified the accuracy of all such information and makes no representation regarding its accuracy or completeness. Any statements nonfactual in nature constitute the authors' current opinions, which may change as more information becomes available.

ECONorthwest provides this financial analysis in our role as a consultant to the City of St. Helens for informational and planning purposes only. Specifically: (a) ECONorthwest is not recommending an action to the municipal entity or obligated person; (b) ECONorthwest is not acting as an advisor to the municipal entity or obligated person and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act to the municipal entity or obligated person with respect to the information and material contained in this communication; (c) ECONorthwest is acting for its own interests; and (d) the municipal entity or obligated person should discuss any information and material contained in this communication with any and all internal or external advisors and experts that the municipal entity or obligated person deems appropriate before acting on this information or material.

10. Appendices

Appendix A: Legal Description

St. Helens

Urban Renewal REPORT

On the Urban Renewal Plan

Ordinance No. 3217

Exhibit “B”

July 19, 2017



Navigate using [Bookmarks](#) or by clicking on an agenda item.

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Acknowledgments

For over 40 years ECONorthwest has helped its clients make sound decisions based on rigorous economic, planning, and financial analysis. For more information about ECONorthwest, visit www.econw.com.

ECONorthwest prepared this report for the City of St. Helens, along with subconsultants Elaine Howard Consulting, Tiberius Solutions, Kittelson and Associates, and Maul Foster Alongi. The Plan and Report received legal review from Garrett Stephenson of Schwabe, Williamson & Wyatt, P.C. The City would acknowledge former mayor Randy Peterson for his leadership and commitment to exploring Urban Renewal as an implementation tool. Other firms, agencies, and staff contributed to other research that this report relied on.

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Definitions

“Agency” means the City of St. Helens Urban Renewal Agency. This Agency is responsible for administration of the urban renewal plan. In St. Helens, the Agency board is the St. Helens City Council.

“Annual report” means annual report on impacts to taxing jurisdictions and former year and following year budgets as required in ORS 457.460.

“Area” means the properties and rights of way located within the St. Helens urban renewal boundary.

“Blight” is defined in ORS 457.010(1)(A-E) and identified in the ordinance adopting the urban renewal plan.

“City” means the City of St. Helens, Oregon.

“City Council” or “Council” means the City Council of the City of St. Helens.

“Comprehensive Plan” means the City of St. Helens comprehensive land use plan and its implementing ordinances, policies, and standards.

“County” means Columbia County.

“Fiscal year” means the year commencing July 1 and closing June 30.

“Frozen base” means the total assessed value including all real, personal, manufactured, and utility values within an urban renewal area at the time of adoption. The county assessor certifies the assessed value after the adoption of an urban renewal plan.

“Increment” means that part of the assessed value of a taxing district attributable to any increase in the assessed value of the property located in an urban renewal area, or portion thereof, over the assessed value specified in the certified statement.

“Maximum indebtedness” means the amount of the principal of indebtedness included in a plan pursuant to ORS 457.190 and does not include indebtedness incurred to refund or refinance existing indebtedness.

“ORS” means the Oregon revised statutes and specifically Chapter 457, which relates to urban renewal.

“Planning Commission” means the St. Helens Planning Commission.

“Tax increment financing (TIF)” means the funds that are associated with the division of taxes accomplished through the adoption of an urban renewal plan.

“Tax increment revenues” means the funds allocated by the assessor to an urban renewal area due to increases in assessed value over the frozen base within the area.

“Under-levy” means taking less than the available tax increment in any year as defined in ORS 457.455.

“Urban renewal agency” or “Agency” means an urban renewal agency created under ORS 457.035 and 457.045. This agency is responsible for administration of the urban renewal plan.

“Urban renewal plan” or “Plan” means a plan, as it exists or is changed or modified from time to time, for one or more urban renewal areas, as provided in ORS 457.085, 457.095, 457.105, 457.115, 457.120, 457.125, 457.135 and 457.220.

“Urban renewal project” or “Project” means any work or undertaking carried out under ORS 457.170 in an urban renewal area.

“Urban renewal report” or “Report” means the official report that accompanies the urban renewal plan pursuant to ORS 457.085(3).

“St. Helens Transportation Systems Plan (TSP)” means the Transportation System Plan adopted by the St. Helens City Council.

Statute Cross Reference Matrix

This matrix cross references the requirements of ORS 457.085 with the location of this information within the report.

ORS Statute		Report Text Reference	
Statute Number	Description	Section(s)	Page Number(s)
457.085 (3)(a)	A description of physical, social and economic conditions in the urban renewal areas of the plan and the expected impact, including the fiscal impact, of the plan in light of added services or increased population.	3	3
457.085 (3)(b)	Reasons for selection of each urban renewal area in the plan.	2	2
457.085 (3)(c)	The relationship between each project to be undertaken under the plan and the existing conditions in the urban renewal area.	5	19
457.085 (3)(d)	The estimated total cost of each project and the sources of moneys to pay such costs.	6.2	25
457.085 (3)(e)	The anticipated completion date for each project.	6.2	25
457.085 (3)(f)	The estimated amount of money required in each urban renewal area under ORS 457.420 and the anticipated year in which indebtedness will be retired or otherwise provided for under ORS 457.420.	6.3	27
457.085 (3)(g)	A financial analysis of the plan with sufficient information to determine feasibility.	6.4	32
457.085 (3)(h)	A fiscal impact statement that estimates the impact of the tax increment financing, both until and after the indebtedness is repaid, upon all entities levying taxes upon property, in the urban renewal area.	7	38
457.085 (3)(i)	A relocation report which shall include:	9	43
457.085 (3)(i)(A)	An analysis of existing residents or businesses required to relocate permanently or temporarily as a result of agency actions under ORS 457.170.	9	43
457.085 (3)(i)(B)	A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area in accordance with ORS 35.500 to 35.530.	9	43
457.085 (3)(i)(C)	An enumeration, by cost range, of the existing housing units in the urban renewal areas of the plan to be destroyed or altered and new units to be added.	9	43

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1. Introduction and Purpose

The purpose of this Urban Renewal Report (Report) is to provide context and supplemental information to support the St. Helens Urban Renewal Plan (Plan). It provides information about the following:

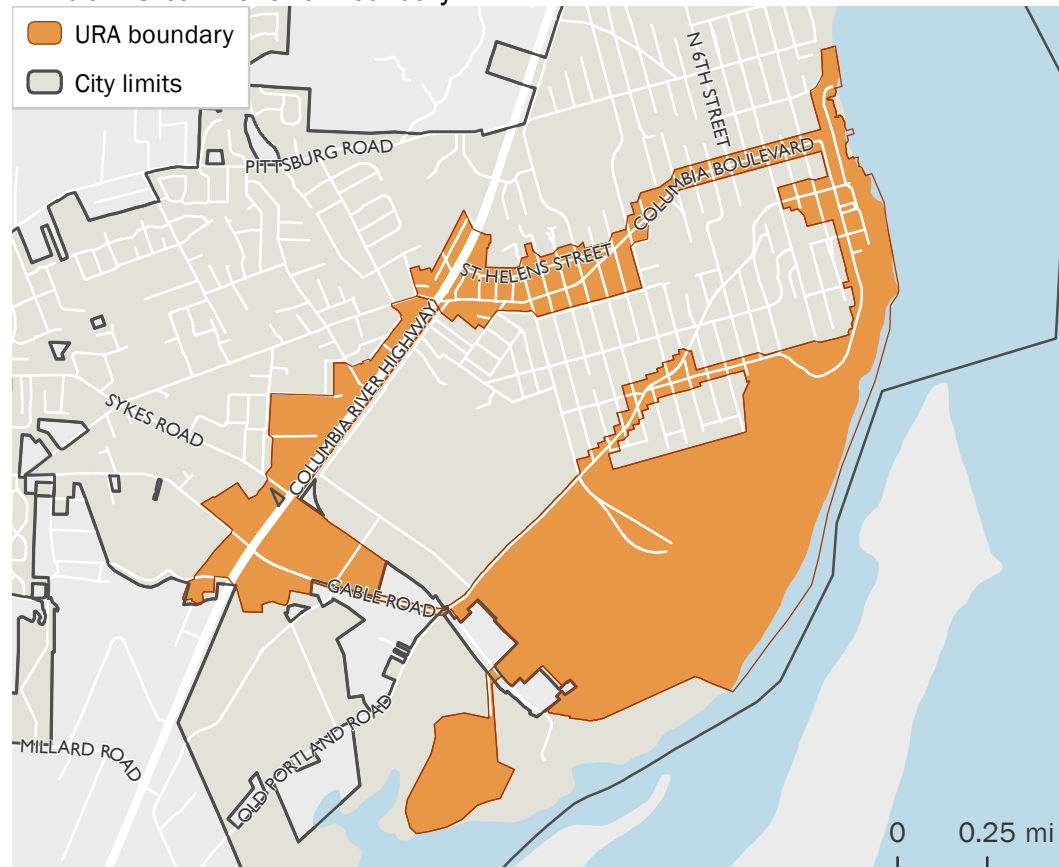
- **Funding Plan:** ORS 457.085 (3) requires a funding plan for projects included in the Plan.
- **Existing Conditions:** As required by ORS 457.095, this report provides data to support the ordinance that Council passed to adopt the St. Helens Urban Renewal Area (Area).

This report serves as guidance for the St. Helens Urban Renewal Agency (Agency) as it implements the Plan. The Agency will review potential project investments each year, and can adjust its approach given tax increment revenues and Agency goals. The Agency can change the timing of projects, adjust debt financing timeframes, and make any other changes as allowed in the amendments section of the Plan.

2. Reason for Area Selection

The primary reason for the selection of the urban renewal boundary, shown in Exhibit 1, is to capture the areas within the City of St. Helens that are blighted and would most benefit from programs and projects aimed at curing blight. The City has outlined the necessary projects and programs in several planning efforts, including the *Corridor Master Plan (2015)* and the *St. Helens Waterfront Framework Plan (2016)*. These projects include investments in infrastructure that increase the viability of existing parcels, economic programs that bolster the attractiveness of the area, and amenities to help attract development.

Exhibit 1. Urban Renewal Boundary



Source: City of St. Helens, 2017

3. Existing Conditions

This section provides information on existing conditions in the area to support the ordinance’s finding of blight and provide a rationale for proposed urban renewal projects. Exhibit 2 describes how the Plan goals address existing conditions that challenge new development through investment in a set of priority projects.

Exhibit 2. How Projects Address Plan Goals

Plan Goal	Existing Condition Addressed	Identified Projects that Meet Goals and Address Challenges
1. Ensure that stakeholders are involved in plan implementation by providing accurate, timely information, and encouraging public input and involvement.	Public engagement has been an important facet for all planning processes to date and will continue to be.	Plan administration Economic planning
2. Provide adequate infrastructure and public amenities to support new development.	Lack of utility provision Presence of brownfields	Utility and infrastructure improvements at the Veneer Property; other site preparation projects
3. Increase the safety and capacity of existing transportation corridors.	Lack of sidewalks and other cyclist/pedestrian infrastructure Intersections do not have capacity to accommodate future development	Old Portland Road improvements U.S. 30 improvements St. Helens/Columbia improvements
4. Improve public access to the Columbia River through investments in waterfront open space and paths.	Unimproved industrial land on the waterfront Lack of trails/parks that connect to waterfront	Park and public open space improvements
5. Invest in the revitalization of Houlton and Riverfront business districts.	Lack of property maintenance	Storefront improvement grants Economic development analysis

This section includes information on:

- Physical Conditions
- Infrastructure
- Environmental Conditions
- Social Conditions
- Economic Conditions

Identifying Blight

According to ORS 457.010(1), a blighted area has, "by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the safety, health or welfare of the community. A blighted area is characterized by the existence of one or more of the following conditions:

- (a) The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, that are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions: (A) Defective design and quality of physical construction; (B) Faulty interior arrangement and exterior spacing; (C) Overcrowding and a high density of population; (D) Inadequate provision for ventilation, light, sanitation, open spaces and recreation facilities; or (E) Obsolescence, deterioration, dilapidation, mixed character or shifting of uses;
 - (b) An economic dislocation, deterioration or disuse of property resulting from faulty planning;
 - (c) The division or subdivision and sale of property or lots of irregular form and shape and inadequate size or dimensions for property usefulness and development;
 - (d) The laying out of property or lots in disregard of contours, drainage and other physical characteristics of the terrain and surrounding conditions;
 - (e) The existence of inadequate streets and other rights of way, open spaces and utilities;
 - (f) The existence of property or lots or other areas that are subject to inundation by water;
 - (g) A prevalence of depreciated values, impaired investments and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts are inadequate for the cost of public services rendered;
 - (h) A growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety and welfare; or
 - (i) A loss of population and reduction of proper utilization of the area, resulting in its further deterioration and added costs to the taxpayer for the creation of new public facilities and services elsewhere."
-

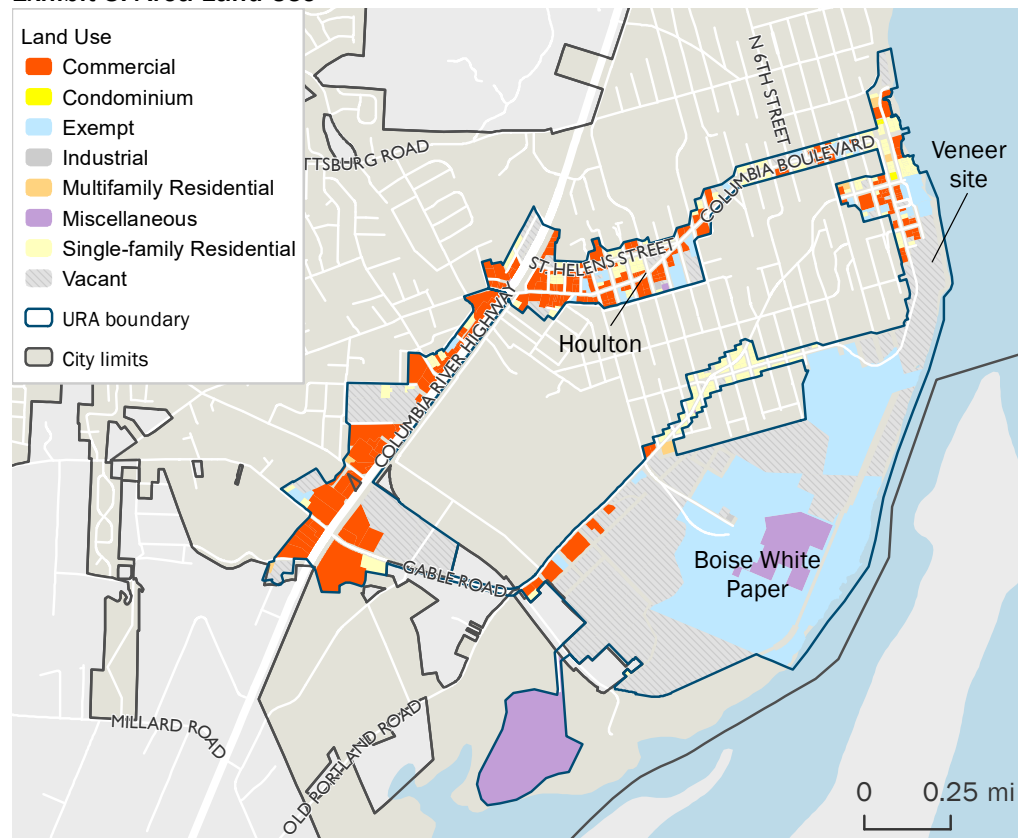
3.1. Physical Conditions

This section describes the physical conditions of the urban renewal area, including current land use, zoning designations, and comprehensive designations.

Land Use

Exhibit 3 shows the current land use designations within the urban renewal boundary. Vacant land makes up about one-third of the land in the area (Exhibit 4).

Exhibit 3. Area Land Use



Source: City of St Helens. Certified Tax Roll Data FY1617.

Exhibit 4. St. Helens Urban Renewal Area Land Use Summary

Land Use	Parcels	Parcel Acres	Percent of Total Acreage
Commercial	204	89.29	14.75%
Condominium	12	0.47	0.08%
Industrial	2	0.49	0.08%
Multifamily Residential	7	2.51	0.41%
Single-family Residential	194	31.46	5.20%
Exempt	43	186.34	30.78%
Miscellaneous	8	61.64	10.18%
Vacant	114	233.27	38.53%
Total	584	605.46	100%

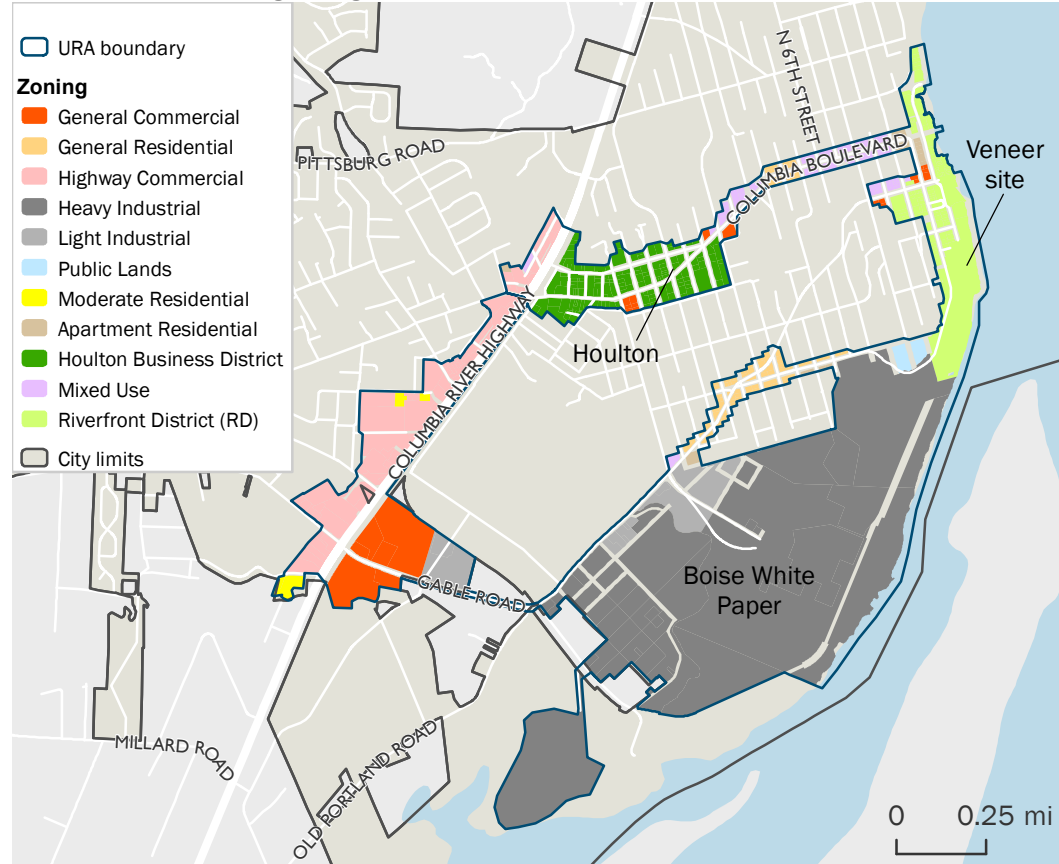
Source: City of St Helens. Certified Tax Roll Data FY16-17.

Exempt means that the property is owned by a public entity and does not pay property taxes.

Zoning

Exhibit 5 shows zoning designations of land within the urban renewal boundary.

Exhibit 5. Area Zoning Designations



Source: City of St Helens. Certified Tax Roll Data FY 16-17.

Exhibit 6. Area Zoning Summary

Zoning	Parcels	Parcel Acres	Percent of Total URA Acreage
Apartment Residential	21	3.67	0.6%
General Commercial	29	34.46	5.7%
General Residential	76	10.70	1.8%
Heavy Industrial	43	374.62	61.9%
Highway Commercial	92	59.21	9.8%
Houlton Business District	146	32.57	5.4%
Light Industrial	13	28.96	4.8%
Mixed Use	62	14.03	2.3%
Moderate Residential	6	3.68	0.6%
Riverfront District	96	43.56	7.2%
Total	584	605.46	100%

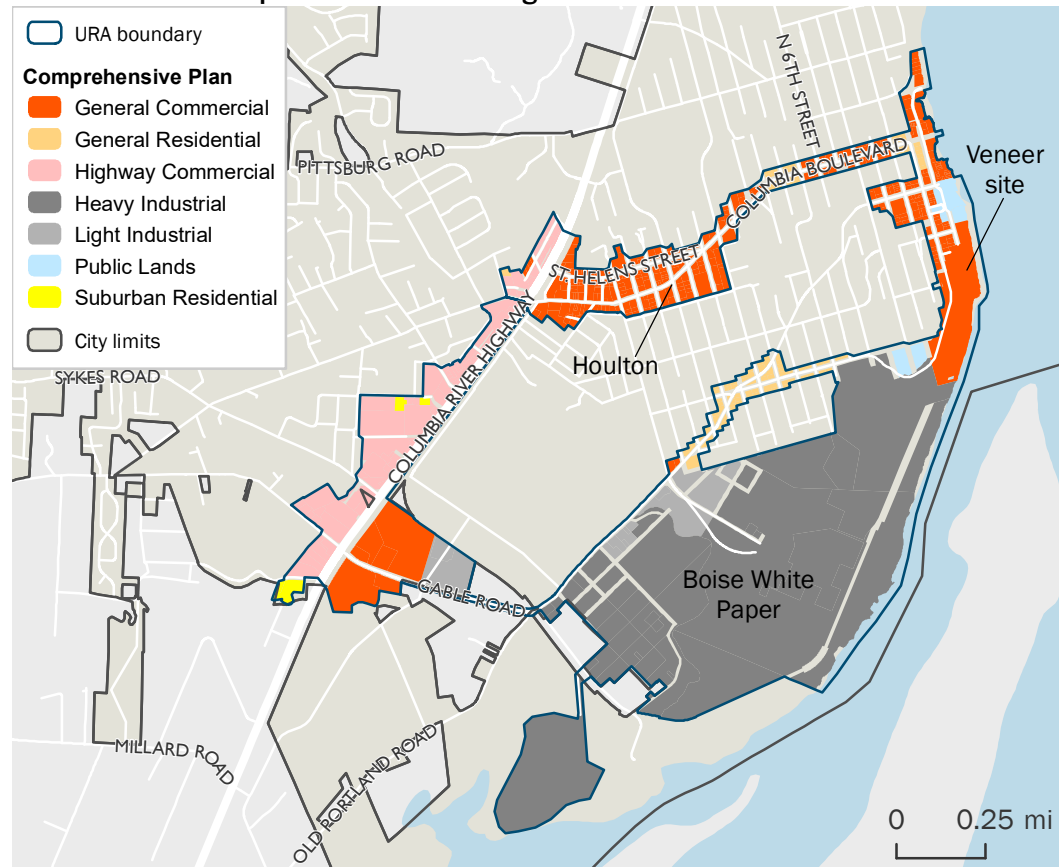
Source: City of St Helens. Certified Tax Roll Data FY 16-17.

Over half of the land is zoned for industrial use, including Heavy Industrial (61.9%) and Light Industrial (4.8%).

Comprehensive Plan

Exhibit 7 shows the comprehensive plan designations of land within the urban renewal boundary. The proposed uses within the Area conform to the uses shown in Exhibit 8.

Exhibit 7. Area Comprehensive Plan Designations



Source: City of St Helens. Certified Tax Roll Data FY 16-17.

Exhibit 8. Area Comprehensive Plan Summary

Comprehensive Plan Designation	Parcels	Parcel Acres	Percent of total acreage
General Commercial	324	116.80	19.3%
General Residential	97	14.37	2.4%
Highway Commercial	43	374.62	61.9%
Heavy Industrial	92	59.21	9.8%
Light Industrial	13	28.96	4.8%
Public Lands	9	7.82	1.3%
Suburban Residential	6	3.68	0.6%
Total	584	605.46	100.00%

Source: City of St Helens. Certified Tax Roll Data FY 16-17.

3.2. Infrastructure

This section outlines the existing condition of the area’s infrastructure and explains the need for many of the Plan’s projects. The Plan does not attempt to fund every infrastructure project that the City has planned or considered in the urban renewal boundary. Although the City’s Capital Improvement Plan and Transportation System Plan list additional projects in the Area, not all planned capital improvement projects are included in the Plan.

Transportation

Many of the main corridors within the URA are currently undersized for new development that could come into the Area. There are several identified deficiencies in transportation corridors leading to key vacant parcels in the area, including lack of signalization, inadequate visibility, and inadequate pedestrian infrastructure (lack of sidewalks and pedestrian crossings). Exhibit 9 shows the status of existing transportation infrastructure in the URA, and the needs identified through previous planning efforts.

Existing conditions in transportation infrastructure clearly support the need for investment in system upgrades and safety. Specifically, this Plan funds investments in street surface improvements, intersection enhancements, and improvements to bicycle and pedestrian infrastructure.

Exhibit 9. Transportation Status and Needs

Issue	Existing Conditions	Identified Needs
Houlton Business District	Heavy traffic from large delivery vehicles and minimal wayfinding.	Improved streetscape, street paving, pedestrian safety.
Old Portland Road	Heavy freight traffic and main connection to waterfront and downtown.	Intersection improvements at Gable Road and Plymouth Street to improve traffic flow.
U.S. 30	Main thoroughfare through St. Helens with minimal median infrastructure and plantings.	Improved pedestrian infrastructure and construction of medians with trees and other plantings.
Veneer Property	Heavy industrial property with some areas identified with environmental contamination.	Remediation and redevelopment of the site to accommodate future waterfront public uses.
Riverfront District	Limited connectivity from U.S. 30 to downtown and riverfront.	Improve connectivity and streetscape design to attract visitors to the district.

Source: Waterfront Framework Plan Existing Conditions; St. Helens Corridor Master Plan.

Utilities

The City has identified significant utility needs on its properties at the Veneer Property and the Boise White Paper (BWP) Property. Exhibit 10 and Exhibit 11 show the existing utility status on the Veneer and BWP properties.

The lack of infrastructure on the Veneer Property and the BWP Property support the need for investment to attract developers to the area. Specifically, this Plan funds stormwater, sewer, electrical, gas, and communications infrastructure on the Veneer Property and includes funding for site-specific infrastructure needs on the industrial properties surrounding the BWP property.

Exhibit 10. Veneer Property Utility Status

Issue	Existing Conditions	Identified Needs
Dry Utilities (Gas and Power)	There is ample gas and power capacity to serve a built-out multiuse development. At this time, it is unknown to what extent and capacity telecommunications exist.	No specific needs.
Stormwater Management	Stormwater management on both focus properties likely will require handling by discharge to the Columbia River or Multnomah Channel.	Existing stormwater infrastructure may not have available capacity for full-scale development. Additional outfalls may be required if "shared" outfalls are currently at capacity.
Sanitary Sewer	Sanitary sewer service runs along the western edge of much of the property, although it is not located within the parcel boundary, raising concerns about the extent to which the property could be served without the installation of a pump station.	Additional upfront installation costs and maintenance costs. Shallow invert elevations, as well as shallow bedrock, will make sanitary sewer service for the entire property by gravity unlikely.
Potable Water	The two water mains likely will be enough to provide a fully developed property with potable water. The question remains whether these mains will provide adequate fire capacity	Further analysis is needed to determine required fire-flow for the Veneer Property.

Source: Waterfront Framework Plan Existing Conditions, 2016

Exhibit 11. BWP Property Utility Status

Issue	Existing Conditions	Identified Needs
Dry Utilities (Gas and Power)	There is ample gas and power capacity to serve a built-out multiuse development. At this time, the extent and capacity of telecommunications is unknown.	No specific needs
Stormwater Management	Stormwater management on both focus properties likely will require handling by discharge to the Columbia River or Multnomah Channel.	Existing stormwater infrastructure likely will not support full-scale development. Additional outfalls may require permitting to serve additional development.
Sanitary Sewer	Sanitary sewer service to the BWP property is fed directly to the City's wastewater treatment plant. The availability and suitability of the lagoon for future uses are uncertain.	It should be assumed that new development will require alternative options for treatment and discharge.
Potable Water	More potable water service is needed to serve full development of the property. The property is currently served by a single small line that could not provide adequate potable water once the property is fully developed.	There is a larger line near the property that could be extended to serve new development.

Source: Waterfront Framework Plan Existing Conditions, 2016

Parks

Previous planning efforts have identified the need for parks and open space to provide amenities to support redevelopment in the Riverfront District. Exhibit 12 shows the status of open space within the urban renewal area.

The community has expressed a desire for parks, plazas, and trail connections in the Riverfront District and the Houlton Business District. The Plan specifically calls for investments in a riverfront trail and parks on the Veneer Property. The Corridor Master Plan calls for enhanced landscape strips in the Houlton Business District.

Exhibit 12. Open Space Needs in the Urban Renewal Area

Area	Existing Conditions	Identified Needs
Riverfront District (including Veneer Property)	Existing parks include the County Courthouse Plaza and Columbia View Park. There is currently no access to a waterfront trail in the area.	This Framework Plan identifies the need for public access to the site, provided by a pedestrian boardwalk and greenway that spans the waterfront edge of the Veneer Property. The Framework Plan's intent in providing public access is to ensure a connection between St. Helens residents and the waterfront, both physically and visually.
Riverfront District Trails	Nob Hill Nature Park provides nature trails at the south end of the Veneer Property and stairs leading from the south end of Second Street to the Veneer Property. These trails provide enhanced connectivity and pedestrian access to neighborhoods to the west as well as a potential southern bookend of a pedestrian boardwalk along the waterfront edge of the Veneer Property.	In public engagement efforts through the Framework Plan process, connection to the river was among the most important public priorities. A greenway or boardwalk would support the community's desire to ensure that the property remains accessible to the public. With ownership in place, the City can ensure that public access is a priority for any future project.
Houlton Business District	Existing right-of-way can be redesigned for improved public greenspace.	The Corridor Master Plan calls for the inclusion of enhanced landscape strips in street redesign on Columbia Boulevard and St. Helens Street.

Source: Waterfront Framework Plan Existing Conditions, 2016

3.3. Environmental Challenges

This section documents the presence of environmental issues in the urban renewal area. The most well-documented information is on the City-owned properties at the BWP Property and the Veneer Property. Exhibit 13 and Exhibit 14 show the environmental challenges identified on the BWP and Veneer properties.

The Veneer Property and the BWP property have identified brownfield issues and other environmental challenges that are barriers to redevelopment. The Plan specifically calls for pre-development activities that address the need for additional due diligence and environmental mitigation.

Exhibit 13. Veneer Property Environmental Challenges

Issue	Existing Conditions	Identified Needs
Soils and Topography	Existing fill and shallow bedrock outcroppings on Veneer Property	Further geotechnical study; workarounds and additional costs associated with extending subsurface utilities through the property.
Floodplain	The 100-year floodplain covers a portion of the Veneer and BWP properties.	Requires increased pre-development expenditures. New development will require sensitive lands permitting.
Veneer Property High Groundwater	Assuming construction during peak groundwater periods (spring), groundwater may be encountered just a few feet below the ground surface.	Requires increased construction expenditures. During the construction of subsurface structures, dewatering of groundwater likely will be required. Possible consultation with DEQ regarding stormwater provision. Depending on the location of required dewatering, the groundwater may be contaminated, which would further increase costs due to water disposal requirements and worker protections.
Veneer Property Brownfield Issues	Contamination affecting both the soil and groundwater remains on the Veneer Property at known locations. As a means of managing risks associated with the residual contamination, the City entered a Prospective Purchaser Agreement (PPA) with the State of Oregon in 2015 before acquiring the property.	Requires adherence to Contaminated Media Management Plan (CMMP). The CMMP is a practical “owner’s manual” for the City and subsequent developers to minimize the burdens associated with the residual contamination at the property. Shallow soil contamination in the lathe area requires that a cap be maintained in that area of the property if contamination remains.

Source: Waterfront Framework Plan Existing Conditions, 2016

Exhibit 14. BWP Environmental Challenges

Issue	Existing Conditions	Identified Needs
Soils and Topography	Shallow bedrock in various areas of the property further contributes to uncertainty about the ability to increase the capacity to support future development.	Further geotechnical study; workarounds and additional costs associated with extending subsurface utilities through the property.
Floodplain	The 100-year floodplain covers a portion of the BWP Property. There are also multiple wetlands and areas where riparian area rules and sensitive lands permitting requirements will apply.	Requires increased pre-development expenditures. New development will require sensitive lands permitting.
Brownfield Issues	Given the scale and complexity of the BWP property and the long-term operations there, it was not practical to obtain quantitative data to document the presence of all remaining contaminants and sources before the City's acquisition of the property. As a means of managing risks associated with the residual contamination, the City secured an environmental indemnification agreement with the former owner, as part of the September 24, 2015 property acquisition, to address contamination-related issues and costs as they arise during development.	Additional studies and protocols. As issues arise during ground-disturbing development, the City will develop a protocol, based on best management practices.
Stormwater	The level of uncertainty about the exact location and extent of contamination on the BWP property is a deterrent to redevelopment. Changes in use on the BWP Property may require changes in DEQ stormwater permitting.	Additional studies. Any stormwater design must avoid adverse impacts to contaminated groundwater. The scale and complexity of contamination issues on the BWP property create uncertainty in development.

Source: Waterfront Framework Plan Existing Conditions, 2106

Given the presence of brownfields in other areas throughout the City along historic commercial corridors, the City of St. Helens pursued a FY17 EPA Brownfields Assessment Grant in December 2016. Through this application process, the City discovered there were 19 sites in St. Helens identified by the Oregon Department of Environmental Quality (DEQ) as environmental cleanup sites with known or potential contamination from hazardous substances. In addition, there were 18 leaking underground storage tanks (LUST) sites. The City highlighted three priorities within the Area:

- **The BWP Property.**
- **670 Columbia Boulevard**, a former gas station suspected of having underground storage tanks that could be contaminating the soil and allowing vapor intrusion.
- **1955 Old Portland Road**, a 2.44-acre site that was formerly used for auto and truck wrecking. This site is suspected of having petroleum and metals contamination from its previous use.

3.4. Social Conditions

This section provides an overview of demographic conditions within the area. The urban renewal area is 756 acres, with 605 acres consisting of land within taxlots and the remaining 151 acres in right-of-way. There are six United States Census Bureau block groups that provide the best representation of demographic and social characteristics of the area.

Nearly 3,000 people live in these block groups (2,670); however, these block groups encompass an area that is larger than the boundary of the Area.

St. Helens residents commute long distances to work, given the lack of jobs within the City. The Plan includes projects that help to prepare employment land for redevelopment and improve transportation connections to downtown. This supports downtown businesses and redevelopment that will improve social conditions for residents.

About 30% of the population in the Area is between the ages of 25 and 44, which is about the same as Columbia County. One quarter of the population in the area is between the ages of 45 and 64, slightly lower than the Columbia County population share (Exhibit 15).

Exhibit 15. Age in the Area Census Tracts and Columbia County

Age	Area Census Tracts		Columbia Co.
	Number	Percent	Percent
Under 18 Years	1,898	26%	24%
18 to 24 Years	739	10%	7%
25 to 34 Years	1,180	16%	11%
35 to 44 Years	1,033	14%	13%
45 to 54 Years	1,035	14%	16%
55 to 64 Years	821	11%	15%
65 to 74 Years	394	5%	8%
75 to 84 Years	195	3%	4%
85 Years and over	119	2%	2%
Total	7,414	100%	100%

Source: United States Decennial Census, 2010; Social Explorer

Exhibit 16 shows that most of the population in the Area and Columbia County is white, but St. Helens has a slightly larger share of non-white residents. About 5% of residents in the area are in the two or more races category.

Exhibit 16. Race in Area Census Tracts and Columbia County

Race	Area Census Tracts		Columbia Co.
	Number	Percent	Percent
White Alone	6,673	90%	93%
Black or African American Alone	46	1%	0%
American Indian and Alaska Native Alone	128	2%	1%
Asian Alone	84	1%	1%
Native Hawaiian and Other Pacific Islander Alone	22	0%	0%
Some Other Race Alone	111	1%	1%
Two or More races	350	5%	3%
Total	7,414	100%	100%

Source: United States Decennial Census, 2010; Social Explorer

Exhibit 17 shows that educational attainment is slightly higher in Columbia County than in the Area. Over half of Area residents have a high school degree or less, compared to 44% in Columbia County. Similarly, 15% of Area residents have a bachelor's degree or higher, compared with 18% of Columbia County residents.

Exhibit 17. Educational Attainment in the Area Census Tracts and Columbia County

Education	Area Census Tracts		Columbia Co.
	Number	Percent	Percent
Less Than High School	739	15%	10%
High School Graduate (includes equivalency)	1,728	36%	34%
Some college	1,708	35%	38%
Bachelor's degree	535	11%	12%
Master's degree	77	2%	5%
Professional school degree	25	1%	1%
Doctorate degree	34	1%	0%
Total	4,846	100%	100%

Source: U.S. Census Bureau, ACS 2011-2015; Social Explorer

The majority of residents in the Area have a commute to work that is more than 30 minutes, as shown in Exhibit 18. About one-quarter of residents have a commute that is less than 10 minutes. Based on previous research, most of these residents are commuting to Portland or Hillsboro for work.

Exhibit 18. Travel Time to Work in the Area Census Tracts and Columbia County

Travel Time to Work	Area Census Tracts		Columbia Co.
	Number	Percent	Percent
Less than 10 minutes	611	23%	17%
10 to 29 minutes	613	23%	26%
30 to 59 minutes	982	37%	38%
More than 60 minutes	410	15%	14%
Worked at home	54	2%	5%
Total	2,670	100%	100%

Source: U.S. Census Bureau, ACS 2011-2015; Social Explorer

Exhibit 19 shows that more than two-thirds of Area residents drive alone in their commute to work, and 7% of residents walk to work. Area residents had a lower share of residents who drove alone to work (68%) compared with Columbia County (78%).

Exhibit 19. Mode of Transportation to Work in the Area Census Tracts and Columbia County

Means of Transportation to Work	Area Census Tracts		Columbia Co.
	Number	Percent	Percent
Drove Alone	1,823	68%	78%
Carpooled	507	19%	12%
Public transportation (Includes Taxicab)	29	1%	1%
Motorcycle	-	0%	0%
Bicycle	45	2%	0%
Walked	179	7%	2%
Other means	33	1%	0%
Worked at home	54	2%	5%
Total	2,670	100%	100%

Source: U.S. Census Bureau, ACS 2011-2015; Social Explorer

3.5. Economic and Development Conditions

The following are economic trends identified in the Waterfront Framework Plan that create challenges for new development:

- **Mill closures have had a negative impact on the St. Helens economy.** St. Helens, Oregon thrived as a leading exporter in the timber industry since the time of its founding in 1850. However, the decline of the timber industry and eventual closing of most mills in the 2000s created negative ripple effects throughout the community. As the jobs disappeared from the heart of the City, so did many of the people, and the historic downtown has grown quieter. The Riverfront District has failed to fully recover and is characterized by struggling businesses and vacant storefronts.
- **St. Helens has become a bedroom community.** Since the mill closures, most of St. Helens employed residents have found jobs outside of the City, often commuting long distances. About 80% of employed residents in St. Helens commute outside of the City for work. Almost a quarter of residents commute more than 25 miles.
- **The area's relatively low incomes and achievable rents create barriers for new residential and commercial development.** Developers interviewed in 2016 as part of the Framework Plan process noted that the biggest challenge for redevelopment of the Veneer Property was the ability to prove there is enough demand for the multifamily product type to achieve targeted returns on investment. This suggests that the City will need to focus its efforts on attracting employment to the City that can support the demand for new residential development.
- **The City of St. Helens is actively marketing its industrial land holdings on former mill sites.** While demand for redevelopment on commercial and residential parcels in the urban renewal area is relatively stagnant, the City has received many inquiries about its existing 205-acre industrial land holding on the BWP Property. With new infrastructure to support the transition of that property to other uses, it is possible for St. Helens to attract many new jobs to those properties that can employ existing residents.

At the same time, the community has several unrealized opportunities:

- **River access and a historic downtown.** Community members and developers who participated in the Framework Plan outreach process emphasized the importance of a vibrant downtown and the opportunity for the property to provide access to river users.
- **Historic buildings.** According to a 2014 Oregon State Historic Preservation Office survey, St Helens downtown has 96 historically eligible and currently 'contributing' buildings (65% of all buildings downtown), five more that are eligible for designation and significant (3%), and twenty-three that are not currently eligible and non-contributing, but could potentially be made eligible through rehab (16%). The survey included recommendations for the management of the historic district, including future opportunities for targeted programs for the preservation and restoration of identified properties. Re-development or restoration of historic properties has begun on several

downtown buildings.¹ In 2016, a private developer completed an adaptive re-use of the Muckle Building in on Strand Street into new apartments.

The following sections describe conditions in the residential, commercial, and industrial development sectors.

Residential

St. Helens continues to be an affordable place to live, when compared with other communities in the Portland Metropolitan Statistical Area (MSA). Despite low vacancy rates, there have been very few new multifamily units constructed in the past 10 years. While there is not a deep pool of households in St. Helens that can afford homes priced over \$200,000, there may be unmet demand at lower price points. In several interviews conducted by the consultant team, developers also noted that there are relatively few similar new developments in the City or adjacent communities that serve as comparable development to meet lending and underwriting criteria.

Exhibit 20 shows the existing market conditions in St. Helens, compared to Columbia County and the Portland MSA. While vacancy rates are lower in St. Helens than the Portland MSA, the rents for all unit types are also substantially lower. Given that these rents are too low to support new construction, there are also no new units under construction to address the low vacancies in the community.

Exhibit 20. Residential Market Conditions in St. Helens, Columbia County, and Portland MSA (March 2017)

	St. Helens	Columbia County	Portland MSA
Existing multifamily units	475	870	248,176
Q4 2016 vacancy rate	3.6%	3.8%	5.8%
Under construction	0	0	8,177
Asking Rents (Per Unit)			
Studio	\$616	\$628	\$1,043
1 bedroom	\$646	\$598	\$1,093
2 bedroom	\$780	\$858	\$1,236
3+ bedroom	\$842	\$940	\$1,425

Source: CoStar, March 2017.

Office and Retail

The commercial market is challenging in St. Helens, given the relatively low incomes in the area. Exhibit 21 summarizes current vacancy rates and asking rents in St. Helens compared with Columbia County and the Portland MSA. St. Helens has a higher vacancy rate for office product and lower rents than Columbia County and the Portland MSA. Retail uses also have much lower rents, on average, than Columbia County and the Portland MSA. At the same time, vacancies are lower than the Portland MSA average. The small number of households in St.

¹ St. Helens Downtown Historic District Re-survey Project
Conducted by Oregon State Historic Preservation Office Staff, Jan 2017

Helens and relatively low disposable incomes make it difficult for retailers to meet sales targets from the local market. Households in St. Helens purchase many goods and services outside St. Helens, and large discount retailers can offer goods for much lower prices at regional facilities.

Exhibit 21. Commercial Market Conditions in St. Helens, Columbia County, and Portland MSA (March 2017)

	St. Helens	Columbia County	Portland MSA
Office Buildings	26	57	5,757
Existing square feet	219,573	332,027	102,316,709
Q4 '16 vacancy rate	8.7%	8.1%	7.6%
Asking rents	\$12.93	\$13.47	\$24.07
Retail Buildings	66	163	11,292
Existing square feet	566,259	1,296,845	120,705,927
Q4 '16 vacancy rate	1.2%	2.4%	3.9%
Asking NNN rents (annual)	\$7.75	\$11.30	\$18.31

Source: CoStar, March 2017.

Industrial

St. Helens' economy is in a period of transition. Historically, manufacturing has been the largest sector for employment in Columbia County, providing high-wage jobs for residents. Since 2005, however, manufacturing employment and wages have both decreased within the County. Many of the residents who remain employed in manufacturing and other related industries work outside of the County.² In this context, industrial development is an important initiative for the City in the available City-owned land around the BWP Property. The City has 988 industrial acres of land citywide, almost one-third (31%) of which is currently vacant.³ The City owns approximately 200 acres of contiguous parcels of industrial land at the BWP Property. Currently, 430 acres in the Area are zoned for heavy or light industrial.

Because the region lacks a supply of land for large lots suitable for heavy and light industrial uses, the City will compete with the entire region for new development. In interviews conducted through an economic analysis of the BWP Property in 2015, area economic development stakeholders recommended that the City should focus its efforts on attracting local and regional producers and spillover in light industrial demand from Multnomah County.

The City of St. Helens is working to advance this recommendation. Attracting businesses to the BWP Property will be difficult due to transportation access and environmental challenges. To provide better access to existing City-controlled vacant lands, the City and Port of St. Helens have studied the addition of a transportation connection from U.S. 30 through the BWP Property, and the City has also identified a set of necessary upgrades to existing transportation network.

² 2014-2018 Col-Pac Comprehensive Economic Development Strategy.

³ St. Helens Waterfront Framework Plan Existing Conditions, 2016.

4. Impact on Municipal Services

This section describes the fiscal impacts of potential new development in the City of St. Helens related to increased demand for municipal services.

The Plan identifies five project categories: infrastructure, open space and wayfinding, economic development, site preparation, and plan administration. Urban renewal allows the City to implement many plans and policies that constraints on the City's general fund would otherwise preclude. Tax increment funds also allow the City to leverage outside funding sources; urban renewal funds can match external funding sources.

The City anticipates that these projects will catalyze development on vacant and underdeveloped parcels that will require access to City services. However, since the properties are within the City's urban growth boundary, the City has already planned for the need to provide infrastructure to these parcels through its existing plans and policies. In addition, since the new development will be new construction or redevelopment of existing buildings, the current building code requirements will address fire protection needs.

Any potential impacts to the City will be countered by the increased revenue resulting from new jobs for St. Helens residents, increased property tax revenues from development and redevelopment, and future increased tax base for all overlapping taxing jurisdictions.

The fiscal impact of tax increment financing on affected taxing districts (districts that levy taxes within the Area) is described in **Section 7** of this Report.

5. How the Projects Improve the Area

This section summarizes the relationship between each project and the existing conditions in the area. Exhibit 22, Exhibit 23, Exhibit 24, and Exhibit 25 provide an overview of each project in the project categories, the existing conditions that necessitate the project, and the source of the existing conditions information. The Agency will determine which projects to pursue on an annual basis.

Exhibit 22. Relationship of Projects to Existing Conditions – Site Prep Projects

Project	Description	Existing Conditions	Source
Contributions for Waterfront Site Preparation or Remediation	Assistance with grading, embankment and compaction, and erosion control on the entire site. Address localized hot spots or other potential brownfield issues on the site in coordination with development. This will help remediate existing contamination and make the site more marketable to developers	A large portion of the waterfront site is zoned heavy industrial or light industrial with some environmental contamination.	Waterfront Framework Plan
Site Preparation and Infrastructure Loans or Grants	Provide site-specific preparation, infrastructure, or development assistance (e.g. land assembly, SDC/permit write down, utility relocation, pre-development assistance, etc.) to encourage new development in the URA.	There are several commercial corridors and industrial portions of the Area with vacant and underutilized sites that could attract a new user with adequate site preparation and infrastructure investment.	Waterfront Framework Plan
Waterfront Utilities and Stormwater Infrastructure Phase 1	Install sewer facilities for new development, including force mains, gravity sewer lines, and two pump stations. Install stormwater facilities in phases, including pipes and bioretention facilities. Install pipes and fire hydrants to service new development. Install underground electrical power, gas, and communications utilities in coordination with new development. This will prepare the area for redevelopment.	There are no utilities or stormwater infrastructure on the Veneer Property.	Waterfront Framework Plan
Waterfront Utilities and Stormwater Infrastructure Phase 2	Install second phase of sewer and stormwater facilities to service new development. This includes force mains, gravity sewer lines, and two pump stations. Install stormwater facilities, including pipes and bioretention facilities. Install pipes and fire hydrants to service new development. Install underground electrical power, gas, and communications utilities in coordination with new development. This will prepare the area for redevelopment.	There are no utilities or stormwater infrastructure on the Veneer Property.	Waterfront Framework Plan

Exhibit 23. Relationship of Projects to Existing Conditions – Open Space Projects

Project	Description	Existing Conditions	Source
Columbia View Park Expansion	Design and construct new 1.3-acre extension of Columbia View Park to improve public access to the waterfront in a way that integrates with new development.	As the City's second most popular park, it is often overcrowded and lacks amenities to support new and expanded events. The Framework Plan cites the park expansion as a keystone for Veneer Property redevelopment, located next to the park. The Parks and Trails Master Plan cites the importance of the waterfront trail in future expansion of the park.	Waterfront Framework Plan; Parks and Trails Master Plan
Waterfront Greenway Trail Phase 1 and Bank Enhancement	Install greenway trail south of Columbia View, including design, associated furnishings, interpretation and connections to new neighborhood. Grading, planting, and reinforcement of bank as needed to prevent erosion, restore habitat, support greenway trail and water access and create visual interest along waterfront.	There is no waterfront greenway trail on the Veneer Property. The Framework Plan public outreach reinforced public demand for the expansion and enhancement of the existing trail.	Waterfront Framework Plan
Trestle Trail Contribution	Extend trail from downtown to south of the Veneer Property, providing access to natural areas along Multnomah Channel to improve pedestrian access to and through the site.	There is no pedestrian connection over the existing rail trestle to the south of the Veneer Property. The Framework Plan emphasized the community desire for expanded trail options to create amenities for visitors to the Riverfront District.	Waterfront Framework Plan
Marina Contribution	Provide funding to construct a marina on the south end of the Veneer Property. The marina would be privately developed, owned and operated, but available for public use and access. The marina will draw water-oriented users to the site.	St. Helens currently lacks adequate facilities for water trail users, according to the Parks and Trails Master Plan. Participants in the Framework Plan Interactive planning workshop revealed strong interest in development of a marina on the redeveloped site.	Waterfront Framework Plan; Parks and Trails Master Plan
Waterfront Greenway Trail Phase 2	Construct second phase of waterfront greenway, including design and construction of public plaza at intersection of Tualatin Street and the Strand. Consider future pier from this location in design to improve access to and through the site.	There is no waterfront greenway trail on the Veneer Property. The Framework Plan public outreach reinforced public demand for the expansion and enhancement of the existing trail.	Waterfront Framework Plan
Habitat and Riparian Corridor Enhancement with Public Access Contributions	Provide partnership funding to restore natural area and explore options for public access between White Paper Lagoon and Multnomah Channel and on the bluff. In future phases, consider widening or rebuilding existing Tualatin Street staircase.	"Many of the BWP Property parcels are in a wetland, riparian, and/or critical habitat area." (Framework Plan)	Waterfront Framework Plan; Parks and Trails Master Plan
Partnership to Improve County Courthouse Plaza	Improve County Courthouse Plaza or other downtown parks/plazas to provide public active space downtown and support redevelopment.	The Courthouse Plaza (which is a historic landmark) serves as a community event space for seasonal events. It needs access and functional upgrades to ensure it can continue to serve as a focal event space.	
Wayfinding Improvements	Install wayfinding signs and kiosks to improve the visibility of downtown retail and existing business districts from Hwy 30. Integrate corridor master planning effort and other efforts. Study to be completed in 2017.	Waterfront and downtown areas are disconnected from the main thoroughfare, U.S. 30, with minimal wayfinding infrastructure to attract potential visitors.	Waterfront Framework Plan; St. Helens Corridor Master Plan; St. Helens TSP

Exhibit 24. Relationship of Projects to Existing Conditions – Infrastructure Projects

Project	Description	Existing Conditions	Source
Road Extension on South 1st and the Strand	Construct South 1st Street and The Strand in phases, including sidewalks, intersections, bike lanes to improve multi-modal access in the site.	There is no vehicular access to the Veneer Property, which impedes development. The Framework Plan identified the road extension as a crucial precursor to development.	Waterfront Framework Plan
1st Street and Strand Road Improvements	Install trees and street improvements (bulb outs, etc.) and a road overlay on a two-block stretch of 1st Street and the Strand.	Current use of these streets includes The Strand festival street, which would benefit from improved street design and paving.	Waterfront Framework Plan
Old Portland Road/Gable Intersection Improvements	Improve the intersection to better accommodate traffic coming to the Veneer Property.	Motorists typically use Old Portland Road as a connection between U.S. 30 and the waterfront. Recommended improvements at this intersection may change this pattern to emphasize use of McNulty Way, which will bypass some of Old Portland Road.	Waterfront Framework Plan
Old Portland Road/Plymouth Street Intersection Improvements	Improve the intersection to better accommodate traffic and serve as a gateway to the property.	The Framework Plan cited need to improve traffic flow for large delivery vehicles that travel this route.	Waterfront Framework Plan
Plymouth Street Improvements	Improve bicyclist and pedestrian safety along Plymouth Street.	Plymouth Street is narrow and would not support future multimodal uses proposed in the waterfront area.	Waterfront Framework Plan
Corridor Master Plan Improvements	Complete intersection improvements, road projects, and pedestrian projects in the Houlton Business District.	Feedback from community in Corridor Master Plan cited overall improvements to streetscape to promote businesses in the corridor. This includes a lack of wayfinding infrastructure and heavy freight traffic, pedestrian safety as a concern along this corridor.	St Helens Corridor Master Plan
US 30 Road Projects - Short Term	Short-term projects include medians (curbs, plantings, trees/banner poles) and plantings (east side of U.S. 30), new banner poles (east side of U.S. 30), and new banners on existing utility poles, new curb ramps, and crosswalk striping.	U.S. 30 is the main thoroughfare in St. Helens. There are minimal medians and plantings along the corridor.	St Helens Corridor Master Plan; St. Helens Transportation System Plan
US 30 Road Projects - Long Term	Long-term U.S. 30 projects include fencing (each side of ODOT Rail property), new sidewalk (east side of U.S. 30), intersection crosswalk paving and curb ramps, trees and plantings (east side of U.S. 30), and private property landscape improvements.	U.S. 30 is the main thoroughfare in St. Helens. There is minimal pedestrian infrastructure along the corridor.	St Helens Corridor Master Plan; St. Helens Transportation System Plan

Exhibit 25. Relationship of Projects to Existing Conditions – Economic Development Projects

Project	Description	Existing Conditions	Source
Economic Development Planning	Fund for pre-development assistance on sites and projects that can improve the redevelopment potential of projects throughout the URA. Projects can include public parking management strategy, area master planning, and pre-development assistance (e.g., market studies) to support redevelopment.	Riverfront District stakeholders have cited a need for studies related to parking provision and transportation demand management. The city lacks other tools to aid with these studies. Parcels in the BWP could require master planning and pre-development assistance to support specific uses.	Waterfront Framework Plan; St. Helens Waterfront Market Analysis; Sustainable Tourism Plan
Storefront Improvement Program for Riverfront District/Houlton	Enhance the existing historic façade improvement program to create feeling of investment in area with a \$30-\$70K per year storefront improvement program.	A limited historic façade improvement program exists, but further development of this program is promoted in the Framework Plan. The Riverfront District and Houlton Business District have many vacant storefronts in poor condition and buildings that have transitioned from active retail use. There are more needs than the limited current program can fund.	Waterfront Framework Plan

6. Funding Plan

6.1. Overview

The primary source of funding for the Area is anticipated to be Tax Increment Financing (“TIF”). The following discussion is an overview of Oregon’s property tax system and the basic functions of tax increment financing, and is not intended as a detailed description of applicable law.

Oregon’s Property Tax System

In Oregon, each county’s assessor calculates property taxes as the product of assessed value, subject to certain constitutional tax rate limitations.

Assessed Value⁴

Oregon’s property tax system distinguishes between the “maximum assessed value” and the “real market value” of property:

- The real market value is the price that a property would sell for in a transaction between two impartial parties.
- The maximum assessed value is calculated by formula. The state established the maximum assessed value for each property in Fiscal Year End (FYE) 1998, with the initial value equal to 10% less than the FYE 1996 real market value. In most situations, the maximum assessed value increases by 3% each year, unless an exception event occurs, such as the expiration of property tax benefits, a change in zoning and subsequent change in land use, or (most commonly) new development or redevelopment occurs.

The assessed value of a property is equal to the lesser of the two values: real market value or maximum assessed value. Since this system was first implemented in FYE 1998, the real market values of most properties in Oregon have grown faster than 3% per year. This means most properties are assessed based on their maximum assessed value and experience a growth of 3% in assessed value each year.

Tax Rates

Municipalities and special districts in Oregon have the authority to impose property taxes. The combined tax rates for all overlapping taxing districts is known as the consolidated tax rate. These tax rates are expressed as dollars per \$1,000 of assessed value (also known as “mill rates”). There are three types of tax rates in the State of Oregon: (1) permanent rates, (2) local option levies, and (3) general obligation bond levies.

⁴ Refer to the Oregon Department of Revenue, “Maximum Assessed Value Manual” (2016) for more information about the calculation of assessed value in Oregon.

- Permanent rates cannot change. The majority of taxing districts in Oregon impose the full amount allowed by their permanent rate limit and therefore experience no change in their tax rate from year to year. All permanent rates for overlapping taxing districts are included in the consolidated tax rate for the Area.
- Local option levies are temporary tax rates that must be voter approved. With local option levies, jurisdictions can impose more taxes than would otherwise be possible within their permanent rate limit. ORS 457.445 excludes all local option levies from the calculation of the consolidated tax rate for the Area.
- General obligation bond levies are also temporary tax rates that must be voter approved. General obligation bond levies, however, can only be imposed for capital projects, whereas local option levies can be used for both capital and operations. Additionally, local option levies have limitations on the maximum duration of the levy, which do not apply to general obligation bond levies. Lastly, general obligation bond levies are exempt from the property tax limitations imposed by Measure 5 in 1991. ORS 457.445 excludes all general obligation bonds that were approved by voters after October 6, 2001 from the calculation of the consolidated tax rate for the Area.

Tax Rate Limitations

In 1991, Oregon voters approved Ballot Measure 5, which amended the Oregon Constitution to establish an upper limit on the amount of property taxes that the assessor can collect from each individual property. These limitations are \$5 per \$1,000 of **real market value** for education and \$10 per \$1,000 of **real market value** for general government purposes. General obligation bond rates are excluded from these tax rate limitations. These tax rate limitations are calculated based on real market value, whereas tax rates apply to assessed value. When the taxes on an individual property exceed the tax rate limitations, the amount of taxes imposed is reduced, resulting in “compression” losses for the impacted taxing districts.

Tax Increment Financing

ORS 457.420 allows urban renewal agencies to use TIF to pay for projects identified in urban renewal plans. TIF is not an increase in property tax rates, but instead is a division of property tax revenues. A portion of the property tax revenue generated within an urban renewal area is redirected from the overlapping taxing districts to the urban renewal agency.

When an urban renewal area is first established, the total assessed value of property in the area is recorded as the “frozen base.” In future years, if the assessed value of the area increases, the difference between the total assessed value and the frozen base is known as the “increment” value. Property tax revenue generated by the frozen base continues to go to overlapping taxing districts as normal, but tax generated from the increment value is redirected to the urban renewal agency as TIF revenue.

Because TIF revenue requires property values to increase above the frozen base, and because Oregon’s property tax system limits the growth in maximum assessed value to 3.0% per year for most properties, urban renewal areas typically have relatively limited TIF revenue in their early years, and more revenue over time. Agencies that stimulate new development tend to be more successful, generating higher amounts of TIF revenue earlier in their timeline that allow for investment in more projects earlier.

Given these dynamics, urban renewal agencies often borrow money and repay it over time with TIF revenue. This allows urban renewal agencies to accelerate the timing of projects, spurring more development early on and requiring long-term repayment of principal and interest.

The funding plan described in this Report forecasts the annual TIF revenue that would be generated in the Area over the long-term, and then converts that TIF revenue to borrowing capacity over time. If the total borrowing capacity is within the maximum indebtedness identified in the Plan and sufficient to pay for the costs of all projects listed in the Plan, then the Plan is economically sound and feasible, as required by ORS 457.095.

6.2. Summary of Project Costs and Timing

Exhibit 26 shows a summary of total project costs and timing. Some projects will require funding from multiple sources, and use TIF essentially as matching funds or gap filling funds. **The numbers shown in Exhibit 26 are only the portions of project costs that would be funded by urban renewal.** The total amount of TIF used for all projects, excluding administration and finance fees, is \$40,000,000 in constant 2017 dollars. The cost of administration and finance fees over the life of the Area increase this total to \$42,356,000. The Plan assumes annual inflation rate of 3% per year. When accounting for inflation and based on the assumed timing of projects, the total project costs in nominal year-of-expenditure (“YOE”) dollars is \$61,985,700, which is within the \$62,000,000 maximum indebtedness established by the Plan. We estimate the frozen base assessed value of the Area to be \$172,586,634, 19.04% of the City’s assessed value of \$906,234,062.

Although Exhibit 26 lists the estimated completion dates for all projects, many projects will be funded in phases over a longer period, which means that expenditures for some projects would begin much earlier than the completion dates listed in Exhibit 26.

Exhibit 26. Summary of Estimated Project Costs and Anticipated Timing*

	Project Cost		Anticipated
Project Name	2017 \$	YOE \$	Completion Date
Site Preparation			
Contributions for Waterfront Site Preparation or Remediation	\$ 1,500,000	\$ 1,791,200	2020
Site Preparation and Infrastructure Loans or Grants	\$ 2,500,000	\$ 4,063,600	2040
Waterfront Utilities and Stormwater Infrastructure: Phase 1	\$ 1,400,000	\$ 1,485,300	2019
Waterfront Utilities and Stormwater Infrastructure: Phase 2	\$ 900,000	\$ 1,074,700	2022
Subtotal	\$ 6,300,000	\$ 8,414,800	
Open Space			
Columbia View Park Expansion	\$ 1,100,000	\$ 1,275,200	2020
Waterfront Greenway Trail/Park Design Phase 1 & Bank Enhancement	\$ 3,000,000	\$ 3,477,900	2022
Trestle Trail Contribution	\$ 750,000	\$ 1,101,400	2030
Marina Contribution	\$ 750,000	\$ 1,038,200	2026
Waterfront Greenway Trail/Tualatin St. Plaza Design Phase 2	\$ 3,000,000	\$ 3,914,400	2026
Habitat/Riparian Projects	\$ 500,000	\$ 903,100	2036
Partnership to Improve County Courthouse Plaza	\$ 750,000	\$ 1,134,500	2027
Wayfinding Improvements	\$ 250,000	\$ 298,500	2024
Subtotal	\$ 10,100,000	\$ 13,143,200	
Infrastructure			
Road Extension on South 1st and the Strand	\$ 2,300,000	\$ 2,579,900	2023
First Street and Strand Road Improvements	\$ 1,000,000	\$ 1,159,300	2022
Old Portland Road/Gable Intersection Improvements	\$ 600,000	\$ 760,700	2026
Old Portland Road/Plymouth Street Intersection Improvements	\$ 600,000	\$ 760,700	2026
Plymouth Street Improvements	\$ 200,000	\$ 261,000	2026
Corridor Master Plan Improvements	\$ 13,200,000	\$ 21,700,800	2036
US 30 Road Projects - Short Term	\$ 1,200,000	\$ 1,565,800	2026
US 30 Road Projects - Long Term	\$ 2,000,000	\$ 4,065,600	2039
Subtotal	\$ 21,100,000	\$ 32,853,800	
Economic Development			
Economic Development Planning	\$ 500,000	\$ 792,000	2041
Storefront improvement Program	\$ 1,500,000	\$ 2,491,800	2041
Subtotal	\$ 2,000,000	\$ 3,283,800	
Administration			
Administration	\$ 2,275,000	\$ 3,497,100	2043**
Finance Fees	\$ 581,000	\$ 793,000	2036
Subtotal	\$ 2,856,000	\$ 4,290,100	
Total Expenditures	\$ 42,356,000	\$ 61,985,700	

Source: Tiberius Solutions.

Notes: YOE stands for Year of Expenditure;

*Cost is only the urban renewal contribution to a larger project that will require other yet-to-be-determined public or private funding sources.

**Cumulative total over the course of the life of the Area.

6.3. TIF Revenue Forecast

This section describes the methods and assumptions used to forecast TIF revenue.

Tax Rates

Exhibit 27 summarizes the applicable tax rates for the Area. The total consolidated tax rate for the Area is \$12.5494 per \$1,000 of assessed value. This tax rate is composed of only the permanent rates of overlapping taxing districts. Because the consolidated tax rate does not include local option or general obligation bond levies, the applicable tax rate is unlikely to change in future years.

Exhibit 27. Consolidated Tax Rate

Taxing District Name	Permanent Rate (per \$1,000 AV)
General Government	
Columbia County	1.3956
Columbia 911 District	0.2554
Columbia Vector	0.1279
Greater St. Helens Parks and Rec District	0.2347
Port of St. Helens	0.0886
Columbia Soil and Water Conservation Dist.	0.1000
City of St. Helens	1.9078
Columbia River Fire District	2.9731
<i>Subtotal</i>	<i>7.0831</i>
Education	
NW Regional ESD	0.1538
St. Helens School District - 502	5.0297
Portland Community College	0.2828
<i>Subtotal</i>	<i>5.4663</i>
Total	12.5494

Source: Tiberius Solutions

Assessed Value Growth

The estimated frozen base assessed value of the Area is \$172,586,634. This is based on the sum of all tax accounts located within the boundary of the Area for FYE 2017, with estimates for the value of utility property and some personal property which are not site-specific (i.e., non-situs). The Columbia County Assessor will determine the official frozen base value after the Plan is adopted.

Growth in assessed value depends upon unknown future development activity. This analysis used assumptions that were informed by conversations with City staff with knowledge of potential short-term and long-term development opportunities. These assumptions are one simulation for assessed value growth, but actual results will depend upon the specific timing and value of future development in the Area.

This analysis used two approaches to incorporate assumptions on future development into the forecast:

- For more certain development opportunities, based on conversations between City staff and developers interested in specific sites, the funding plan uses specific assumptions on the land use, value, and timing of development.
- To capture assumptions about long-term development opportunities throughout the Area, the funding plan assumes an overall growth rate assumption to the total value each year.

Exhibit 28 summarizes the development assumptions included in the forecast. These are estimates of assessed value, which are calculated as estimated real market value multiplied by the corresponding changed property ratio. The estimated real market value is based on the assumed value of investment, and then inflated by 3.0% per year to account for inflation. Although these assumptions were informed by conversations with developers with development proposals within the Area, those conversations were preliminary and confidential, and those details are not presented in this Report. Collectively, these assumed development projects would add \$118,278,657 in assessed value to the Area over the duration of the Plan, with the largest amount of value coming from industrial development, especially in the early years.

Exhibit 28. Specific Development Assumptions (YOE \$)

FYE	Assessed Value by Land Use			Total
	Industrial	Commercial	Multifamily	
2017	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -
2019	\$ -	\$ -	\$ -	\$ -
2020	\$ -	\$ -	\$ -	\$ -
2021	\$ 1,890,840	\$ 2,127,195	\$ 8,620,205	\$ 12,638,240
2022	\$ 1,947,624	\$ -	\$ -	\$ 1,947,624
2023	\$ 48,146,112	\$ -	\$ -	\$ 48,146,112
2024	\$ 2,066,232	\$ -	\$ -	\$ 2,066,232
2025	\$ 2,128,224	\$ -	\$ -	\$ 2,128,224
2026	\$ 2,192,064	\$ 2,466,072	\$ 9,030,521	\$ 13,688,657
2027	\$ 2,257,752	\$ -	\$ -	\$ 2,257,752
2028	\$ 2,325,456	\$ -	\$ -	\$ 2,325,456
2029	\$ 2,395,176	\$ -	\$ -	\$ 2,395,176
2030	\$ 2,467,080	\$ -	\$ -	\$ 2,467,080
2031	\$ -	\$ 2,858,814	\$ 10,210,050	\$ 13,068,864
2032	\$ -	\$ -	\$ -	\$ -
2033	\$ -	\$ -	\$ -	\$ -
2034	\$ -	\$ -	\$ -	\$ -
2035	\$ -	\$ -	\$ -	\$ -
2036	\$ -	\$ 3,314,115	\$ 11,836,125	\$ 15,150,240
2037	\$ -	\$ -	\$ -	\$ -
2038	\$ -	\$ -	\$ -	\$ -
2039	\$ -	\$ -	\$ -	\$ -
2040	\$ -	\$ -	\$ -	\$ -
2041	\$ -	\$ -	\$ -	\$ -
2042	\$ -	\$ -	\$ -	\$ -
2043	\$ -	\$ -	\$ -	\$ -
Total	\$ 67,816,560	\$ 10,766,196	\$ 39,696,901	\$ 118,279,657

Source: Tiberius Solutions and ECONorthwest, with input from the City of St. Helens

In addition to the development assumptions shown in Exhibit 28, this report uses the following assumptions by property type:

- Real: 5.0% + specific assumptions shown in Exhibit 28
- Personal: 0%
- Utility: 0%
- Manufactured: 0%

The assessed value growth assumptions described above and shown in Exhibit 28 are reflected in Exhibit 29, which shows projections of assessed value by property type for the assumed duration of the Plan. Total assessed value is anticipated to grow from \$172,586,634 in FYE 2017 to \$768,318,331 in FYE 2043, the anticipated final year of the Plan, with an average annual growth rate of 5.9%.

Exhibit 29. Assessed Value Projections (YOE \$)

FYE	Assessed Value					Percent Growth
	Real	Personal	Utility	Manufactured	Total	
2017	\$ 156,244,995	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 172,586,634	
2018	\$ 164,057,245	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 180,398,884	4.5%
2019	\$ 172,260,107	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 188,601,746	4.5%
2020	\$ 180,873,112	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 197,214,751	4.6%
2021	\$ 202,555,008	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 218,896,647	11.0%
2022	\$ 214,377,617	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 230,719,256	5.4%
2023	\$ 272,943,309	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 289,284,948	25.4%
2024	\$ 287,385,505	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 303,727,144	5.0%
2025	\$ 302,532,342	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 318,873,981	5.0%
2026	\$ 329,913,870	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 346,255,509	8.6%
2027	\$ 346,916,783	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 363,258,422	4.9%
2028	\$ 364,739,876	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 381,081,515	4.9%
2029	\$ 383,421,887	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 399,763,526	4.9%
2030	\$ 403,003,495	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 419,345,134	4.9%
2031	\$ 434,054,929	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 450,396,568	7.4%
2032	\$ 453,263,665	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 469,605,304	4.3%
2033	\$ 473,358,017	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 489,699,656	4.3%
2034	\$ 494,380,022	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 510,721,661	4.3%
2035	\$ 516,373,750	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 532,715,389	4.3%
2036	\$ 554,535,646	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 570,877,285	7.2%
2037	\$ 579,068,182	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 595,409,821	4.3%
2038	\$ 604,731,517	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 621,073,156	4.3%
2039	\$ 631,579,316	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 647,920,955	4.3%
2040	\$ 659,667,842	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 676,009,481	4.3%
2041	\$ 689,056,082	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 705,397,721	4.3%
2042	\$ 719,805,879	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 736,147,518	4.4%
2043	\$ 751,982,075	\$ 10,983,650	\$ 5,357,989	\$ -	\$ 768,323,714	4.4%

Source: Tiberius Solutions, 2017

TIF Revenue

Exhibit 30 shows the forecast of TIF revenue projections, combining the assessed value forecast from Exhibit 29 with the tax rates shown in Exhibit 27. The Agency will begin receiving TIF revenue in the first year that the Assessor sets the tax roll after the adoption of the urban renewal plan. The Assessor sets the tax roll January 1 of each year. For the Area, this means that on January 1, 2018, the Assessor will set the tax roll for FYE 2019, which is therefore the first year that the URA will be eligible to receive TIF revenue, estimated to be \$190,931.

Annual revenue would increase over time, with rapid growth in the early years resulting from anticipated development activity. By FYE 2043, the anticipated final year of the Plan, the URA would be receiving \$7,102,271 in annual TIF revenue.

Exhibit 30. TIF Revenue Projections (YOE \$)

FYE	Assessed Value	Frozen Base	Excess Value	Tax Rate	Tax Increment Finance Revenue			
					Gross TIF	Adjustments	Net TIF	TIF
2017	\$ 172,586,634	\$ 172,586,634	\$ -	12.5494	\$ -	\$ -	\$ -	\$ -
2018	\$ 180,398,884	\$ 172,586,634	\$ -	12.5494	\$ -	\$ -	\$ -	\$ -
2019	\$ 188,601,746	\$ 172,586,634	\$ 16,015,112	12.5494	\$ 200,980	\$ (10,049)	\$ 190,931	\$ 190,931
2020	\$ 197,214,751	\$ 172,586,634	\$ 24,628,117	12.5494	\$ 309,068	\$ (15,453)	\$ 293,615	\$ 484,546
2021	\$ 218,896,647	\$ 172,586,634	\$ 46,310,013	12.5494	\$ 581,163	\$ (29,058)	\$ 552,105	\$ 1,036,651
2022	\$ 230,719,256	\$ 172,586,634	\$ 58,132,622	12.5494	\$ 729,530	\$ (36,477)	\$ 693,053	\$ 1,729,704
2023	\$ 289,284,948	\$ 172,586,634	\$ 116,698,314	12.5494	\$ 1,464,494	\$ (73,225)	\$ 1,391,269	\$ 3,120,973
2024	\$ 303,727,144	\$ 172,586,634	\$ 131,140,510	12.5494	\$ 1,645,735	\$ (82,287)	\$ 1,563,448	\$ 4,684,421
2025	\$ 318,873,981	\$ 172,586,634	\$ 146,287,347	12.5494	\$ 1,835,818	\$ (91,791)	\$ 1,744,027	\$ 6,428,448
2026	\$ 346,255,509	\$ 172,586,634	\$ 173,668,875	12.5494	\$ 2,179,440	\$ (108,972)	\$ 2,070,468	\$ 8,498,916
2027	\$ 363,258,422	\$ 172,586,634	\$ 190,671,788	12.5494	\$ 2,392,817	\$ (119,641)	\$ 2,273,176	\$ 10,772,092
2028	\$ 381,081,515	\$ 172,586,634	\$ 208,494,881	12.5494	\$ 2,616,486	\$ (130,824)	\$ 2,485,662	\$ 13,257,754
2029	\$ 399,763,526	\$ 172,586,634	\$ 227,176,892	12.5494	\$ 2,850,934	\$ (142,547)	\$ 2,708,387	\$ 15,966,141
2030	\$ 419,345,134	\$ 172,586,634	\$ 246,758,500	12.5494	\$ 3,096,671	\$ (154,834)	\$ 2,941,837	\$ 18,907,978
2031	\$ 450,396,568	\$ 172,586,634	\$ 277,809,934	12.5494	\$ 3,486,348	\$ (174,317)	\$ 3,312,031	\$ 22,220,009
2032	\$ 469,605,304	\$ 172,586,634	\$ 297,018,670	12.5494	\$ 3,727,406	\$ (186,370)	\$ 3,541,036	\$ 25,761,045
2033	\$ 489,699,656	\$ 172,586,634	\$ 317,113,022	12.5494	\$ 3,979,578	\$ (198,979)	\$ 3,780,599	\$ 29,541,644
2034	\$ 510,721,661	\$ 172,586,634	\$ 338,135,027	12.5494	\$ 4,243,392	\$ (212,170)	\$ 4,031,222	\$ 33,572,866
2035	\$ 532,715,389	\$ 172,586,634	\$ 360,128,755	12.5494	\$ 4,519,400	\$ (225,970)	\$ 4,293,430	\$ 37,866,296
2036	\$ 570,877,285	\$ 172,586,634	\$ 398,290,651	12.5494	\$ 4,998,309	\$ (249,915)	\$ 4,748,394	\$ 42,614,690
2037	\$ 595,409,821	\$ 172,586,634	\$ 422,823,187	12.5494	\$ 5,306,177	\$ (265,309)	\$ 5,040,868	\$ 47,655,558
2038	\$ 621,073,156	\$ 172,586,634	\$ 448,486,522	12.5494	\$ 5,628,237	\$ (281,412)	\$ 5,346,825	\$ 53,002,383
2039	\$ 647,920,955	\$ 172,586,634	\$ 475,334,321	12.5494	\$ 5,965,161	\$ (298,258)	\$ 5,666,903	\$ 58,669,286
2040	\$ 676,009,481	\$ 172,586,634	\$ 503,422,847	12.5494	\$ 6,317,655	\$ (315,883)	\$ 6,001,772	\$ 64,671,058
2041	\$ 705,397,721	\$ 172,586,634	\$ 532,811,087	12.5494	\$ 6,686,459	\$ (334,323)	\$ 6,352,136	\$ 71,023,194
2042	\$ 736,147,518	\$ 172,586,634	\$ 563,560,884	12.5494	\$ 7,072,351	\$ (353,618)	\$ 6,718,733	\$ 77,741,927
2043	\$ 768,323,714	\$ 172,586,634	\$ 595,737,080	12.5494	\$ 7,476,143	\$ (373,807)	\$ 7,102,336	\$ 84,844,263

Source: Tiberius Solutions, 2017

Revenue Sharing

Exhibit 31 shows the forecast of revenue sharing to occur over the life of the Plan. Per ORS 457.470, revenue sharing is a system for urban renewal areas to share a portion of the TIF revenue with overlapping taxing districts, prior to termination of the Plan. Revenue sharing begins either on the 11th year after the initial approval of the Plan or in the year after TIF revenues meet or exceed 10% of the original maximum indebtedness of the Plan, whichever occurs last. Thereafter, 75% of annual TIF revenues exceeding 10% of the original maximum indebtedness of the Plan are shared with overlapping taxing districts. If the share of TIF revenue received by the Agency meets or exceeds 12.5% of the original maximum indebtedness, then in all subsequent years the TIF revenue for the Agency is limited to 12.5% of the original maximum indebtedness and all additional TIF revenue is shared with overlapping taxing districts.

Because the maximum indebtedness of the Plan is \$62 million, revenue sharing begins in the year after TIF revenues for the Agency exceed \$6.2 million, but not before the 11th year after the Plan is approved. We estimate that this revenue sharing threshold will be reached in FYE 2041, resulting in revenue sharing in all subsequent years. The final year the Plan would need to collect TIF revenue to pay off all debt would be FYE 2043, which means the Plan is not anticipated to experience significant revenue sharing. Of the \$86,399,099 in cumulative TIF revenue that is forecast, \$85,333,393 is anticipated to go to the Agency, while \$1,065,707 would be shared with overlapping taxing districts.

Exhibit 31. Forecast Revenue Sharing (YOE \$)

FYE	Net TIF Revenue		
	For the URA	Shared	Total
2017	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -
2019	\$ 190,931	\$ -	\$ 190,931
2020	\$ 293,615	\$ -	\$ 293,615
2021	\$ 552,105	\$ -	\$ 552,105
2022	\$ 693,053	\$ -	\$ 693,053
2023	\$ 1,391,269	\$ -	\$ 1,391,269
2024	\$ 1,563,448	\$ -	\$ 1,563,448
2025	\$ 1,744,027	\$ -	\$ 1,744,027
2026	\$ 2,070,468	\$ -	\$ 2,070,468
2027	\$ 2,273,176	\$ -	\$ 2,273,176
2028	\$ 2,485,662	\$ -	\$ 2,485,662
2029	\$ 2,708,387	\$ -	\$ 2,708,387
2030	\$ 2,941,837	\$ -	\$ 2,941,837
2031	\$ 3,312,031	\$ -	\$ 3,312,031
2032	\$ 3,541,036	\$ -	\$ 3,541,036
2033	\$ 3,780,599	\$ -	\$ 3,780,599
2034	\$ 4,031,222	\$ -	\$ 4,031,222
2035	\$ 4,293,430	\$ -	\$ 4,293,430
2036	\$ 4,748,394	\$ -	\$ 4,748,394
2037	\$ 5,040,868	\$ -	\$ 5,040,868
2038	\$ 5,346,825	\$ -	\$ 5,346,825
2039	\$ 5,666,903	\$ -	\$ 5,666,903
2040	\$ 6,001,772	\$ -	\$ 6,001,772
2041	\$ 6,352,136	\$ -	\$ 6,352,136
2042	\$ 6,329,683	\$ 389,050	\$ 6,718,733
2043	\$ 6,425,584	\$ 676,752	\$ 7,102,336
Total	\$ 83,778,461	\$ 1,065,802	\$ 84,844,263

Source: Tiberius Solutions, 2017

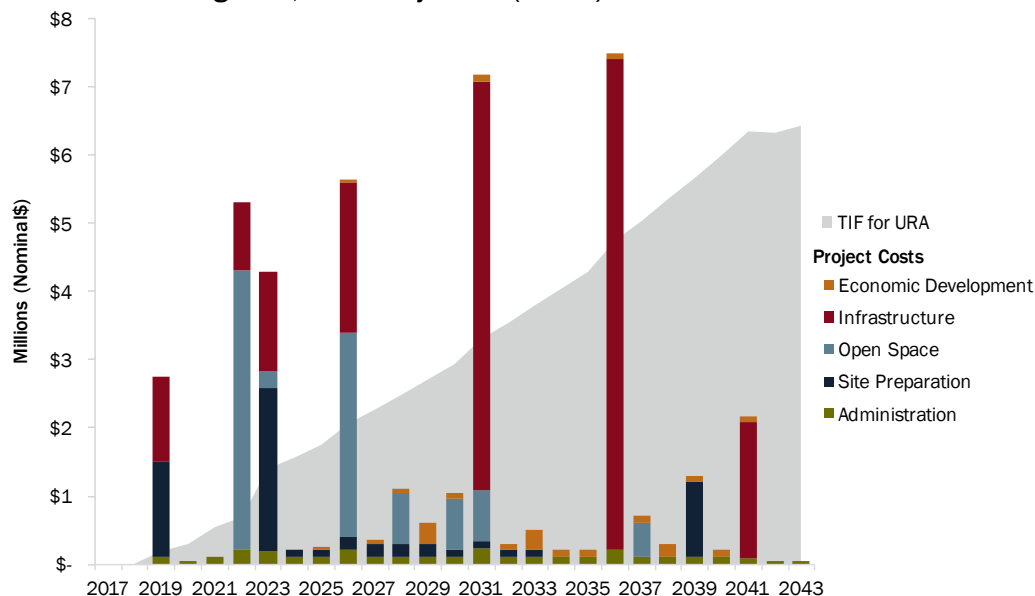
6.4. Financial Analysis of the Urban Renewal Plan

This section describes the funding plan (i.e., how the TIF revenue is used to fund specific projects over time) that forecasts future revenues, debt service, and expenditures on projects. It includes detailed tables of the anticipated annual cash flow for the Area.

Based on this analysis, this Report estimates that all projects will be completed and all debt will be retired in FYE 2043. An estimated \$85,333,393 in TIF revenue will be necessary to pay off the debt for projects in the Area. Total TIF revenue exceeds total project costs because some projects will be financed through debt, which requires the Agency to pay interest plus the initial capital costs.

Exhibit 32 illustrates the long-term finance plan of the Area. It shows the level of expenditures each year compared to annual TIF revenue. By issuing debt, the Agency can fund projects that exceed annual TIF revenues in the early years and then use future TIF revenues to pay off debt. As TIF revenues increase over time, so too will the borrowing capacity of the Area, allowing the Agency to incur additional debt. In the interim years between borrowings, the Agency will have limited ability to fund new projects, as most of its TIF revenue will be dedicated to paying debt service. This results in the Agency making relatively large expenditures every four to five years, compared to more modest expenditures in the interim years.

Exhibit 32. Funding Plan, Summary Chart (YOE \$)



Source: Tiberius Solutions and ECONorthwest, 2017

The anticipated cash flow from the Area for the duration of the Plan is shown in two series of tables. The first, Exhibit 33, shows a debt service fund, where annual TIF revenue is allocated to debt service. The second, Exhibit 34, shows a project fund, where bond/loan proceeds, additional TIF revenue, and interest earnings are used to fund specific projects.

The funding plan is based on assumptions for the timing and cost of projects, and the financing terms for debt incurred. Actual financing terms will vary, based on broader market conditions, as

well as the specific circumstances of each individual borrowing. This Report relies on the following assumptions:

- All debt has a 5% interest rate and minimum debt service coverage ratio of 1.25.
- Each borrowing has equal annual payments during the amortization period.
- No prepayment penalties would apply, allowing the Agency to pay off the debt early if sufficient resources are available.
- The amortization period for most borrowings is 20 years. However, the final two debt issuances have shorter amortization periods to pay off the debt and terminate the Plan more quickly. For these last two borrowings, the assumed amortization periods are 15 years (debt issued in FYE 2031) and 10 years (debt issued in FYE 2036). These loans would have scheduled debt service payments that extend through FYE 2046. However, as is typical for urban renewal plans, the forecast anticipates surplus TIF revenues in the later years. This allows loans to be paid off early, with the principal retired in FYE 2043.
- For the very first borrowing, the Agency draws down funds over the course of two years for construction (FYE 2019 and FYE 2020), with interest only payments due during FYE 2019, and full payments of principal and interest beginning in FYE 2020. For all other borrowings, the Agency spends debt proceeds in one fiscal year, with full debt service payments beginning in the same year.

Exhibit 33. Funding Plan, Debt Service Fund Cash Flow (YOE \$) (continued on next two pages)

DEBT SERVICE FUND	2018-19	2019-20	2020-21	2021-22	2022-23
Resources					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TIF for URA	\$ 190,931	\$ 293,615	\$ 552,105	\$ 693,053	\$ 1,391,269
Total Resources	\$ 190,931	\$ 293,615	\$ 552,105	\$ 693,053	\$ 1,391,269
Expenditures					
<i>Debt Service</i>					
Loan FYE 2019	\$ (145,000)	\$ (232,704)	\$ (232,704)	\$ (232,704)	\$ (232,704)
Loan FYE 2022	\$ -	\$ -	\$ -	\$ (300,000)	\$ (882,668)
Loan FYE 2026	\$ -	\$ -	\$ -	\$ -	\$ -
Loan FYE 2031	\$ -	\$ -	\$ -	\$ -	\$ -
Loan FYE 2036	\$ -	\$ -	\$ -	\$ -	\$ -
Early Payment of Principal					
Total Debt Service	\$ (145,000)	\$ (232,704)	\$ (232,704)	\$ (532,704)	\$ (1,115,372)
Coverage Ratio	1.32	1.26	2.37	1.30	1.25
Transfer to D/S Reserve Fund	\$ (45,931)	\$ (60,911)	\$ (319,401)	\$ (160,349)	\$ (275,897)
Total Expenditures	\$ (190,931)	\$ (293,615)	\$ (552,105)	\$ (693,053)	\$ (1,391,269)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

DEBT SERVICE FUND	2023-24	2024-25	2025-26	2026-27	2027-28
Resources					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TIF for URA	\$ 1,563,448	\$ 1,744,027	\$ 2,070,468	\$ 2,273,176	\$ 2,485,662
Total Resources	\$ 1,563,448	\$ 1,744,027	\$ 2,070,468	\$ 2,273,176	\$ 2,485,662
Expenditures					
<i>Debt Service</i>					
Loan FYE 2019	\$ (232,704)	\$ (232,704)	\$ (232,704)	\$ (232,704)	\$ (232,704)
Loan FYE 2022	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ (882,668)
Loan FYE 2026	\$ -	\$ -	\$ (525,589)	\$ (525,589)	\$ (525,589)
Loan FYE 2031	\$ -	\$ -	\$ -	\$ -	\$ -
Loan FYE 2036	\$ -	\$ -	\$ -	\$ -	\$ -
Early Payment of Principal					
Total Debt Service	\$ (1,115,372)	\$ (1,115,372)	\$ (1,640,961)	\$ (1,640,961)	\$ (1,640,961)
Coverage Ratio	1.40	1.56	1.26	1.39	1.51
<i>Transfer to D/S Reserve Fund</i>	\$ (448,076)	\$ (628,655)	\$ (429,507)	\$ (632,215)	\$ (844,701)
Total Expenditures	\$ (1,563,448)	\$ (1,744,027)	\$ (2,070,468)	\$ (2,273,176)	\$ (2,485,662)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

DEBT SERVICE FUND	2028-29	2029-30	2030-31	2031-32	2032-33
Resources					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TIF for URA	\$ 2,708,387	\$ 2,941,837	\$ 3,312,031	\$ 3,541,036	\$ 3,780,599
Total Resources	\$ 2,708,387	\$ 2,941,837	\$ 3,312,031	\$ 3,541,036	\$ 3,780,599
Expenditures					
<i>Debt Service</i>					
Loan FYE 2019	\$ (232,704)	\$ (232,704)	\$ (232,704)	\$ (232,704)	\$ (232,704)
Loan FYE 2022	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ (882,668)
Loan FYE 2026	\$ (525,589)	\$ (525,589)	\$ (525,589)	\$ (525,589)	\$ (525,589)
Loan FYE 2031	\$ -	\$ -	\$ (992,326)	\$ (992,326)	\$ (992,326)
Loan FYE 2036	\$ -	\$ -	\$ -	\$ -	\$ -
Early Payment of Principal					
Total Debt Service	\$ (1,640,961)	\$ (1,640,961)	\$ (2,633,287)	\$ (2,633,287)	\$ (2,633,287)
Coverage Ratio	1.65	1.79	1.26	1.34	1.44
<i>Transfer to D/S Reserve Fund</i>	\$ (1,067,426)	\$ (1,300,876)	\$ (678,744)	\$ (907,749)	\$ (1,147,312)
Total Expenditures	\$ (2,708,387)	\$ (2,941,837)	\$ (3,312,031)	\$ (3,541,036)	\$ (3,780,599)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

DEBT SERVICE FUND	2033-34	2034-35	2035-36	2036-37	2037-38
Resources					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TIF for URA	\$ 4,031,222	\$ 4,293,430	\$ 4,748,394	\$ 5,040,868	\$ 5,346,825
Total Resources	\$ 4,031,222	\$ 4,293,430	\$ 4,748,394	\$ 5,040,868	\$ 5,346,825
Expenditures					
<i>Debt Service</i>					
Loan FYE 2019	\$ (232,704)	\$ (232,704)	\$ (232,704)	\$ (232,704)	\$ (232,704)
Loan FYE 2022	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ (882,668)
Loan FYE 2026	\$ (525,589)	\$ (525,589)	\$ (525,589)	\$ (525,589)	\$ (525,589)
Loan FYE 2031	\$ (992,326)	\$ (992,326)	\$ (992,326)	\$ (992,326)	\$ (992,326)
Loan FYE 2036	\$ -	\$ -	\$ (1,152,591)	\$ (1,152,591)	\$ (1,152,591)
Early Payment of Principal					
Total Debt Service	\$ (2,633,287)	\$ (2,633,287)	\$ (3,785,878)	\$ (3,785,878)	\$ (3,785,878)
Coverage Ratio	1.53	1.63	1.25	1.33	1.41
<i>Transfer to D/S Reserve Fund</i>	\$ (1,397,935)	\$ (1,660,143)	\$ (962,516)	\$ (1,254,990)	\$ (1,560,947)
Total Expenditures	\$ (4,031,222)	\$ (4,293,430)	\$ (4,748,394)	\$ (5,040,868)	\$ (5,346,825)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

DEBT SERVICE FUND	2038-39	2039-40	2040-41	2041-42	2042-43
Resources					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TIF for URA	\$ 5,666,903	\$ 6,001,772	\$ 6,352,136	\$ 6,329,683	\$ 6,425,584
Total Resources	\$ 5,666,903	\$ 6,001,772	\$ 6,352,136	\$ 6,329,683	\$ 6,425,584
Expenditures					
<i>Debt Service</i>					
Loan FYE 2019	\$ (232,704)	\$ -	\$ -	\$ -	\$ -
Loan FYE 2022	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ (882,668)	\$ -
Loan FYE 2026	\$ (525,589)	\$ (525,589)	\$ (525,589)	\$ (525,589)	\$ (525,589)
Loan FYE 2031	\$ (992,326)	\$ (992,326)	\$ (992,326)	\$ (992,326)	\$ (992,326)
Loan FYE 2036	\$ (1,152,591)	\$ (1,152,591)	\$ (1,152,591)	\$ (1,152,591)	\$ (1,152,591)
Early Payment of Principal					\$ (5,341,012)
Total Debt Service	\$ (3,785,878)	\$ (3,553,174)	\$ (3,553,174)	\$ (3,553,174)	\$ (8,011,518)
Coverage Ratio	1.50	1.69	1.79	1.78	0.80
<i>Transfer to D/S Reserve Fund</i>	\$ (1,881,025)	\$ (2,448,598)	\$ (2,798,962)	\$ (2,776,509)	\$ 1,585,934
Total Expenditures	\$ (5,666,903)	\$ (6,001,772)	\$ (6,352,136)	\$ (6,329,683)	\$ (6,425,584)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Source: Tiberius Solutions, 2017

Exhibit 34. Funding Plan, Project Fund Cash Flow (YOE \$) (continued on next page)

PROJECT FUND	2018-19	2019-20	2020-21	2021-22	2022-23
Resources					
Beginning Fund Balance	\$ -	\$ 23,531	\$ 29,960	\$ 236,911	\$ 250,145
Pay-as-you-go (Transfer from TIF Fund)	\$ 45,931	\$ 60,911	\$ 319,401	\$ 160,349	\$ 275,897
Bond/Loan Proceeds	\$ 2,900,000	\$ -	\$ -	\$ 6,000,000	\$ 5,000,000
Interest Earnings	\$ -	\$ 118	\$ 150	\$ 1,185	\$ 1,251
Total Resources	\$ 2,945,931	\$ 84,560	\$ 349,511	\$ 6,398,445	\$ 5,527,293
Expenditures					
Projects	\$ (2,811,400)	\$ -	\$ -	\$ (5,912,400)	\$ (4,895,800)
Admin	\$ (53,000)	\$ (54,600)	\$ (112,600)	\$ (115,900)	\$ (119,400)
Finance Fees	\$ (58,000)	\$ -	\$ -	\$ (120,000)	\$ (100,000)
Total Expenditures	\$ (2,922,400)	\$ (54,600)	\$ (112,600)	\$ (6,148,300)	\$ (5,115,200)
Ending Fund Balance	\$ 23,531	\$ 29,960	\$ 236,911	\$ 250,145	\$ 412,093

PROJECT FUND	2023-24	2024-25	2025-26	2026-27	2027-28
Resources					
Beginning Fund Balance	\$ 412,093	\$ 616,229	\$ 931,265	\$ 542,728	\$ 707,257
Pay-as-you-go (Transfer from TIF Fund)	\$ 448,076	\$ 628,655	\$ 429,507	\$ 632,215	\$ 844,701
Bond/Loan Proceeds	\$ -	\$ -	\$ 6,550,000	\$ -	\$ -
Interest Earnings	\$ 2,060	\$ 3,081	\$ 4,656	\$ 2,714	\$ 3,536
Total Resources	\$ 862,229	\$ 1,247,965	\$ 7,915,428	\$ 1,177,657	\$ 1,555,494
Expenditures					
Projects	\$ (123,000)	\$ (190,000)	\$ (7,111,200)	\$ (336,000)	\$ (1,384,200)
Admin	\$ (123,000)	\$ (126,700)	\$ (130,500)	\$ (134,400)	\$ (138,400)
Finance Fees	\$ -	\$ -	\$ (131,000)	\$ -	\$ -
Total Expenditures	\$ (246,000)	\$ (316,700)	\$ (7,372,700)	\$ (470,400)	\$ (1,522,600)
Ending Fund Balance	\$ 616,229	\$ 931,265	\$ 542,728	\$ 707,257	\$ 32,894

PROJECT FUND	2028-29	2029-30	2030-31	2031-32	2032-33
Resources					
Beginning Fund Balance	\$ 32,894	\$ 245,084	\$ 5,085	\$ 113,854	\$ 554,772
Pay-as-you-go (Transfer from TIF Fund)	\$ 1,067,426	\$ 1,300,876	\$ 678,744	\$ 907,749	\$ 1,147,312
Bond/Loan Proceeds	\$ -	\$ -	\$ 10,300,000	\$ -	\$ -
Interest Earnings	\$ 164	\$ 1,225	\$ 25	\$ 569	\$ 2,774
Total Resources	\$ 1,100,484	\$ 1,547,185	\$ 10,983,854	\$ 1,022,172	\$ 1,704,858
Expenditures					
Projects	\$ (712,800)	\$ (1,395,200)	\$ (10,512,700)	\$ (311,600)	\$ (641,900)
Admin	\$ (142,600)	\$ (146,900)	\$ (151,300)	\$ (155,800)	\$ (160,500)
Finance Fees	\$ -	\$ -	\$ (206,000)	\$ -	\$ -
Total Expenditures	\$ (855,400)	\$ (1,542,100)	\$ (10,870,000)	\$ (467,400)	\$ (802,400)
Ending Fund Balance	\$ 245,084	\$ 5,085	\$ 113,854	\$ 554,772	\$ 902,458

PROJECT FUND	2033-34	2034-35	2035-36	2036-37	2037-38
Resources					
Beginning Fund Balance	\$ 902,458	\$ 1,974,305	\$ 3,303,920	\$ 28,956	\$ 19,791
Pay-as-you-go (Transfer from TIF Fund)	\$ 1,397,935	\$ 1,660,143	\$ 962,516	\$ 1,254,990	\$ 1,560,947
Bond/Loan Proceeds	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -
Interest Earnings	\$ 4,512	\$ 9,872	\$ 16,520	\$ 145	\$ 99
Total Resources	\$ 2,304,905	\$ 3,644,320	\$ 13,182,956	\$ 1,284,091	\$ 1,580,837
Expenditures					
Projects	\$ (165,300)	\$ (170,200)	\$ (12,800,600)	\$ (1,083,700)	\$ (372,000)
Admin	\$ (165,300)	\$ (170,200)	\$ (175,400)	\$ (180,600)	\$ (186,000)
Finance Fees	\$ -	\$ -	\$ (178,000)	\$ -	\$ -
Total Expenditures	\$ (330,600)	\$ (340,400)	\$ (13,154,000)	\$ (1,264,300)	\$ (558,000)
Ending Fund Balance	\$ 1,974,305	\$ 3,303,920	\$ 28,956	\$ 19,791	\$ 1,022,837
PROJECT FUND	2038-39	2039-40	2040-41	2041-42	2042-43
Resources					
Beginning Fund Balance	\$ 1,022,837	\$ 418,076	\$ 2,473,964	\$ -	\$ -
Pay-as-you-go (Transfer from TIF Fund)	\$ 1,881,025	\$ 2,448,598	\$ 1,935,066	\$ 104,700	\$ 107,800
Bond/Loan Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	\$ 5,114	\$ 2,090	\$ 12,370	\$ -	\$ -
Total Resources	\$ 2,908,976	\$ 2,868,764	\$ 4,421,400	\$ 104,700	\$ 107,800
Expenditures					
Projects	\$ (2,299,300)	\$ (197,400)	\$ (4,268,900)	\$ -	\$ -
Admin	\$ (191,600)	\$ (197,400)	\$ (152,500)	\$ (104,700)	\$ (107,800)
Finance Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ (2,490,900)	\$ (394,800)	\$ (4,421,400)	\$ (104,700)	\$ (107,800)
Ending Fund Balance	\$ 418,076	\$ 2,473,964	\$ -	\$ -	\$ -

Source: Tiberius Solutions, 2017

7. Impacts to Taxing Jurisdictions

As stated earlier in this Report, TIF revenue is a division of property tax revenue and not an increase in property tax rates. The financial impacts are primarily to overlapping taxing districts, not property tax payers.

Instead, this Report calculates the “foregone revenues” for the overlapping taxing districts as a proxy for the impact of urban renewal. Foregone revenue is the proportional share of TIF revenue that is received by the Agency rather than the taxing district.

There are two caveats for calculations of foregone revenue:

1. By using foregone revenues, this Report may overstate the impact that the Area has on overlapping taxing districts, as some of the TIF revenue may be generated by development that would not have happened, but for the investment in urban renewal projects.
2. A calculation of foregone revenue does not account for any increase in tax revenues that overlapping taxing districts may receive in the future after the Plan is terminated, if the Agency is successful at increasing the assessed value of property in the Area.

Exhibit 35 shows the forecast of foregone property tax revenues for all overlapping taxing districts. The total foregone revenues are equal to the total TIF revenue needed by the Agency to pay off all debt. The St. Helens School District, City of St. Helens, and Columbia County are the three jurisdictions with the most foregone revenue. Those three taxing districts combined account for two-thirds of the total foregone revenue.

Although Exhibit 36 includes the St. Helens School District and NW Regional Education Service District, these jurisdictions are not *directly* affected by tax increment financing. The Oregon Constitution requires equal funding per student for all school districts, regardless of local property tax collections. Each biennium, the State Legislature determines the statewide school funding amount per-student. School districts that generate less than this amount through local sources receive grants from the State School Fund to make up the difference. Thus, fluctuations in local property tax revenue do not have a direct impact on local school funding. In other words, foregone property tax revenues for school districts and education service districts are substantially offset by funding from the State School Fund.

Exhibit 35. Forecast of Foregone Revenues, General Government (YOE\$)

FYE	Columbia County	Columbia 911 District	Columbia Vector	Gtr. St. Helens Parks & Rec	Port of St. Helens	Columbia SWCD	St. Helens City	Columbia River Fire	Subtotal: General Gvmt
2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2019	\$ (21,233)	\$ (3,886)	\$ (1,946)	\$ (3,571)	\$ (1,348)	\$ (1,521)	\$ (29,026)	\$ (45,234)	\$ (107,765)
2020	\$ (32,652)	\$ (5,976)	\$ (2,992)	\$ (5,491)	\$ (2,073)	\$ (2,340)	\$ (44,636)	\$ (69,561)	\$ (165,721)
2021	\$ (61,399)	\$ (11,236)	\$ (5,627)	\$ (10,326)	\$ (3,898)	\$ (4,399)	\$ (83,933)	\$ (130,800)	\$ (311,618)
2022	\$ (77,073)	\$ (14,105)	\$ (7,063)	\$ (12,962)	\$ (4,893)	\$ (5,523)	\$ (105,360)	\$ (164,192)	\$ (391,171)
2023	\$ (154,721)	\$ (28,315)	\$ (14,179)	\$ (26,020)	\$ (9,822)	\$ (11,086)	\$ (211,505)	\$ (329,608)	\$ (785,256)
2024	\$ (173,869)	\$ (31,819)	\$ (15,934)	\$ (29,240)	\$ (11,038)	\$ (12,458)	\$ (237,680)	\$ (370,399)	\$ (882,437)
2025	\$ (193,951)	\$ (35,494)	\$ (17,775)	\$ (32,617)	\$ (12,313)	\$ (13,897)	\$ (265,133)	\$ (413,180)	\$ (984,360)
2026	\$ (230,254)	\$ (42,137)	\$ (21,102)	\$ (38,722)	\$ (14,618)	\$ (16,499)	\$ (314,759)	\$ (490,518)	\$ (1,168,609)
2027	\$ (252,797)	\$ (46,263)	\$ (23,168)	\$ (42,513)	\$ (16,049)	\$ (18,114)	\$ (345,575)	\$ (538,542)	\$ (1,283,021)
2028	\$ (276,427)	\$ (50,587)	\$ (25,333)	\$ (46,487)	\$ (17,549)	\$ (19,807)	\$ (377,878)	\$ (588,882)	\$ (1,402,950)
2029	\$ (301,196)	\$ (55,120)	\$ (27,603)	\$ (50,652)	\$ (19,121)	\$ (21,582)	\$ (411,738)	\$ (641,649)	\$ (1,528,661)
2030	\$ (327,157)	\$ (59,871)	\$ (29,982)	\$ (55,018)	\$ (20,770)	\$ (23,442)	\$ (447,227)	\$ (696,956)	\$ (1,660,423)
2031	\$ (368,326)	\$ (67,405)	\$ (33,755)	\$ (61,942)	\$ (23,383)	\$ (26,392)	\$ (503,506)	\$ (784,659)	\$ (1,869,368)
2032	\$ (393,793)	\$ (72,066)	\$ (36,089)	\$ (66,225)	\$ (25,000)	\$ (28,217)	\$ (538,320)	\$ (838,913)	\$ (1,998,623)
2033	\$ (420,435)	\$ (76,941)	\$ (38,531)	\$ (70,705)	\$ (26,691)	\$ (30,126)	\$ (574,739)	\$ (895,668)	\$ (2,133,836)
2034	\$ (448,306)	\$ (82,042)	\$ (41,085)	\$ (75,392)	\$ (28,461)	\$ (32,123)	\$ (612,839)	\$ (955,044)	\$ (2,275,292)
2035	\$ (477,466)	\$ (87,378)	\$ (43,757)	\$ (80,296)	\$ (30,312)	\$ (34,212)	\$ (652,701)	\$ (1,017,164)	\$ (2,423,286)
2036	\$ (528,062)	\$ (96,637)	\$ (48,394)	\$ (88,805)	\$ (33,524)	\$ (37,838)	\$ (721,866)	\$ (1,124,950)	\$ (2,680,076)
2037	\$ (560,587)	\$ (102,590)	\$ (51,375)	\$ (94,275)	\$ (35,589)	\$ (40,168)	\$ (766,329)	\$ (1,194,241)	\$ (2,845,154)
2038	\$ (594,612)	\$ (108,816)	\$ (54,493)	\$ (99,997)	\$ (37,749)	\$ (42,606)	\$ (812,841)	\$ (1,266,726)	\$ (3,017,840)
2039	\$ (630,208)	\$ (115,330)	\$ (57,756)	\$ (105,983)	\$ (40,009)	\$ (45,157)	\$ (861,501)	\$ (1,342,556)	\$ (3,198,500)
2040	\$ (667,448)	\$ (122,145)	\$ (61,168)	\$ (112,246)	\$ (42,373)	\$ (47,825)	\$ (912,409)	\$ (1,421,890)	\$ (3,387,504)
2041	\$ (706,412)	\$ (129,276)	\$ (64,739)	\$ (118,798)	\$ (44,847)	\$ (50,617)	\$ (965,672)	\$ (1,504,895)	\$ (3,585,256)
2042	\$ (703,915)	\$ (128,819)	\$ (64,510)	\$ (118,378)	\$ (44,688)	\$ (50,438)	\$ (962,259)	\$ (1,499,576)	\$ (3,572,583)
2043	\$ (714,580)	\$ (130,771)	\$ (65,488)	\$ (120,172)	\$ (45,365)	\$ (51,202)	\$ (976,838)	\$ (1,522,296)	\$ (3,626,712)
Total	\$ (9,316,879)	\$ (1,705,025)	\$ (853,844)	\$ (1,566,833)	\$ (591,483)	\$ (667,589)	\$ (12,736,270)	\$ (19,848,099)	\$ (47,286,022)

Source: Tiberius Solutions, 2017.

Exhibit 36. Forecast of Foregone Revenues, Education (YOE\$)

FYE	NW Regional ESD	St. Helens School District	Portland Comm College	Subtotal: Education	Total (General Government and Education
2017	\$ -	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -	\$ -
2019	\$ (2,340)	\$ (76,524)	\$ (4,303)	\$ (83,167)	\$ (190,932)
2020	\$ (3,598)	\$ (117,679)	\$ (6,617)	\$ (127,894)	\$ (293,615)
2021	\$ (6,766)	\$ (221,279)	\$ (12,442)	\$ (240,487)	\$ (552,105)
2022	\$ (8,494)	\$ (277,770)	\$ (15,618)	\$ (301,882)	\$ (693,053)
2023	\$ (17,051)	\$ (557,610)	\$ (31,352)	\$ (606,013)	\$ (1,391,269)
2024	\$ (19,161)	\$ (626,618)	\$ (35,232)	\$ (681,011)	\$ (1,563,448)
2025	\$ (21,374)	\$ (698,992)	\$ (39,302)	\$ (759,668)	\$ (1,744,028)
2026	\$ (25,375)	\$ (829,827)	\$ (46,658)	\$ (901,860)	\$ (2,070,469)
2027	\$ (27,859)	\$ (911,071)	\$ (51,226)	\$ (990,156)	\$ (2,273,177)
2028	\$ (30,463)	\$ (996,234)	\$ (56,014)	\$ (1,082,711)	\$ (2,485,661)
2029	\$ (33,193)	\$ (1,085,500)	\$ (61,033)	\$ (1,179,726)	\$ (2,708,387)
2030	\$ (36,054)	\$ (1,179,065)	\$ (66,294)	\$ (1,281,413)	\$ (2,941,836)
2031	\$ (40,591)	\$ (1,327,436)	\$ (74,636)	\$ (1,442,663)	\$ (3,312,031)
2032	\$ (43,397)	\$ (1,419,219)	\$ (79,797)	\$ (1,542,413)	\$ (3,541,036)
2033	\$ (46,333)	\$ (1,515,234)	\$ (85,196)	\$ (1,646,763)	\$ (3,780,599)
2034	\$ (49,405)	\$ (1,615,682)	\$ (90,843)	\$ (1,755,930)	\$ (4,031,222)
2035	\$ (52,618)	\$ (1,720,773)	\$ (96,752)	\$ (1,870,143)	\$ (4,293,429)
2036	\$ (58,194)	\$ (1,903,119)	\$ (107,005)	\$ (2,068,318)	\$ (4,748,394)
2037	\$ (61,779)	\$ (2,020,340)	\$ (113,596)	\$ (2,195,715)	\$ (5,040,869)
2038	\$ (65,528)	\$ (2,142,965)	\$ (120,490)	\$ (2,328,983)	\$ (5,346,823)
2039	\$ (69,451)	\$ (2,271,250)	\$ (127,703)	\$ (2,468,404)	\$ (5,666,904)
2040	\$ (73,555)	\$ (2,405,463)	\$ (135,250)	\$ (2,614,268)	\$ (6,001,772)
2041	\$ (77,849)	\$ (2,545,886)	\$ (143,145)	\$ (2,766,880)	\$ (6,352,136)
2042	\$ (77,574)	\$ (2,536,887)	\$ (142,639)	\$ (2,757,100)	\$ (6,329,683)
2043	\$ (78,749)	\$ (2,575,323)	\$ (144,800)	\$ (2,798,872)	\$ (6,425,584)
Total	\$ (1,026,751)	\$ (33,577,746)	\$ (1,887,943)	\$ (36,492,440)	\$ (83,778,462)

Source: Tiberius Solutions, 2017.

Exhibit 37 shows the projected increase in tax revenue for overlapping taxing districts after TIF collection is anticipated to be terminated. These projections are for FYE 2044.

Exhibit 37. Increase in Tax Revenues for Overlapping Taxing Districts (after Debt Repayment)

Taxing District	Tax Rate	Tax Revenue in FYE 2044 (year after expiration)			
		From	From Excess		Total
		Frozen Base	Value		
General Government					
Columbia County	1.3956	\$ 240,862	\$ 878,401	\$	1,119,263
Columbia 911 District	0.2554	\$ 44,079	\$ 160,751	\$	204,830
Columbia Vector	0.1279	\$ 22,074	\$ 80,501	\$	102,575
Gtr. St. Helens Parks & Rec	0.2347	\$ 40,506	\$ 147,722	\$	188,228
Port of St. Helens	0.0886	\$ 15,291	\$ 55,766	\$	71,057
Columbia SWCD	0.1	\$ 17,259	\$ 62,941	\$	80,200
St. Helens City	1.9078	\$ 329,261	\$ 1,200,784	\$	1,530,045
Columbia River Fire	2.9731	\$ 513,117	\$ 1,871,292	\$	2,384,409
<i>Subtotal</i>	<i>7.0831</i>	<i>\$ 1,222,448</i>	<i>\$ 4,458,157</i>	<i>\$</i>	<i>5,680,607</i>
Education					
NW Regional ESD	0.1538	\$ 26,544	\$ 96,803	\$	123,347
St. Helens School District	5.0297	\$ 868,059	\$ 3,165,732	\$	4,033,791
Portland Comm College	0.2828	\$ 48,808	\$ 177,996	\$	226,804
<i>Subtotal</i>	<i>5.4663</i>	<i>\$ 943,410</i>	<i>\$ 3,440,531</i>	<i>\$</i>	<i>4,383,942</i>
Total	12.5494	\$ 2,165,860	\$ 7,898,689	\$	10,064,549

Source: Tiberius Solutions, 2017.

8. Statutory Compliance

State law limits the percentage of both a municipality's total assessed value and the total land area that can be contained in an urban renewal area at the time of its establishment to 25% for municipalities under 50,000 in population. As noted below in Exhibit 38, the frozen base, including all real, personal, manufactured, and utility properties in the Area, is projected to be \$172,586,634, 19.04% of the City's assessed value of \$906,234,062.

The Area has 756 acres, including right-of-way, and the City of St. Helens has 2,726 acres according to the City. Therefore, 20.29% of the City's acreage is in the Area, below the 25% state limit.

Exhibit 38. Urban Renewal Area Conformance with Assessed Value and Acreage Limits

Area	Frozen Base/ Assessed Value	Acres
St. Helens URA	\$172,586,634	756
City of St. Helens	\$906,234,062	3,726
Percent of Total	19.04%	20.29%

Source: Columbia County Assessor and City of St. Helens.

9. Relocation Report

There is no relocation report required for the Plan. No relocation activities are anticipated.

Disclaimer

ECONorthwest worked with the City of St. Helens to develop the content of this Plan. The St. Helens Urban Renewal Plan (Plan) and Report accompanying the Plan (Report) received legal review to ensure compliance with Oregon's legal and statutory framework for urban renewal plans. The staff at ECONorthwest prepared this plan based on their knowledge of urban renewal, as well as information derived from government agencies, private statistical services, the reports of others, interviews of individuals, or other sources believed to be reliable. ECONorthwest has not independently verified the accuracy of all such information and makes no representation regarding its accuracy or completeness. Any statements nonfactual in nature constitute the authors' current opinions, which may change as more information becomes available.

ECONorthwest provides this financial analysis in our role as a consultant to the City of St. Helens for informational and planning purposes only. Specifically: (a) ECONorthwest is not recommending an action to the municipal entity or obligated person; (b) ECONorthwest is not acting as an advisor to the municipal entity or obligated person and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act to the municipal entity or obligated person with respect to the information and material contained in this communication; (c) ECONorthwest is acting for its own interests; and (d) the municipal entity or obligated person should discuss any information and material contained in this communication with any and all internal or external advisors and experts that the municipal entity or obligated person deems appropriate before acting on this information or material.

City of St. Helens
RESOLUTION NO. 1795

**A RESOLUTION OF THE COMMON COUNCIL OF THE
CITY OF ST. HELENS, OREGON, AUTHORIZING INTERFUND
LOAN FROM CITY WATER AND SEWER FUND TO THE COMMUNITY
DEVELOPMENT FUND FOR FISCAL YEAR 2017-18**

WHEREAS, the Community Development Fund, a Special Revenue Fund, collects revenues earmarked specifically for community development program expenditures; and

WHEREAS, all governmental funds must generate sufficient revenues to meet their annual expenditures; and

WHEREAS, it has been determined that the Community Development Department is unable to meet their expenditures for Fiscal Year 2017-18.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES THAT an interfund loan of \$300,000 from the City Water Fund and \$300,000 from the City Sewer Fund be transferred to the Community Development Fund to be authorized for Fiscal Year 2017-18 and be repaid by the close of Fiscal Year 2022-23.

Approved and adopted by the City Council on this 16th day of August, 2017 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1796

**A RESOLUTION AMENDING THE CITY OF ST. HELENS' SYSTEM
DEVELOPMENT CHARGES FOR WATER, WASTEWATER, STORMWATER,
AND PARKS, AND SUPERSEDING SUCH RATES IN RESOLUTION
NOS. 1469 AND 1641**

WHEREAS, the City of St. Helens System Development Charge (SDC) Code (St. Helens Municipal Code (SHMC) Chapter 13.24), provides for the establishment of SDCs upon completion of an analysis of capital improvements already constructed and projected capital improvements to be constructed and adoption of a methodology explaining how the SDCs are calculated; and

WHEREAS, SHMC Chapter 13.24.040 specifies that such charges shall be set by separate Resolution of the St. Helens City Council following a public hearing; and

WHEREAS, the Oregon Revised Statutes (ORS) provide the framework for establishing an SDC, and for notification and public hearing of the City of St. Helens' intent to impose SDCs; and,

WHEREAS, the City Council held a duly noticed public meeting on July 18, 2017 to review the updated SDC calculations and hear testimony on the proposal; and

WHEREAS, the St. Helens City Council has adopted water, wastewater, stormwater, and parks capital improvement plans which includes a list of completed and proposed capital improvements to be funded, in whole or in part, with SDCs; and

WHEREAS, the City is now updating those capital improvement plans, pursuant to ORS 223.304(8)(a); and

WHEREAS, the City has prepared the attached updated methodology and schedule of SDCs for water, wastewater, stormwater, and parks (Municipal Utilities Rate & SDC Study, July, 2017, Donovan Enterprises, Inc.); and

WHEREAS, the St. Helens City Council has determined the updated methodology and rates hereinafter specified and established are just, reasonable, and necessary.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS...

Section 1. Amendment and updating of water, wastewater, stormwater, and parks SDCs. In accordance with SHMC Chapter 13.24, this Resolution establishes the updated methodology and provides the basis for the water, wastewater, stormwater, and parks SDC that consists of a reimbursement and improvement fee.

Section 2. Scope of amendment and update of water, wastewater, stormwater, and parks SDCs. The SDCs established by this Resolution are separate from, and in addition

to, any other applicable taxes, fees, assessments, or charges, including but not limited to other SDCs, which are required by the City of St. Helens or represent a condition of a land use or development approval.

Section 3. Methodology. The updated methodology for the water, wastewater, stormwater, and parks SDCs is described in the attached Exhibit "A" and, by this reference, hereby made a part of this Resolution.

Section 4. Fees and charges. The City amends and updates its water, wastewater, stormwater, and parks SDCs as follows:

Section 4A – Water SDCs

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 1,666	\$ 1,534	\$ 160	\$ 3,361
1.00 inch - Displacement Multi-jet	50	1.67	2,777	2,557	267	5,601
1.50 inch - Displacement Class I Turbine	100	3.33	5,554	5,114	533	11,202
2.00 inch - Displacement or Class I & II Turbine	160	5.33	8,887	8,183	853	17,923
3.00 inch - Displacement	300	10.00	16,663	15,343	1,600	33,607
4.00 inch - Displacement or Compound	500	16.67	27,772	25,572	2,667	56,011
6.00 inch - Displacement or Compound	1000	33.33	55,544	51,144	5,334	112,022
8.00 inch - Compound	1600	53.33	88,870	81,830	8,535	179,235

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Section 4B – Wastewater SDCs

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Wastewater SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 1,023	\$ 2,898	\$ 196	\$ 4,117
1.00 inch - Displacement Multi-jet	50	1.67	1,705	4,831	327	6,862
1.50 inch - Displacement Class I Turbine	100	3.33	3,409	9,662	654	13,724
2.00 inch - Displacement or Class I & II Turbine	160	5.33	5,455	15,459	1,046	21,959
3.00 inch - Displacement	300	10.00	10,228	28,985	1,961	41,173
4.00 inch - Displacement or Compound	500	16.67	17,046	48,308	3,268	68,622
6.00 inch - Displacement or Compound	1000	33.33	34,093	96,616	6,535	137,244
8.00 inch - Compound	1600	53.33	54,548	154,585	10,457	219,590

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Section 4C – Stormwater SDCs

Line Item Description	Per EDU	Per Sq. Foot of Impervious Surface
Proposed SDC components:		
Reimbursement fee	\$ 155	\$ 0.0618
Improvement fee	627	0.2509
Administration fee at 5%	39	0.0156
Total proposed stormwater SDC	\$ 821	\$ 0.3283

Section 4D – Parks SDCs

Customer Classification	Number of Dwelling Units	Proposed Schedule of Parks SDCs			
		Reimbursement	Improvement	Administration	Total
Detached single family	1	\$ 85	\$ 2,720	\$ 140	\$ 2,944
Mobil/manufactured home	1	85	2,720	140	2,944
Multifamily - \$/dwelling unit		42	1,341	69	1,452
Duplex	2	83	2,683	138	2,904
Tri-plex	3	125	4,024	207	4,357
Four-plex	4	167	5,366	277	5,809
Apartment complex	*	*	*		*
Condominium complex	*	*	*		*
Retirement/Assisted Living complex	*	*	*		*
Business - \$/FTE Employee		\$ 2	\$ 69	\$ 4	\$ 75

* - multiply the number of dwelling units by the corresponding detached multi-family per dwelling unit fee component

Section 5. Effective Date. This Resolution shall become effective upon its adoption by the St. Helens City Council.

Section 6. Repeal of Prior Resolutions. This Resolution repeals Resolution Nos. 1469 and 1641.

Section 7. Review. This Resolution may be reviewed at the pleasure of the City Council, and the rates may be amended as appropriate.

Approved and adopted by the City Council on August 16, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT "A"

Municipal Utilities Rate & SDC Study

July, 2017

Donovan Enterprises, Inc.

Presented by:



July

2017

Municipal Utilities Rate & SDC Study

Final Report

Prepared for:

The City of St. Helens



Donovan Enterprises, Inc.
9600 SW Oak Street, Suite 335
Tigard, Oregon 97223-6596
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www.donovan-enterprises.com



Printed on Recycled Paper

Municipal Utilities Rate & SDC Study

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Executive Summary

The City of St. Helens is the sole provider of municipal utilities services to customers within the urban services boundary of the City. Revenues required to fund the delivery of these urban services are obtained from monthly user fees which are set by the City Council via its City charter authority. This study addresses two things; first, the revenue required from rates needed to support future operations and maintenance costs for the water, wastewater, and stormwater utilities along with a funding plan for capital needs identified in the City's capital improvement plans. Second, this study reviewed and updated the water, wastewater, stormwater, and parks System Development Charge (SDC) methodologies.

Monthly User Fees

With the active involvement of City staff, twenty year planning models were developed for this project; however, the focus for the rate and SDC study is the five year near-term forecast of fiscal 2017-18 through fiscal 2022-23. These financial models have been reviewed with the City as they were developed and will be provided to St. Helens as a project deliverable enabling the City to make future updates.

The purpose of this study is to develop a cost of service-based methodology that will accurately determine the cost the city incurs to deliver municipal utilities services. The models developed for this project have been populated with adopted fiscal 2017-18 budgeted revenues and costs, estimated results for fiscal 2017, along with actuals for fiscal 2015 through 2016. During this study, the project team presented multiple rate scenarios to the City Staff for their consideration. These model runs simulated the current service levels (CSL) of the utilities, and sensitivity cases for a number of funding issues facing the City's utilities. The results of each model run were expressed in terms of the rate impacts on the average single family residential customer's monthly bill for each utility service. Over the near-term five year forecast horizon, water and wastewater system revenue requirements can be satisfied with revenues from current rates. With contributions in aid of construction from the wastewater fund, the stormwater utility will not be facing any rate increases until fiscal 2020-21, and they will be modest at that time. If the City eliminated its current policy of exempting customers whose properties drain directly to creeks, receiving streams, and the Columbia River, stormwater rate increases can be eliminated entirely over the five year forecast.

System Development Charges

The City of St. Helens conducts periodic updates to its Comprehensive Plan and its various Public Facility Plans to provide orderly and sustainable growth of municipal infrastructure. A key component to funding these public facilities is the system development charge (SDC) program. SDCs are one-time charges for new development—designed to recover the costs of infrastructure capacity needed to serve new development. This section describes the policy context and project scope upon which the body of this report is based. It concludes with a numeric overview of the calculations presented in subsequent sections of this report for water, wastewater, stormwater, and parks SDCs. The reader should note that a review of transportation SDCs was not included in this analysis because the City was comfortable with the current methodology and levels of SDCs for this service.

The city's current schedule of SDCs were last reviewed in April, 2008. In June, 2013 an update was completed for water and transportation in conjunction with updates to the water master plan and the transportation system plans. With this review and update, the City has stated a number of objectives:

- Review the basis for charges to ensure a consistent methodology;
- Address specific policy, administrative, and technical issues which had arisen from application of the existing SDCs;

- Determine the most appropriate and defensible fees, ensuring that development is paying its way;
- Consider possible revisions to the structure or basis of the charges which might improve equity or proportionality to demand;
- Provide clear, orderly documentation of the assumptions, methodology, and results, so that City staff could, by reference, respond to questions or concerns from the public.

This report provides the documentation of that effort, and was done in close coordination with City staff and available facilities planning documents. The SDC updates comply with St. Helens Municipal Code chapter 13.24.

Table 1 gives a component breakdown for the current and proposed residential equivalent SDCs for water, wastewater, stormwater, and parks.

Table 1 - Component Breakdown of the Proposed Residential Equivalent SDCs

Line Item Description	Service Unit	Proposed	Current	Difference
<i>Water:</i>	per 3/4" water meter			
Reimbursement fee		\$ 1,666	\$ 1,196	\$470
Improvement fee		1,534	1,281	253
Administration fee @ 5%		160	33	127
Total		\$ 3,361	\$ 2,511	\$ 850
<i>Wastewater:</i>	per 3/4" water meter			
Reimbursement fee		\$ 1,023	\$ 999	\$ 24
Improvement fee		2,898	2,690	208
Administration fee @ 5%		196	49	147
Total		\$ 4,117	\$ 3,738	\$ 379
<i>Stormwater:</i>	per Equivalent Residential Unit			
Reimbursement fee		\$ 155	\$ 1	\$ 154
Improvement fee		627	641	(13)
Administration fee @ 5%		39	9	30
Total		\$ 821	\$ 650	\$ 171
<i>Parks:</i>	per detached SF residence			
Reimbursement fee		\$ 85	\$ 285	\$ (200)
Improvement fee		2,720	1,059	1,661
Administration fee @ 5%		140	18	122
Total		\$ 2,944	\$ 1,362	\$ 1,583

The schedules of utility rates and proposed SDCs shown above were developed through consultation with City staff and the members of the rate study project team. The study process included an evaluation of revenue requirements, cost of service, and rate design for the five year forecast (fiscal 2019 through fiscal 2023). The revenue requirements analysis determined the amount of annual revenue needed to be generated by rates. This analysis addressed the level, rather than the structure of rates.

A number of specific conclusions and policy recommendations were developed through this collaboration, and are briefly discussed in this executive summary. Itemized below is a listing of these conclusions and recommendations.

Conclusions

- On balance, the City's utilities are in excellent financial condition. Fund balances exceed minimum operating reserve requirements, and revenue bond debt service coverage on water and wastewater debt exceeds covenants.
- Over the next five years, the water utility has planned capital improvements that total \$4.3 million (adjusted for inflation). Our modeling indicates the City can reasonably expect to cash finance these future capital investments with a mix of \$964k in SDC contributions, and \$3.4 million in contributions from utility rates. By the end of this five year forecast period, we estimate the water SDC fund will have an ending fund balance of \$116k and the water operating fund will have an ending fund balance of \$4.8 million. This can be accomplished without any rate increases, as existing and planned resources will be sufficient to meet system financial needs.
- On July 1, 2017, the wastewater and stormwater utilities will have separate budgets and financial plans. In prior years, the finances of the two utilities were comingled in the wastewater fund. We commend the City for creating this enhanced level of financial transparency. Our modeling indicates the wastewater fund will need to support the capital spending requirements of the stormwater utility over the entire five year forecast horizon to mitigate what would have been substantial stormwater rate increases. There will be no material adverse impact on the revenue requirements of the wastewater utility because of this proposal. Over the next five years, the wastewater utility is planning on spending \$964k (adjusted for inflation) on capital improvements. By industry standards, this is a very low capital requirement. However, in consultation with City engineering staff, these forecasted expenditures were verified. Out of this total requirement, none of the costs can be supported with SDCs because all of the projects are repair and replacement in nature. That means 100% of these costs are to be funded with rate revenues. In addition to funding its own capital costs, we are proposing to have the wastewater fund transfer a total of \$1.9 million to the stormwater fund over the five year forecast period. This can be accomplished without wastewater rate increases because the wastewater utility is in very good financial health. Our modeling indicates that all of these system requirements can be funded from existing and projected resources. By the end of the five year forecast horizon, we project the wastewater SDC fund will have an ending fund balance of \$2.6 million, and the wastewater operating fund will have a corresponding cash balance of \$4.6 million.
- The stormwater utility has a revenue recovery problem. Under current City policy, any property that drains directly to a creek or the Columbia River is exempt from paying monthly storm and surface water management fees. A query of the City's utility billing system found that 316 customers are "exempt" from the monthly stormwater fee. At the current monthly rate of \$10.98 per Equivalent Dwelling Unit (EDU), this translates to a revenue loss of \$41,636 per year assuming each of the currently exempt accounts are single family residential customers.

- The SDC analysis indicates all of the utilities that were reviewed are justified in increasing their respective SDCs. Parks is showing the largest justified increase at \$1,583 per single family residential unit. This increase is directly related to the recommendations found in the 2015 Parks Master Plan.

Recommendations

The recommendations of this municipal utilities rates and SDC study are pragmatic and reasonable. The good news is the City does not need to raise rates in the foreseeable future. Our recommendations are focused on securing the financial future of the utilities and to make sure that all customers who receive the benefits of utilities services pay their proportionate share of the costs of delivering those utility services. Itemized in Table 2 are the key recommendations for each utility over the next five years:

Table 2 – Summary of the 2017 Water and Wastewater Rate Study Recommendations

Concerning Rates	Concerning SDCs
<ul style="list-style-type: none"> • Over the five year forecast horizon, fund all stormwater capital improvement costs with cash in the wastewater fund. This total is estimated to be \$1.9 million. Make annual budget appropriations via cash transfers from the wastewater fund to the stormwater fund 	<ul style="list-style-type: none"> • Implement the SDC increases that have been proposed in this 2017 utilities rates and SDC study
<ul style="list-style-type: none"> • Eliminate the current stormwater fee exemption policy. The primary purpose of the stormwater utility is to keep City streets clear of standing stormwater and to eliminate localized flooding throughout the City. Exemptions only hamper the City from completing this mission. 	<ul style="list-style-type: none"> • Establish by resolution a City policy of formally reviewing all SDCs charged by the City every five (5) years
<ul style="list-style-type: none"> • Even though we are not recommending any rate increases for water, wastewater, and storm, we recommend the City enact by resolution a policy of adjusting all utility rates for inflation on January 1st of each year. We recommend the City use the Engineering News Record's "Construction Cost Index" for inflation adjustments. 	<ul style="list-style-type: none"> • Between formal SDC review periods, annually adjust all SDCs for inflation. We recommend the City use the Engineering News Record's "Construction Cost Index" for inflation adjustments
<ul style="list-style-type: none"> • Engage with Columbia City to update the 1982 water sales agreement. Columbia City has not purchased any finished culinary water from the City since 2014. Perhaps it is time to close out this contract and replace it with some other mutually agreeable arrangement. 	<ul style="list-style-type: none"> • Commission a new wastewater master plan. The City does not have a comprehensive wastewater facilities plan at this time. We estimate a new plan will cost \$250k, and can be fully funded from SDCs.
	<ul style="list-style-type: none"> • Commission a new stormwater master plan. The City's current plan is almost twenty (20) years old and is in desperate need of updating. We estimate a new plan will cost \$150k, and can be fully funded from SDCs.

Analysis Section

Background and Study Methodology

St. Helens is a residential community located along the Columbia River on State Highways 30 in Columbia County. The City owns and operates a culinary water system that serves 5,158 customers and provided about 450 million gallons of water to customers in fiscal 2015-16. St. Helens has a wholesale water sales agreement with the City of Columbia City, but has not sold any finished water to them since the summer of 2014. Out of the 5,158 active accounts, 89% are residential/small commercial customers. The balance of the accounts are larger multifamily, institutional, and industrial customers. The majority of industrial water use is on the Port of St. Helens property. The largest users in the St. Helens service area include Boise Cascade and Armstrong World Industries.

The City also owns and operates a wastewater collection and treatment system. The wastewater treatment plant is located at 451 Plymouth Street. It consists of two lagoons, an operations building, a chlorine building and a shop. The plant treats all of the domestic waste from both St. Helens and Columbia City. It also treats waste from a number of local industries. There are three employees at the plant, a Superintendent, two Operators, and one who also serves as the Pretreatment Program Coordinator. Along with the treatment plant, the operators also maintain nine sewer lift stations and one stormwater lift station throughout the City.

The treatment process consists of two lagoons. When waste enters the plant, it is screened and enters the smaller 3 acre lagoon for primary treatment. After that, it is disinfected and flows into the larger 40 acre lagoon. Here, it mixes with the waste from the Cascade Paper Mill. After the secondary treatment, it is discharged into the Columbia River. The typical flows to the river are between 6 and 10 million gallons per day.

Finally, the City owns and operates a storm drainage system that consists of 43.4 miles of storm drainage lines ranging in size from 6-inch diameter to 66-inch diameter, 2,466 storm structures (catch basins, manholes, cleanouts, storm inlets and outfalls), and one stormwater pump station. The storm drainage system is essential in protecting the public health, water quality, and the environment. Effectively, all of the stormwater that is detained and conveyed within the City eventually flows to the Columbia River.

To pay for the operation, maintenance, replacement, and improvement of these water, wastewater, and stormwater systems, the City charges its customers fees on a bi-monthly basis. The purpose of this study is to evaluate the City's methodology for calculating these fees and to perform an industry standard, cost of service analysis (COSA). The process used to prepare the COSA for the City's utilities follows standard ratemaking principles, as outlined by the American Water Works Association (AWWA), the Water Environment Federation (WEF), and the U.S. Environmental Protection Agency (EPA). This process consists of three steps:

1. Determine revenue requirements...(how much does it cost to provide service system-wide)
2. Allocate costs to customer classes...(who is causing the need for the service, and in what proportion)
3. Determine rate structure and develop rates...(align rates to recover costs from those causing the need)

Step 1: Determination of Revenue Requirements

Revenue requirements are the total costs of providing services to utility customers over a specific period of time (usually one year). These costs include operation and maintenance (O&M) and capital costs. O&M

costs are the routine costs of operating and maintaining a utility system in order to provide service. For the purpose of rate setting, revenue requirements are projected from budgeted expenses, and adjusted based on historical cost trends and the expertise of utility staff. Examples of O&M costs are chemicals and electricity used at plants, skilled plant operator labor, and administrative expenses.

Capital costs, as defined for the City's rates structures, are the resources used to acquire or construct capital assets. These include current revenue funded (pay-as-you-go) improvements, planned annual contributions to funds for such purposes, and ongoing debt service requirements (principal and interest payments on outstanding loans and other obligations). Capital assets are defined as major assets that benefit more than a single fiscal period. Typical examples are land, improvements to land, easements, buildings, improvements, vehicles, machinery, equipment and other infrastructure. Capital costs are projected for the rate-setting period based on the capital improvement plan, the City's bond covenants and utility staff expertise.

To determine the amount of revenue that rates must generate annually, the total revenue requirements are reduced by nonrate or other system revenues. Examples of other system revenues are unrestricted interest earnings, revenues from wholesale contract customers, and revenue from miscellaneous charges. Total requirements less other system revenues equal requirements from rates.

Step 2: Allocate Revenue Requirements to Customer Classes

Determination of the costs-of-service by customer class is a four-step process. These steps are referred to as functionalization, joint and specific groupings, classification, and allocation. Functionalization involves categorizing revenue requirements according to utility functions. For example, wastewater functions typically include treatment (often broken up by unit process), collection, pumping, and customer service. Utilities incur varying levels of costs to perform the different system functions needed to meet customer demands. Therefore, the first step in the cost allocation process is to determine what it costs the utility to perform different service functions. Next, functional costs are grouped by joint and specific categories. This process allows for certain types of costs (e.g., industrial pretreatment costs) to be allocated directly to benefiting customers. The majority of costs are generally joint or common to all customers.

Following functionalization and joint and specific groupings, a classification process is undertaken. A fundamental objective in developing a rate system is to price utility services so that each customer pays for the service they receive in proportion to their use. Some costs incurred by the utilities are a function of quantity. In the case of water, it means metered water sales. In the case of wastewater, it means the amount of wastewater discharged to the collection system. Other costs are associated with serving customers regardless of the quantity that flows through the system.

Ideally, each customer would be charged according to the actual cost of providing service to his or her connection. However, it is impractical to estimate the cost of serving each individual customer. Therefore, it is accepted practice in the utility industry to classify customers into relatively few, reasonably homogeneous groups, and then to develop rates for each group. In the final step of the cost allocation process, the characteristics of the utilities' customers are analyzed and costs are allocated to each class. For water systems, user characteristics include number of meters, base daily demand, and extra capacity demand measured in maximum day and maximum month demand. For wastewater systems, user characteristics include sewage flows, strengths and the number of customer accounts.

The user characteristics serve as the basis for allocating costs by service characteristic to each customer class. The sum of each class's proportionate cost share of each service characteristic is that class's total cost-of-service.

Step 3: Determine Rate Structure and Develop Rates

The last step in the rate development process is the design of the rate structure and the development of rates. There are a variety of rate structure options available to meet a wide range of policy objectives. In the City's case, by the fall of 2017, it is anticipated that all utility customers will be on a monthly billing cycle. Currently, some customers are billed monthly, and some are on a bi-monthly schedule.

St. Helens water and wastewater rates are comprised of a fixed charge per customer per billing period (monthly) and a volume charge that varies based on water usage or estimated sewage flow. Stormwater fees are flat rated for residential customers at an assumed amount of impervious surface equal to 2,500 square feet. Commercial, institutional, and industrial customers are billed based on actual measured impervious surface.

Once a rate structure is selected, rates are calculated based on the costs-of-service by class determined in Step 2. The end result of this rate development process is an equitable distribution of system revenue requirements to system users.

Analysis of Water System Revenue Requirements

This analytical task determines the amount of revenue needed from water rates. This is driven by utility cash flow or income requirements, constraints of bond covenants, and specific fiscal policies related to the water utility. Based on two years of actual financial records (i.e., fiscal 2015 through 2016), estimated results for fiscal 2017, and for the upcoming budget year 2018, a base case analysis was developed. This case is predicated on a number of planning assumptions. These planning assumptions are discussed in detail below.

For the upcoming budget year (fiscal 2018), it is forecasted that the water utility will generate sufficient revenues from rates, charges and fees to meet its obligations and produce an unappropriated ending balance in the water operating fund of \$3,492,605. The beginning balance for the water operating fund in this same fiscal year is estimated to be \$2,817,070. In order to establish and maintain cash balances in the water operating fund while continuing to support the funding of future operations and maintenance work, no general water rate increases will be required for each of the ensuing five fiscal years starting on July 1, 2018 (i.e., the start of fiscal 2018-19).

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

Inflation in costs and growth in the customer base – In order to accurately reflect likely future conditions, the revenue requirements model was programmed to allow for inflation and cost escalation factors by budget line item. Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 5.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (OMI contract) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in 3/4" meters is estimated to be 1.50% per year over the five (5) year forecast horizon.

Capital Improvement Plan Funding - In the upcoming budget year 2018, total water system capital improvement costs are estimated to be \$305,000, and consist of the following projects:

Project ID	Project Description	Cost
WTR.003	water meter replacements	\$25,000
WTR.004	water mains replacements	200,000
WTR.006	waterproof reservoir exterior	50,000
WTR.008	water well cleanup	<u>30,000</u>
		\$305,000

With the assistance of City Staff, a 20 year water system capital improvement plan was developed for this rate study effort. Over this 20 year horizon, the City's water system capital improvement plan calls for the investment of \$12,865,000 (future dollars). For the purposes of this rate study, the project team focused on the funding strategy for the first five (5) years of the Plan. The first five years of investments is also shown in Table 3. The water system financial plan calls for all of these costs to be funded from internally generated cash flow.

Table 3 - 5 Year Water Capital Improvement Plan

Cost in FY 2018	Year	CIP ID No.	Project	Growth Accommodation	FISCAL YEARS FUTURE COST OF PROJECTS				
					2019	2020	2021	2022	2023
			Source of Supply		-	-	-	-	-
240,000	2019	WTR.002	Purchase Land (High/Low)	100%	247,200	-	-	-	-
			Treatment		-	-	-	-	-
130,000	2019	WTR.005	Filtration membrane replacement	0%	133,900	-	-	-	-
130,000	2020	WTR.005	Filtration membrane replacement	0%	-	137,917	-	-	-
130,000	2021	WTR.005	Filtration membrane replacement	0%	-	-	142,055	-	-
130,000	2022	WTR.005	Filtration membrane replacement	0%	-	-	-	146,316	-
			Reservoirs and Storage		-	-	-	-	-
2,000,000	2022	WTR.001	Water reservoirs	100%	-	-	-	2,251,018	-
50,000	2019	WTR.006	Waterproof reservoir exterior	0%	51,500	-	-	-	-
			Mains and Distribution		-	-	-	-	-
200,000	2019	WTR.004	Water Main Replacements	50%	206,000	-	-	-	-
200,000	2020	WTR.004	Water Main Replacements	50%	-	212,180	-	-	-
200,000	2021	WTR.004	Water Main Replacements	50%	-	-	218,545	-	-
200,000	2022	WTR.004	Water Main Replacements	50%	-	-	-	225,102	-
250,000	2019	WTR.007	Pittsburg Road/Milton Creek bypass	0%	257,500	-	-	-	-
			Meters and Services		-	-	-	-	-
25,000	2019	WTR.003	Water Meter Replacement	0%	25,750	-	-	-	-
25,000	2020	WTR.003	Water Meter Replacement	0%	-	26,523	-	-	-
25,000	2021	WTR.003	Water Meter Replacement	0%	-	-	27,318	-	-
25,000	2022	WTR.003	Water Meter Replacement	0%	-	-	-	28,138	-
\$ 3,960,000			Net Construction Cost		\$ 921,850	\$ 376,620	\$ 387,918	\$ 2,650,573	\$ -

As discussed above, under this initial water system financial plan, it is assumed that all of the capital improvement costs are to be funded from a mix of water SDCs and free cash flow generated in the water operating fund. The water CIP funding plan is shown below in Table 4.

Table 4 - Forecast of Future Water System Capital Financing Plan

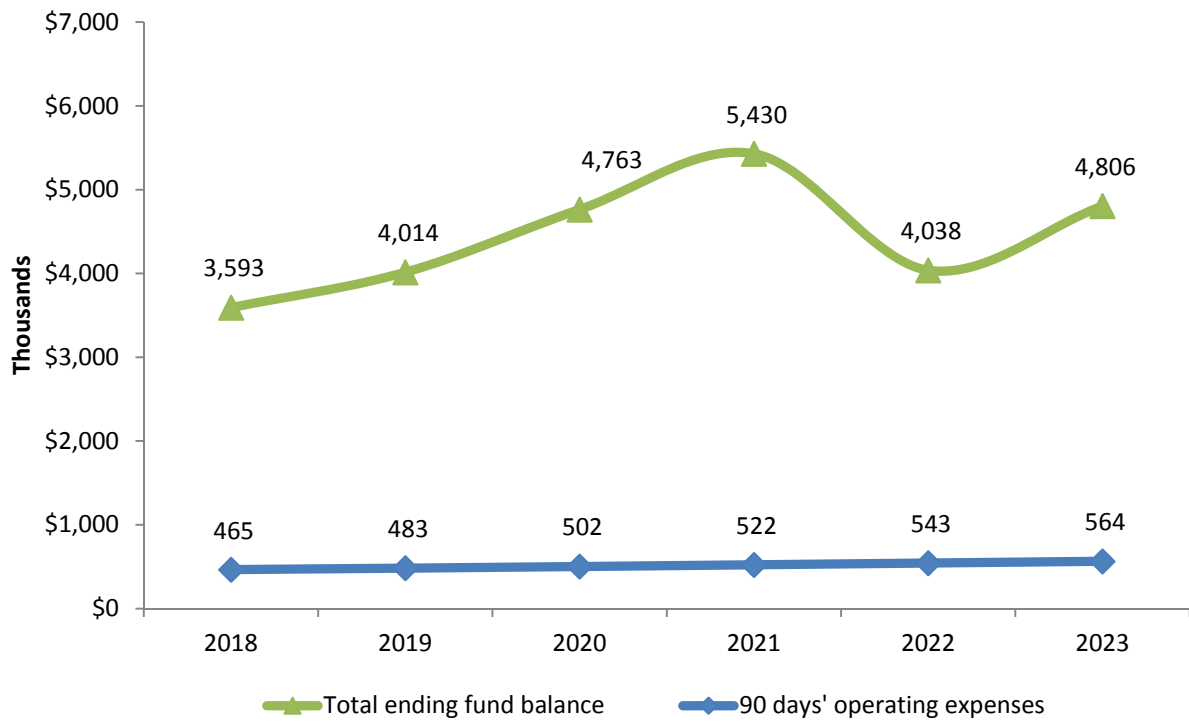
Capital Improvements Financing	2019	2020	2021	2022	2023
Capital Costs to be Funded	921,850	376,620	387,918	2,650,573	-
less: Contributions from SDCs	350,200	106,090	109,273	396,159	-
less: Contributions From Construction Fund bal	-	-	-	-	-
less: Contributions From Utility Rates	571,650	270,530	278,645	2,254,414	-
less: Developer Contributions	-	-	-	-	-
Amount to be Financed	-	-	-	-	-
Interim Borrowing:					
BANs Issued:	-	-	-	-	-
less: Borrowing Cost	-	-	-	-	-
less: Interest Payments	-	-	-	-	-
plus: Interest Earnings	-	-	-	-	-
Net Available from BANS	-	-	-	-	-
Long-term Borrowing:					
Revenue Bonds:					
Amount Borrowed	-	-	-	-	-
less: Financing Cost	-	-	-	-	-
less: Reserve Funding	-	-	-	-	-
less: Refunding of BANS	-	-	-	-	-
Net Funds from Revenue Bonds	-	-	-	-	-
General Obligation Bonds:					
Amount Borrowed	-	-	-	-	-
less: Financing Cost	-	-	-	-	-
less: Reserve Funding	-	-	-	-	-
less: Refunding of BANS	-	-	-	-	-
Net Funds from G.O. Bonds	-	-	-	-	-
New Annual Debt Service:					
Debt Service	-	-	-	-	-
Coverage	-	-	-	-	-
Reserve Funding	-	-	-	-	-

It should be noted, the City is budgeting for total water rate revenues of \$3,350,000 for fiscal 2017-18. This level of ongoing cash flow in combination with fund balances in the water SDC and operating funds is sufficient to make the water capital funding plan work.

Operating Costs in Excess of Inflation – In most rate studies, there are certain operating cost categories that tend to grow in excess of the general price index. We have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the water utility does add staff, these costs will impact the current revenue requirements forecast.

Modeling for Contingencies, Reserves, and Ending Fund Balances - The financial engine of the water utility is the water operating fund. Because the utility cash finances all of its operations, the ending fund balance in the water operating fund is in effect the contingency fund for the utility. Over the past three years, the ending fund balance in the Water Operating Fund has been growing, primarily due to steady growth in rate revenue receipts, and expense controls initiated by City management. For planning purposes, we are expecting the Water Operating Fund will end all forecast years with a target ending fund balance in excess of ninety days of operating expenses. This target balance gives the water utility enough contingency to fund unforeseen operating cost spikes. The five year forecast of targeted Water Operating Fund balances and operating reserve requirements is shown below in Figure 1.

Figure 1 - Forecast of Water Operating Fund Balances and Operating Reserve Requirements



Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model which is the platform for the “base case” forecast. The base case assumes the utility will fund the pay as you go capital improvements strategy (discussed above). Also, the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of water system revenue requirements (Table 5).

Table 5 – Base Case Forecast of Water System Revenue Requirements

	Budget 2018	Forecast				
		2019	2020	2021	2022	2023
Projection of Cash Flow:						
Revenues:						
Total Service Charges	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000
Total other financing sources	-	-	-	-	-	-
Bond proceeds for projects	-	-	-	-	-	-
Total miscellaneous income	35,000	41,556	45,302	50,435	55,088	47,415
Subtotal gross operating revenues	3,465,000	3,471,556	3,475,302	3,480,435	3,485,088	3,477,415
Operations & Maintenance Expense:						
Total personal services	890,600	935,130	981,887	1,030,981	1,082,530	1,136,656
Total materials and services	994,117	1,023,941	1,054,659	1,086,298	1,118,887	1,152,454
Total capital outlay	305,000	571,650	270,530	278,645	2,254,414	-
Total debt service	499,748	499,430	498,901	498,160	500,716	500,716
Transfers to other funds (excluding transfers to SDC fund)	-	-	-	-	-	-
Total operations and maintenance expense	2,689,465	3,030,151	2,805,976	2,894,085	4,956,548	2,789,827
(Use)/replacement of fund balance					(1,471,460)	
Net Cash	775,535	441,405	669,326	586,350	0	687,588
Net Deficiency/(Surplus)	(775,535)	(441,405)	(669,326)	(586,350)	(0)	(687,588)
Test of Coverage Requirement:						
Gross Revenues:						
Operating revenues	3,465,000	3,471,556	3,475,302	3,480,435	3,485,088	3,477,415
System Development Charges	60,000	60,900	61,814	62,741	63,682	64,637
Total Gross Revenues	3,525,000	3,532,456	3,537,116	3,543,175	3,548,770	3,542,052
Operating Expenses:						
Total personal services	890,600	935,130	981,887	1,030,981	1,082,530	1,136,656
Total materials and services	994,117	1,023,941	1,054,659	1,086,298	1,118,887	1,152,454
Transfers to/(from) the rate stabilization account	-	-	-	-	-	-
Total Operating Expenses	1,884,717	1,959,071	2,036,545	2,117,279	2,201,417	2,289,110
Net Revenues	1,640,283	1,573,385	1,500,570	1,425,896	1,347,353	1,252,941
Debt Service	499,748	499,430	498,901	498,160	500,716	500,716
Coverage Recognized	3.28	3.15	3.01	2.86	2.69	2.50
Coverage Required	1.20	1.20	1.20	1.20	1.20	1.20
Net Deficiency/(Surplus)	(1,040,585)	(974,069)	(901,889)	(828,104)	(746,493)	(652,082)
Projection of Revenue Sufficiency and Forecasted Rates:						
Maximum Deficiency	-	-	-	-	-	-
Percent Increase Required Over Current Rate Revenues	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Five Year Average Increase in Revenue Requirements	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Revenues Recovered From Existing Rates and Charges:	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000
add: Revenues Recovered From Rate Increase	-	-	-	-	-	-
Total Revenues Recovered From Rates & Charges after Increase	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000	3,430,000

Table 5 shows, forecasted annual changes in water system revenue requirements are zero in each year of the forecast.

Analysis of Water Rates and Recommended Policy Changes

Wholesale Rates Charged to Columbia City

Columbia City has a contracted right to purchase culinary water from St. Helens under the terms of a 1982 long term water purchase agreement. An analysis of billing records indicates Columbia City has not purchased any water from the City since the summer of 2014. Section 5 of that agreement states:

“5. AMOUNT OF WATER: Columbia City may purchase and use up to 1,000,000 cubic feet of water per month. In the event one or more additional water intake and treatment facilities yielding sufficient quantities are put in operation within the Columbia City limits, the monthly amount will increase by 500,000 cubic feet per month per well, provided Columbia City complies with the following paragraph.

Columbia City shall pay a percentage representing its share of all water sold by St. Helens, of the cost of the additional water intake and treatment facilities and transmission lines to the point the water is delivered to Columbia City if Columbia City desires the additional 500,000 cubic feet from an additional well. No direct charge for capital costs of the additional water intake and treatment facilities will be made to Columbia City if they do not desire the additional water and remain at the 1,000,000 cubic feet level.”

Historically, the rates charged to Columbia City have been developed under the “Utility” approach to rate making. Under this approach Columbia City’s total unit rate per CCF of purchased water consists of the following components:

- Pro rata share of annual operations and maintenance expenses of the water system dedicated to produce, treat, and deliver water to Columbia City.
- Depreciation expense on water utility plant in service dedicated to produce, treat, and deliver water to Columbia City.
- Return on rate base – a rate of return on investments made by St. Helens customers in water utility plant and equipment that is used to serve Columbia City.

In the 2009 Water, Sewer, and Stormwater Rates Update, it was recommended the City adjust its wholesale water rate for Columbia City from \$1.73 per ccf to \$2.39 per ccf. Under the current rate schedule, the Columbia City wholesale water rate is \$3.154 per ccf. Under this rate study, we were unable to verify these rates since no material amount of finished water has been sold to Columbia City for some time. In essence, Columbia City has its own dedicated ground water source to serve its needs, and no longer uses the St. Helens water system for its base demand or peaking needs. We suggest the City reengage with the leadership of Columbia City to clarify this situation.

Allocation of Revenue Requirements to Customer Classes (Cost of Service)

The ratemaking methodology that was used to allocate water system revenue requirements is called the “base-extra capacity method”, and is consistent with industry standards in water rate making. The City has been using this method at least since 2007. Under this methodology, costs of service are separated into three primary cost components: (1) base costs, (2) extra capacity costs, and, (3) customer costs.

Base costs are those that tend to vary with the total quantity of water used plus those operations and maintenance (O&M) expenses and capital costs associated with service to customers under average load conditions, without the elements of cost incurred to meet water use variations and resulting peaks in demand. Base costs include O&M expenses of supply, treatment, pumping, and distribution facilities.

Base costs also include capital costs related to water plant investment associated with serving customers to the extent required for a constant, or average, annual rate of demand/usage.

Extra capacity costs are those associated with meeting rate of use requirements in excess of average and include O&M expenses and capital costs for system capacity beyond that required for average rate of use. These costs have been subdivided into costs necessary to meet maximum-day extra demand, and maximum-hour demand in excess of maximum day demand.

Customer costs comprise those costs associated with serving customers, irrespective of the amount or rate of water use. They include meter reading, billing, and customer accounting and collection expense, as well as maintenance and capital costs related to meters and services.

Existing Water Rates

The City's current water rate structure was last reviewed in 2009. A number of rate increases have been implemented by the Council since that time, but the basic water rate methodology has remained intact. Billings for customers include two components: a fixed rate (demand charge) and a volume rate (commodity charge). The two components are added together to compute an invoice for each customer. As discussed earlier, the City is in the process of completing the installation of a city-wide automatic meter reading system (AMR). Upon completion of this project, which is estimated to be in the fall of 2017, all water customers will be billed on a monthly basis. AMR, is the technology of automatically collecting consumption, diagnostic, and status data from water meters and transferring that data to a central database for billing, troubleshooting, and analyzing. This technology mainly saves utility providers the expense of periodic trips to each physical location to read a meter. Another advantage is that billing can be based on near real-time consumption rather than on estimates based on past or predicted consumption. This timely information coupled with analysis can help both utility providers and consumers to better control water consumption.

The fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the water system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water. The last rate adjustments were made by the City Council via Resolution no. 1725 (dated November 18, 2015) with an implementation date of December 15, 2015. The current schedule of water rates and charges is shown below in Table 6.

Table 6 - Schedule of St. Helens Water Rates Effective December 15, 2015

Wastewater Rate Component Description	Inside City	Outside City
<i>Fixed Rate (Demand Charge \$/account):</i>		
Monthly billings	10.48	20.96
Bi-monthly billings	20.96	41.92
<i>Volume Rate (Commodity Charge \$/ 100 cf):</i>		
Residential (single family)	5.219	10.438
Multifamily		
Duplex	5.038	10.075
Apartments	4.937	9.8735
Commercial/Industrial	4.232	8.463
Wholesale		
Columbia City		3.154

The volume rates contained in Table 6 are a product of the base-extra capacity allocation methodology. As the reader can see, the single family residential volume rate of \$5.219 per ccf is higher than the corresponding volume rates for all other customer classes. This is a direct result of the peaking demand this customer class places on the system relative to the peaking demands associated with the other classes. We define the peaking factors as maximum month, and maximum day demands as a percentage of average month and average day demand, respectively. Intuitively, this makes sense since peaking demand for water occurs in the hot summer months when irrigation demand is at its highest. The largest users of irrigation water in the City are single family residential customers.

Rate Design Alternatives

The City's current water rate methodology is sound, conforms to industry practice, and promotes conservation. We see no reason to move off of this methodology.

Analysis of Wastewater System Revenue Requirements

For the budget year (fiscal 2018), it is forecast that the wastewater utility will generate sufficient revenues from rates, charges and fees to meet its obligations and produce an unappropriated ending balance in the Wastewater Operating Fund of \$4,552,524. The beginning balance for this same fiscal year is estimated to be \$4,320,237. The financial stability of the wastewater system is strong. This level of operating reserve is well above ninety (90) days of operating expenses. The strategy for the wastewater utility is to maintain these reserve levels, without any rate increases over the five year forecast horizon, and to use this money as the funding source of wastewater and stormwater capital improvement projects.

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

Inflation in costs and growth in the customer base – Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 5.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (including contract services) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in Equivalent Dwelling Units (EDUs) is estimated to be 1.50% per year over the five (5) year forecast horizon.

Capital Improvement Plan Funding In the upcoming budget year 2018, total wastewater system capital improvement costs are estimated to be \$305,000. All of the projects are related to the wastewater collection system, and consist of the following projects:

Project ID	Project Description	Cost
WTR.002	Sewer mains replacement	\$200,000
WTR.003	Lift station #1 upgrade	40,000
WTR.004	South trunk upgrade	<u>250,000</u>
		\$490,000

It is assumed all project costs will be funded with cash on hand or cash that is generated from wastewater rates, and is accounted for in the revenue requirements calculations. We have not budgeted for any costs in the other minor capital line items.

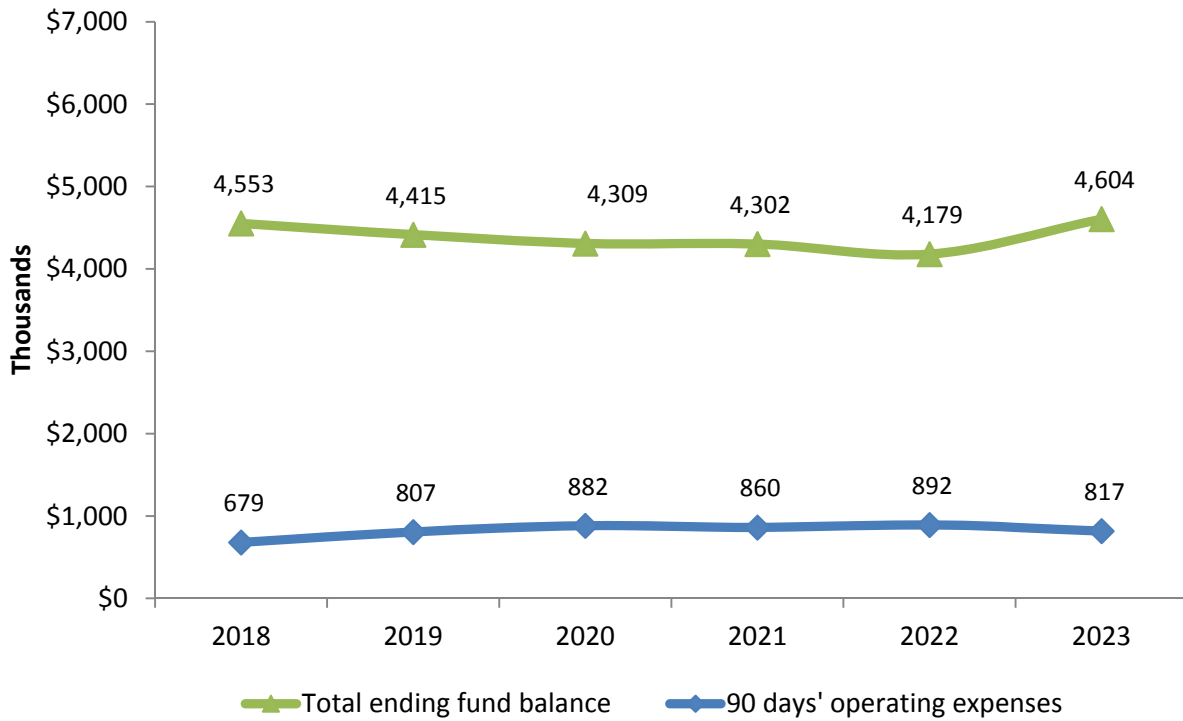
Over the next twenty years, the City plans on investing \$19,355,891 in the wastewater system, the preponderance of which will be spent on collection system repair, replacement, and expansion. However, over the first five years of this timeframe, a fairly modest budget of \$900,000 is currently planned. Adjusted for inflation, this total comes to \$964,827. This budget consists of about \$200k per year for sewer mains replacements, and a one-time cost of \$150k in fiscal 2018-19 to dredge the primary treatment lagoon (approximately three acres). Our modeling indicates all of these future costs can be funded from internally generated wastewater system cash flow (without rate increases).

Special Transfers to the Stormwater Fund – Prior to the budget year 2018, all revenues and costs associated with stormwater services were domiciled in the wastewater fund. Going forward, stormwater services will be budgeted and accounted for in the dedicated stormwater operating and SDC funds. In order to mitigate substantial future stormwater rate increases, our modeling indicates all stormwater capital improvement project costs will have to be funded from the wastewater operating fund balance. The level of future transfers from the wastewater fund to the stormwater fund for these planned costs is estimated to be \$1,859,018 between fiscal 2018-19 and fiscal 2022-23. A complete discussion of the stormwater projects that make up this total and why the wastewater operating fund support is necessary is discussed in the stormwater revenue requirements section of this report.

Operating Costs in Excess of Inflation – As in the case of water, we have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the wastewater utility does add staff, these costs will impact the current revenue requirements forecast.

Modeling for Contingencies, Reserves, and Ending Fund Balances – As discussed above, the Wastewater Operating Fund is expected to end fiscal 2017-18 with an unappropriated ending fund balance of \$4,552,524; a strong operating reserve. For planning purposes, we are expecting the Wastewater Operating Fund will end all forecast years with an ending fund balance well in excess of ninety days of operating expenses. This target balance gives the wastewater utility enough contingency to fund unforeseen operating cost spikes and to build a reserve for future capital funding support. The forecast of targeted wastewater operating fund balances and operating reserve requirements is shown below in Figure 2.

Figure 2 - Forecast of Wastewater Operating Fund Balances and Operating Reserve Requirements



Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model and from this, the “base case” forecast was developed. The base case assumes the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of wastewater system revenue requirements (Table 7).

Table 7 – Base Case Forecast of Wastewater System Revenue Requirements

	Budget 2018	Forecast				
		2019	2020	2021	2022	2023
Projection of Cash Flow:						
Revenues:						
Charges for Services:						
Sewer Service Charges	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000
Secondary Boise	460,000	473,800	488,014	502,654	517,734	533,266
Sludge Disposal Charge	130,000	133,900	137,917	142,055	146,316	150,706
Connection Charge	1,000	1,030	1,061	1,093	1,126	1,159
Sewer LID Payments	1,000	1,000	1,000	1,000	1,000	1,000
Sewer Lateral Payments	2,000	2,000	2,000	2,000	2,000	2,000
Total other financing sources	-	-	-	-	-	-
Bond proceeds for projects	-	-	-	-	-	-
Total miscellaneous income	13,000	27,745	27,553	26,945	26,938	26,234
Subtotal gross operating revenues	4,207,000	4,239,475	4,257,545	4,275,747	4,295,113	4,314,365
Operations & Maintenance Expense:						
Total personal services	1,028,000	1,079,400	1,133,370	1,190,039	1,249,540	1,312,017
Total materials and services	1,727,713	1,779,544	1,832,931	1,887,919	1,944,556	2,002,893
Total capital outlay	490,000	309,000	212,180	218,545	225,102	-
Total debt service	729,000	696,681	574,461	574,461	574,461	574,461
Transfers to other funds (excluding transfers to SDC fund)	-	-	-	-	-	-
Total operations and maintenance expense	3,974,713	3,864,625	3,752,942	3,870,963	3,993,659	3,889,371
(Use)/replacement of fund balance	232,287					
Net Cash	-	374,850	504,604	404,783	301,454	424,994
Net Deficiency/(Surplus)	-	(374,850)	(504,604)	(404,783)	(301,454)	(424,994)
Test of Coverage Requirement:						
Gross Revenues:						
Operating revenues	4,207,000	4,239,475	4,257,545	4,275,747	4,295,113	4,314,365
System Development Charges	125,000	127,623	130,300	133,034	135,825	138,674
Total Gross Revenues	4,332,000	4,367,098	4,387,845	4,408,780	4,430,938	4,453,040
Operating Expenses:						
Total personal services	1,028,000	1,079,400	1,133,370	1,190,039	1,249,540	1,312,017
Total materials and services	1,727,713	1,779,544	1,832,931	1,887,919	1,944,556	2,002,893
Transfers to/(from) the rate stabilization account	-	-	-	-	-	-
Total Operating Expenses	2,755,713	2,858,944	2,966,301	3,077,957	3,194,097	3,314,910
Net Revenues	1,576,287	1,508,153	1,421,544	1,330,823	1,236,842	1,138,129
Debt Service	729,000	696,681	574,461	574,461	574,461	574,461
Coverage Recognized	2.16	2.16	2.47	2.32	2.15	1.98
Coverage Required	1.20	1.20	1.20	1.20	1.20	1.20
Net Deficiency/(Surplus)	(701,487)	(672,136)	(732,191)	(641,470)	(547,489)	(448,776)
Projection of Revenue Sufficiency and Forecasted Rates:						
Maximum Deficiency	-	-	-	-	-	-
Percent Increase Required Over Current Rate Revenues	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Five Year Average Increase in Revenue Requirements		0.00%	0.00%	0.00%	0.00%	0.00%
Revenues Recovered From Existing Rates and Charges:	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000
add: Revenues Recovered From Rate Increase	-	-	-	-	-	-
Total Revenues Recovered From Rates & Charges after Increase	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000

Allocation of Revenue Requirements to Customer Classes (Cost of Service)

The cost of service analysis is intended to provide the analytical basis for equitably recovering the forecasted revenue requirement from customer classes according to the demand they place on the wastewater system. Consistent with industry practice, the analysis involves a two-step process; first, capital and O&M costs are allocated to the functional categories (service functions) of the wastewater system using operational and system design criteria. Then, based on customer class characteristics derived from historical billing system data (i.e., number of customers and monthly water usage), these functionally allocated costs are distributed to the customer classes.

Cost of service allocations are made for a test year considered representative of the period in which proposed rates are expected to be in effect. Fiscal 2018 has been used as the test year for the cost of service analysis.

Functional Cost Allocations

Capital and operating costs are allocated to the following functional components of the wastewater system. The wastewater functional components and their descriptions are shown in Table 8.

Table 8 - Wastewater System Functional Components

Wastewater Functional Component	Description
Customer Accounts	Costs associated with providing service to customers regardless of the level of wastewater contribution, such as billing and customer service. These costs are typically associated with the number of accounts or customers.
Wastewater Flow (Q)	Costs are associated with conveying and treating customer contributed wastewater flow (volume).
Infiltration & Inflow (I&I)	Costs are associated with conveying and treating I&I of groundwater and stormwater runoff into sanitary sewers.
Strength of Discharge	Costs are associated with treating effluent loadings of biochemical oxygen demand (BOD) and total suspended solids (TSS).

Capital related costs include debt service payments, system reinvestment funding, and a portion of additions/uses of cash reserves. The most common method of assigning the capital portion of the revenue requirement to functional components is to allocate such costs on the basis of existing plant-in-service. The allocation of historical plant assets utilizes documented engineering and planning criteria from both the City and industry standards.

Operating costs include O&M expenses and a portion of additions/uses of cash reserves. These costs are allocated to the functions based on a detailed review of line item categories, generally following the cost causation process used in the allocation of plant. For example, customer billing related costs are assigned to the customer component; system operating costs for collection and treatment are allocated in the same manner as collection and treatment plant costs; other operational costs are assigned in proportion to total plant; and general and administrative costs are allocated in proportion to all other costs.

The functional cost allocation process results in a pool of costs for each functional category. From these cost pools, unit costs are created that form the building blocks for designing rate structures that recognize the demands of each customer class. As a result, costs will be recovered from customer classes based on their demand by functional category. Through this process if one customer class places a higher or lower proportional average demand in one functional category, that customer class pays a higher or lower portion of that functional category's cost.

Allocations to Customer Classes

The next step in the cost of service analysis involves distribution of the functionally allocated system costs to the customer classes. A key component in the allocation of system costs to customer classes is testing the reliability and accuracy of customer statistics. This is accomplished through a review of historical billing system data and application of the rate schedule in effect for that year. City staff provided historical billing system records for fiscal 2015-16, including number of accounts, equivalent residential units (ERUs), and monthly water usage. The test of reliability is conducted by applying the detailed billing statistics to the rates in effect for that year. The total revenue generated from these customer statistics should approximate the actual revenue receipts shown in the financial statements (with minor differences due to accounts receivables, delinquencies, timing of connections and disconnections throughout the year, etc.). If the revenue estimates are within reasonable limits, statistics are determined "valid" and an adjustment factor is applied to the statistics if necessary to account for any minor discrepancies. The results of this analysis indicated that the customer statistics are valid and will serve as a reasonable basis for projecting revenues and allocating system costs to the customer classes.

Customer usage statistics are also evaluated to determine if current customer class designations represent an appropriate grouping of customers, or if revisions are warranted to better reflect groupings that exhibit similar usage patterns. The City currently categorizes customers into two major groups for rate design purposes: Residential includes single family residential (SFR), multi-family residential (MFR), and manufactured home parks. The same schedule of rates applies to all customers within this class.

Commercial includes all non-residential customers, such as commercial businesses, schools, churches, etc. The same base charge applies to all customers within this class. The volume charge varies by subclass depending on an assumed strength concentration.

The functionally allocated system-wide costs are allocated to the recommended customer classes to determine "cost shares" based on the relative demands placed on the system by each class. Test year fiscal 2016 customer statistics form the basis for this allocation.

Functional costs are allocated to the customer classes as follows: Customer costs are allocated based on proportional shares of total system number of accounts. Wastewater flow costs are allocated to the customer classes based on their proportional share of total billed volume (winter water usage for SFR and actual monthly water usage for MFR and commercial customers). I&I costs are allocated based on customer flow patterns. Finally, strength costs are allocated to the customer class based on their proportional share of total billed volume.

Determine Rate Structure and Develop Rates

The principal consideration in establishing utility rates is to obtain rates for customers that generate sufficient revenues for the utility and that are reasonably commensurate with the cost of providing service. Other considerations in designing rates should include customer equity, incentives for conservation, ease of implementation, and impact on customer bills. These considerations are consistent with the City's identified rate structure goals noted in the previous section.

Existing Wastewater Rates

The City's current wastewater rate structure was last reviewed in 2009. Although the structure has not changed since that time, the rates have been increased on a regular basis. As in the case of water rates, billings for customers include two components: a fixed rate (demand charge) and a volume rate (commodity charge). The two components are added together to compute an invoice for each customer. The fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the sewer system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water or a fixed amount if no measurable consumption is available. The last rate adjustments were made by the City Council via Resolution no. 1725 (dated November 18, 2015) with an implementation date of December 15, 2015. The current schedule of wastewater rates and charges is shown below in Table 9.

Table 9 - Schedule of St. Helens Wastewater Rates Effective December 15, 2015

Wastewater Rate Component Description	Inside City	Outside City
<i>Fixed Rate (Demand Charge \$/account):</i>		
Monthly billings	15.27	19.09
Bi-monthly billings	30.53	38.15
Residential without measurable consumption		
Monthly billings	47.55	59.44
Bi-monthly billings	95.08	118.85
<i>Volume Rate (Commodity Charge \$/ 100 cf):</i>		
Residential (single family)		
With measurable water consumption	5.8647	7.3283
Multifamily		
Two residential sewers	6.4862	8.1103
Duplex	4.6817	5.8446
Apartments	4.5013	5.6341
Commercial		
Low strength	5.2632	6.5764
Medium strength	6.6566	8.3208
High strength	9.2631	11.5689
Special strength	Lab analysis	
Wholesale		
Columbia City		1.7845

The City's current wastewater rate structure is consistent with industry standard, and promotes conservation and equity. Some of the key elements of this rate structure are:

Treatment of Customers without Measurable Water Consumption

Under the City's wastewater rate structure, accounts are considered to be "without measurable water consumption" when potable water is obtained from a well or where the customer has no personal water consumption history established during the winter averaging period within the service area. For single family and multifamily residential customers, new customer accounts without history are set based on 5.50 ccf (monthly) per dwelling unit until measurable consumption is recorded and used to establish a

new rate. Customers receiving only sewer service who obtain potable water from a well or another water provider are set based on 5.50 ccf (monthly). Adjustments may be made based on actual usage during the winter averaging months of January through April if the customer can provide sufficient documentation.

For commercial customers without measurable water consumption history, a two-step policy is used as follows:

1. Strengths will be defined by Standard Industrial Classification (SIC) code (i.e. restaurants defined as high) or the customer may elect to have a qualified laboratory regularly monitor and provide measurements of Biological Oxygen Demand (BOD), Total Suspended Solids (TSS) and other particulates (i.e. fats, oils, and grease) to the City.
2. Volumes will be from certification of meter readings provided at the source (well or 3rd party provider). It will be the customer's responsibility to obtain and forward meter readings to the City on a regular bases. In absence of actual meter readings, the City will utilize average usage patterns from similar commercial customers with measurable usage. This method is to be an interim step until such time as a system to measure water usage can be implemented and/or received.

Residential Customers Charged Based on Winter Average Water Consumption

At one time, the City charged all residential wastewater customers on a flat rate basis. Some time ago, the City moved off of this approach and implemented a consumption based rate (CBR) strategy for its residential class. Commercial/industrial and wholesale customers have always been billed based on metered water consumption. Under a CBR methodology, a portion of the wastewater bill is based on how much water a customer uses during the non-irrigation or winter average period, as winter water use is a reasonable estimate of a customer's wastewater discharge. A CBR structure enhances the equity of the wastewater rates by relating a portion of an individual's wastewater bill to the actual discharge into the collection and treatment system. When coupled with a service charge per account that continues to assess the majority of wastewater system costs on a fixed monthly basis, a CBR structure generally balances revenue stability and equity objectives. The policy workings of the City's winter average billing methodology for residential accounts is:

1. Volume will be based on 4-month winter averaging of water consumption. The winter average period will be defined as the 4-month period starting with the first full billing cycle starting on or after December 15th of each year.
2. Accounts with an average usage of less than 1 ccf of water consumption are automatically assessed at the 5.50 ccf average.
3. Customers may request in writing to have the sewer based on actual usage if the property is vacant (transition between tenants, foreclosure, etc.) or consistently averages below 1 ccf per billing cycle over a 12-month period.
4. The assigned average for water consumption may be appealed to the City Administrator, or his/her designee, and could be modified pending a review of the account and findings thereof.

Commercial Customers Charged Based on Assumed Strength of Discharge

The City bills commercial customers based on their assumed strength of discharge. Under this approach, commercial customers are grouped into low, medium, high, and industrial extra strength categories based upon their standard industrial classification. The City's strength of discharge class limits are as follows:

Strength Classification	BOD (mg/l)	TSS (mg/l)
Low	0-250	0-300
Medium	251-500	301-600
High	501-1,000	601-1,200
Special	1,001+	1,201+

Per City code, the responsible person for paying the sewer charge may appeal the strength classification made by the City. Such appeal shall be made in writing to the City Administrator. The person appealing must provide sufficient information as to the strength of the sewer discharge created by their use so that the City Administrator or designee may evaluate the evidence and determine the proper strength of the waste generated.

Rate Design Alternatives

There are a variety of wastewater rate structures in use across the state and the nation. This study seeks to establish the guiding principles to be considered during the wastewater rate setting. It is important to establish the principles in advance of undertaking the technical work of rate setting. Once the principles are established and fixed, then the rate setting process evolves from them. It must also be recognized that there needs to be a balance in how the principles are applied; e.g., a flat rate is simple, but it may not necessarily be fair and equitable if customers are not equally responsible for the cost of the system. The Review will seek to determine and evaluate alternatives by comparing the various types of rate structures against each principle to determine which structure most satisfies the principles. One must recognize that one or more principles may compete or be in direct contrast with another. Ultimately, the objective is to identify the structure that best meets as many of the principles as possible.

Any rate structure that is considered must respect current legislation and contractual commitments. The main objective is to ensure the wastewater system is sustainable over the long term, thereby ensuring the protection of the health of citizens and the environment. The concepts of user pay and full cost pricing are key elements of which the City should address in the future. The question of what each customer pays is, however, a complex issue with varying viewpoints and interests.

The following principles should be used to develop alternative rate structures for Council's consideration:

1. be fair and equitable
2. promote conservation
3. be affordable and financially sustainable
4. stabilize revenue
5. be justifiable
6. be simple to understand
7. support economic development;

The City's CBR rate structure has been in place for many years, and works well for the City and its customers. Based on the equity the rate structure provides to customers, there is no reason to think the current rate structure for wastewater services is unfair or unreasonable. We recommend the City stay with this rate structure at this time.

Analysis of Stormwater System Revenue Requirements

For the budget year (fiscal 2018), it is estimated the stormwater utility will generate sufficient revenues from rates, charges and fees to meet its obligations and produce an unappropriated ending balance in the Stormwater Operating Fund of only \$228,158. The beginning balance for this same fiscal year is estimated to be \$959,070. The principal reason for the fund balance draw down is the budgeted cash financing of stormwater capital improvements in the amount of \$788,850. Clearly this level of rate support for capital investments cannot be sustained over the balance of the five year forecast horizon without either substantial rate increases, or funding support from other City resources.

The stormwater utility is also facing a revenue recovery shortfall. Under current City policy, any property that drains directly to a creek or the Columbia River is exempt for paying monthly storm and surface water management fees. A query of the City's utility billing system found that 316 customers are "exempt" from the monthly stormwater fee. At the current monthly rate of \$10.98 per ERU, and assuming all of these customers are single family residential customers, this translates to a revenue loss of \$41,636 per year. We believe the City Council should revisit its current stormwater exemption policy with an eye toward repealing it in its entirety. This policy is contrary to industry practice, and assumes that the exempt customers are not benefiting from the services that are provided by the stormwater utility. The primary purpose of the stormwater utility is to keep City streets clear of standing stormwater and to eliminate localized flooding throughout the City. Exemptions only hamper the City from completing this mission.

For modeling purposes, we have not assumed any change in the exemption policy, but we have, with input from City Staff, devised a plan to transfer cash from the wastewater operating fund to fully fund future stormwater capital improvement costs over the fiscal 2018-19 through 2022-23 timeframe. With this cash support, the stormwater fund can avoid any rate increases until fiscal 2020-21. The fund can also establish an operating reserve level above the minimum requirement of ninety (90) days of operating expenses.

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

Inflation in costs and growth in the customer base – Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 5.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (including contract services) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in Equivalent Dwelling Units (EDUs) is estimated to be 1.50% per year over the five (5) year forecast horizon. For stormwater, and EDU is defined as 2,500 square feet of impervious surface.

Capital Improvement Plan Funding – As discussed above, in the upcoming budget year 2018, total stormwater system capital improvement costs are estimated to be \$788,850. All of the projects are related to the stormwater collection/conveyance system, and consist of the following projects:

Project ID	Project Description	Cost
STM.001	Columbia Blvd. drainage improvements	\$150,000
STM.002	Storm drain maintenance	200,000
STM.004	South 10 th street drainage improvements	400,000
STM.005	Godfrey Park stormwater improvements	8,850
STM.006	Street sweeping cleanup	<u>30,000</u>
		\$788,850

It is assumed all project costs will be funded with cash on hand or cash that is generated from stormwater rates, and is accounted for in the revenue requirements calculations. We have not budgeted for any costs in the other minor capital line items.

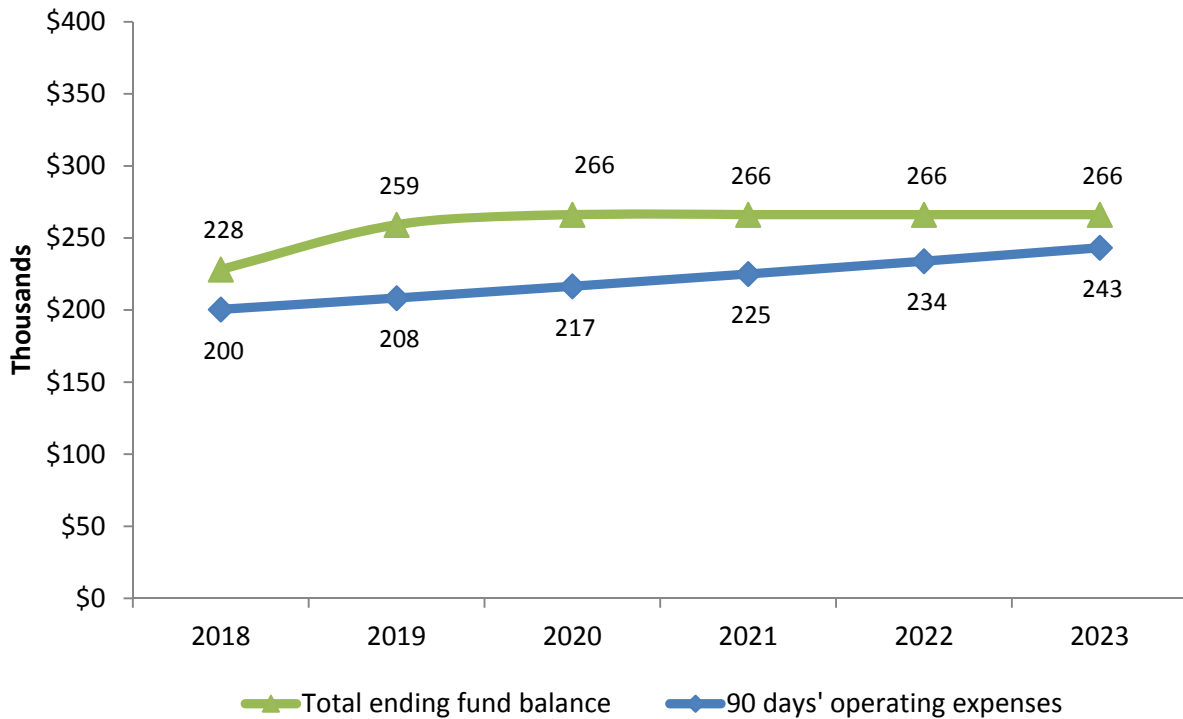
Over the next twenty years, the City plans on investing \$24,656,877 in the stormwater system, the preponderance of which will be spent on collection/conveyance system repair, replacement, and expansion. However, over the first five years of this timeframe, \$1,800,000 is currently planned. Adjusted for inflation, this total comes to \$1,935,834. This budget consists of about \$1.6 million in total storm line replacements and upgrades, and about \$200k for the installation of grassy swales in the Columbia Boulevard drainage system. As discussed above, our plan is to have all of these project costs funded from the proceeds of cash transfers from the wastewater operating fund.

Special Transfers to the Stormwater Fund – In order to mitigate substantial future stormwater rate increases, our modeling indicates all stormwater capital improvement project costs will have to be funded from the wastewater operating fund balance. The level of future transfers from the wastewater fund to the stormwater fund for these planned costs is estimated to be \$1,859,018 between fiscal 2018-19 and fiscal 2022-23. We expect to also get project funding support from stormwater SDCs in the amount of \$76,816. The sum the SDC support and cash transfers from the wastewater fund equals the inflated five year project budget cost of \$1,935,834.

Operating Costs in Excess of Inflation – As in the case of water and wastewater, we have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the wastewater utility does add staff, these costs will impact the current revenue requirements forecast.

Modeling for Contingencies, Reserves, and Ending Fund Balances – As discussed above, we expect to end fiscal 2017-18 with an unappropriated ending fund balance of \$228,158 in the Stormwater Operating Fund. Assuming construction funding support from the Wastewater Operating Fund, our modeling indicates the Stormwater Operating Fund will end all forecast years with an ending fund balance slightly excess of ninety days of operating expenses. The forecast of targeted Stormwater Operating Fund balances and operating reserve requirements is shown below in Figure 3.

Figure 3 - Forecast of Stormwater Operating Fund Balances and Operating Reserve Requirements



Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model and from this, the “base case” forecast was developed. The base case assumes the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of stormwater system revenue requirements (Table 10).

Table 10 – Base Case Forecast of Stormwater System Revenue Requirements

	Budget 2018	Forecast				
		2019	2020	2021	2022	2023
<i>Gross revenues required from rates:</i>						
Operations and maintenance expense	813,062	844,954	878,177	912,792	948,857	986,440
Operating fund capital outlays	788,850	412,000	611,290	411,437	424,292	-
Transfers to other funds (including debt service)	-	-	-	-	-	-
(Use)/Replacement of Operating Fund balance	(730,912)	31,000	7,000	-	-	-
Subtotal gross revenues required from rates	871,000	1,287,953	1,496,467	1,324,228	1,373,150	986,440
<i>Revenue offsets to cost of service:</i>						
Total other financing sources	-	412,000	611,290	411,437	424,292	-
Bond proceeds for projects	-	-	-	-	-	-
Total miscellaneous income	6,000	2,399	2,616	2,690	2,722	2,756
Subtotal revenue offsets to cost of service	6,000	414,399	613,906	414,126	427,015	2,756
<i>Net revenues required from rates</i>	865,000	873,555	882,562	910,102	946,135	983,683
Forecasted billable retail EDUs	6,565	6,631	6,697	6,764	6,832	6,900
Monthly rate based on master plan CIP	\$ 10.98	\$ 10.98	\$ 10.98	\$ 11.21	\$ 11.54	\$ 11.88

Ratemaking for Stormwater Services

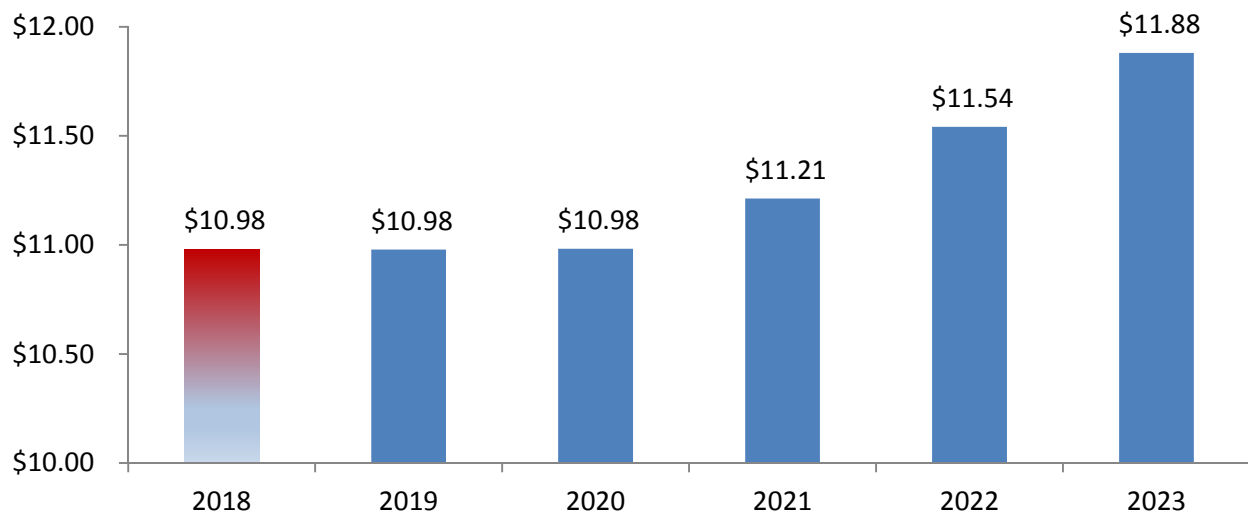
Stormwater management utilities are authorized by Oregon statute as enterprise funds within a City's budget structure. They are defined as being financially self-sufficient and can be designed to furnish a comprehensive set of services related to stormwater quantity and quality management. Services that stormwater management utilities provide include not only the construction and maintenance of facilities necessary to control flooding and improve the character of surface runoff, but also implementation of best management practices (BMPs) designed to address nonpoint source pollution. These BMPs may include water quality sampling, public education and plan review, stormwater system maintenance, site inspections and basin planning. All of these program elements are part of the National Pollutant Discharge Elimination System (NPDES) permit requirements.

St. Helens' current stormwater utility fee is applied to customers based on an ERU approach. Under this structure, single-family homes are counted as one ERU and, on average, contain 2,500 square feet of impervious area. All non-single-family residential customers are charged based on their measured impervious surface area for each developed property which is then divided by the ERU value of 2,500 square feet of impervious surface. This determines the total number of ERUs billed to that non single-family residential customer. The City's current monthly stormwater rate is \$11.98 per ERU.

Stormwater Rates Forecast – Base Case

The stormwater financial base case assumes the City continues its policy of exempting customer's whose stormwater runoff discharges directly to a creek, receiving stream, or the Columbia River. Under this base case assumption, the stormwater fund will be facing rate increases by the start of fiscal 2020-21 even with 100% of the stormwater capital improvement projects funded from the wastewater system reserves. The base case stormwater rate profile over the five year forecast horizon is shown below in Figure 4.

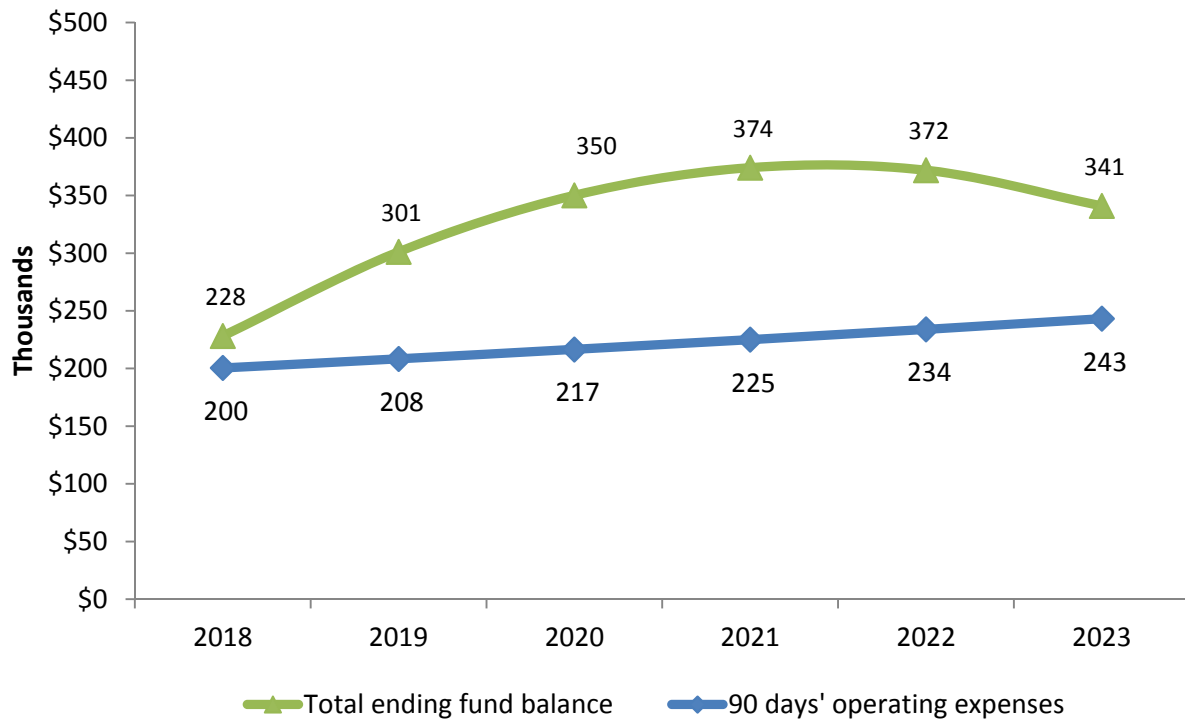
Figure 4 - Base Case Stormwater Rate Profile \$/EDU/Month



Stormwater Rate Forecast – Eliminate Exemptions Case

An alternative to the status quo base case has been prepared. In this sensitivity case, we have assumed the City eliminates its drainage exemptions policy and moves the 316 currently exempt accounts to billable status. Under this case, our modeling indicates the City can avoid stormwater rate increases over the five year forecast horizon, and actually add to its current tenuous reserve base. However, in order to achieve these ends, the wastewater fund will still need to underwrite the stormwater system capital improvement costs as portrayed in the base case. The forecast of targeted Stormwater Operating Fund balances and operating reserve requirements for the “eliminate exemptions case” is shown below in Figure 5.

Figure 5 - Forecast of Stormwater Operating Fund Balances and Operating Reserve Requirements Eliminate Exemptions Case



Rate Study Conclusions and Recommendations

Conclusions

On balance, the City's utilities are in excellent financial condition. Fund balances exceed minimum operating reserve requirements, and revenue bond debt service coverage on water and wastewater debt exceeds covenants.

Over the next five years, the water utility has planned capital improvements that total \$4.3 million (adjusted for inflation). Our modeling indicates the City can reasonably expect to cash finance these future capital investments with a mix of \$964k in SDC contributions, and \$3.4 million in contributions from utility rates. By the end of this five year forecast period, we estimate the water SDC fund will have an ending fund balance of \$116k and the water operating fund will have an ending fund balance of \$4.8 million. This can be accomplished without any rate increases, as existing and planned resources will be sufficient to meet system financial needs.

On July 1, 2017, the wastewater and stormwater utilities will have separate budgets and financial plans. In prior years, the finances of the two utilities were comingled in the wastewater fund. We commend the City for creating this enhanced level of financial transparency. Our modeling indicates the wastewater fund will need to support the capital spending requirements of the stormwater utility over the entire five year forecast horizon to mitigate what would have been substantial stormwater rate increases. There will be no material adverse impact on the revenue requirements of the wastewater utility because of this proposal. Over the next five years, the wastewater utility is planning on spending \$964k (adjusted for inflation) on capital improvements. By industry standards, this is a very low capital requirement. However, in consultation with City engineering staff, these forecasted expenditures were verified. Out of this total requirement, none of the costs can be supported with SDCs because all of the projects are repair and replacement in nature. That means 100% of these costs are to be funded with rate revenues. In addition to funding its own capital costs, we are proposing to have the wastewater fund transfer a total of \$1.9 million to the stormwater fund over the five year forecast period. This can be accomplished without wastewater rate increases because the wastewater utility is in very good financial health. Our modeling indicates that all of these system requirements can be funded from existing and projected resources. By the end of the five year forecast horizon, we project the wastewater SDC fund will have an ending fund balance of \$2.6 million, and the wastewater operating fund will have a corresponding cash balance of \$4.6 million.

The stormwater utility has a revenue recovery problem. Under current City policy, any property that drains directly to a creek or the Columbia River is exempt for paying monthly storm and surface water management fees. A query of the City's utility billing system found that 316 customers are "exempt" from the monthly stormwater fee. At the current monthly rate of \$10.98 per Equivalent Dwelling Unit (EDU), this translates to a revenue loss of \$41,636 per year.

Recommendations

The recommendations of this municipal utilities rates study are pragmatic and reasonable. The good news is the City does not need to raise rates in the foreseeable future. Our recommendations are focused on securing the financial future of the utilities and to make sure that all customers who receive the benefits of utilities services pay their proportionate share of the costs of delivering those utility services. Itemized below are the key recommendations for each utility over the next five years:

Concerning utilities rates and charges:

- Over the five year forecast horizon, fund all stormwater capital improvement costs with cash in the wastewater fund. This total is estimated to be \$1.9 million. Make annual budget appropriations via cash transfers from the wastewater fund to the stormwater fund
- Eliminate the current stormwater fee exemption policy. The primary purpose of the stormwater utility is to keep City streets clear of standing stormwater and to eliminate localized flooding throughout the City. Exemptions only hamper the City from completing this mission.
- Even though we are not recommending any rate increases for water, wastewater, and storm, we recommend the City enact by resolution a policy of adjusting all utility rates for inflation on January 1st of each year. We recommend the City use the Engineering News Record's "Construction Cost Index" for inflation adjustments.
- Engage with Columbia City to update the 1982 water sales agreement. Columbia City has not purchased any finished culinary water from the City since 2014. Perhaps it is time to close out this contract and replace it with some other mutually agreeable arrangement.

SDCs Introduction/History of the Project

The City of St. Helens conducts periodic updates to its Comprehensive Plan and its various Public Facility Plans to provide orderly and sustainable growth of municipal infrastructure. A key component to funding these public facilities is the system development charge (SDC) program. SDCs are one-time charges for new development—designed to recover the costs of infrastructure capacity needed to serve new development. This section describes the policy context and project scope upon which the body of this report is based. It concludes with a numeric overview of the calculations presented in subsequent sections of this report for water, wastewater, stormwater, and parks SDCs. With this review and update, the City has stated a number of objectives:

- Review the basis for charges to ensure a consistent methodology;
- Address specific policy, administrative, and technical issues which had arisen from application of the existing SDCs;
- Determine the most appropriate and defensible fees, ensuring that development is paying its way;
- Consider possible revisions to the structure or basis of the charges which might improve equity or proportionality to demand;
- Provide clear, orderly documentation of the assumptions, methodology, and results, so that City staff could, by reference, respond to questions or concerns from the public.

This report provides the documentation of that effort, and was done in close coordination with City staff and available facilities planning documents. The SDC updates comply with St. Helens Municipal Code chapter 13.24.

Table 11 gives a component breakdown for the current and proposed residential equivalent SDCs for water, wastewater, stormwater, and parks.

Table 11 - Component Breakdown of the Proposed Residential Equivalent SDCs

Line Item Description	Service Unit	Proposed	Current	Difference
<i>Water:</i>	per 3/4" water meter			
Reimbursement fee		\$ 1,666	\$ 1,196	\$470
Improvement fee		1,534	1,281	253
Administration fee @ 5%		160	33	127
Total		\$ 3,361	\$ 2,511	\$ 850
<i>Wastewater:</i>	per 3/4" water meter			
Reimbursement fee		\$ 1,023	\$ 999	\$ 24
Improvement fee		2,898	2,690	208
Administration fee @ 5%		196	49	147
Total		\$ 4,117	\$ 3,738	\$ 379
<i>Stormwater:</i>	per Equivalent Service Unit			
Reimbursement fee		\$ 155	\$ 1	\$ 154
Improvement fee		627	641	(13)
Administration fee @ 5%		39	9	30
Total		\$ 821	\$ 650	\$ 171
<i>Parks:</i>	per PM peak hour trip			
Reimbursement fee		\$ 85	\$ 285	\$ (200)
Improvement fee		2,720	1,059	1,661
Administration fee @ 5%		140	18	122
Total		\$ 2,944	\$ 1,362	\$ 1,583

Analytical Process for the Methodology Updates

The essential ingredient in the development of an SDC methodology is valid sources of data. For this project, the consultant team has relied on a number of data sources. The primary sources have been the newly formulated and adopted capital improvement plans for water, wastewater, stormwater, and parks. We have supplemented these data sources with City utility billing records, certified census data, and other documents that we deemed helpful, accurate, and relevant to this study. Table 12 contains a bibliography of the key documents/sources that we relied upon to facilitate our analysis and hence the resulting SDCs.

Table 12 - Data Sources for the Calculation of SDCs

Service	Master Plan Document and/or Corroborating Source Documentation
Water	<ul style="list-style-type: none"> City of St. Helens water system twenty year capital improvement plan, June, 2017; City of St. Helens Public Works Department City of St. Helens Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 City of St. Helens Water System Fixed Asset Schedule; June 30, 2016; City Records City of St. Helens Water System Construction Work in Progress Balances Work Papers; June 30, 2016; City Records City of St. Helens Utility Billing records for fiscal 2015-16 Water meters in service per City Staff; effective June, 2017
Wastewater	<ul style="list-style-type: none"> City of St. Helens wastewater system twenty year capital improvement plan, June, 2017; City of St. Helens Public Works Department City of St. Helens Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 2016 Discharge Monitoring Reports; City of St. Helens St. Helens wastewater system fixed asset schedule; June 30, 2016; City records City of St. Helens Utility Billing System – wastewater system active accounts and Equivalent Dwelling Units in service report; June, 2017 Portland State University, College of Urban Affairs, Population Research Center; Certified census for St. Helens, Oregon; June, 2015
Stormwater	<ul style="list-style-type: none"> City of St. Helens stormwater system twenty year capital improvement plan, June, 2017; City of St. Helens Public Works Department City of St. Helens Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 City of St. Helens Comprehensive Plan; land inventory by land use designations; August 6, 2014 St. Helens stormwater system fixed asset schedule; June 30, 2016; City records
Parks	<ul style="list-style-type: none"> City of St. Helens Parks & Trails Master Plan, adopted July, 2015 City of St. Helens parks system fixed asset schedule; June 30, 2016; City records U.S. Bureau of the Census; American Community Survey: <ul style="list-style-type: none"> City of St. Helens population; 2015 estimated City of St. Helens dwelling units; 2015 estimated City of St. Helens number of employees; 2015 estimated Oregon Department of Parks and Recreation; A guide to Community Park and Recreation Planning for Oregon Communities; April, 2013 St. Helens parks system fixed asset schedule; June 30, 2016; City records

The data sources shown in Table 12 were used to formulate the two (2) components of the SDCs. These components are the reimbursement and improvement fees. The City has been constructing the SDCs with these two components for over twenty years, and our analysis does not propose to change that methodology. A brief definition of the two components are:

- *The reimbursement fee* considers the cost of existing facilities, prior contributions by existing users of those facilities, the value of the unused/available capacity, and generally accepted ratemaking principles. The objective is future system users contribute no more than an equitable share to the cost of existing facilities. The reimbursement fee can be spent on capital costs or debt service related to the systems for which the SDC is applied.
- *The improvement fee* portion of the SDC is based on the cost of planned future facilities that expand the system's capacity to accommodate growth or increase its level of performance. In

developing an analysis of the improvement portion of the fee, each project in the respective service's capital improvement plan is evaluated to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. An example is a facility which improves system capacity to better serve current customers. The costs for this type of project must be eliminated from the improvement fee calculation. Only capacity increasing/level of performance costs provide the basis for the SDC calculation. The improvement SDC is calculated as a function of the estimated number of additional equivalent residential units to be served by the City's facilities over the planning period. Such a fee represents the greatest potential for future SDC changes. The improvement fee must also provide a credit for construction of a qualified public improvement.

SDC Legal Authorization and Background

SDCs are authorized by Oregon Revised Statute (ORS) 223.297-314. The statute is specific in its definition of system development charges, their application, and their accounting. In general, an SDC is a one-time fee imposed on new development or expansion of existing development, and assessed at the time of development approval or increased usage of the system. Overall, the statute is intended to promote equity between new and existing customers by recovering a proportionate share of the cost of existing and planned/future capital facilities that serve the developing property. Statute further provides the framework for the development and imposition of SDCs and establishes that SDC receipts may only be used for capital improvements and/or related debt service.

Finally, two cost basis adjustments are potentially applicable to both reimbursement and improvement fees: fund balance and compliance costs. In this study, the project team has paid attention to this detail to align future infrastructure costs to those responsible for paying those costs. The reasons for this attention are as follows:

- *Fund Balances* - To the extent that SDC revenue is currently available in fund balance, that revenue should be deducted from its corresponding cost basis. For example, if the city has wastewater improvement fees that it has collected but not spent, then those unspent improvement fees should be deducted from the wastewater system's improvement fee cost basis to prevent charging twice for the same capacity.
- *Compliance Costs* - ORS 223.307(5) authorizes the expenditure of SDCs on "the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures." To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in its SDCs.

Reimbursement Fee Methodology

The reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. Generally, if a system were adequately sized for future growth, the reimbursement fee might be the only charge imposed, since the new customer would be buying existing capacity. However, staged system expansion is needed, and an improvement fee is imposed to allocate those growth related costs. Even in those cases, the new customer also relies on capacity within the existing system, and a reimbursement component is warranted.

In order to determine an equitable reimbursement fee to be used in conjunction with an improvement fee, two points should be highlighted. First, the cost of the system to the City's customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources. Therefore, the net

investment by the customer/owners is less. Second, the value of the existing system to a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.

The method used for determining the reimbursement fee accounts for both of these points. First, the charge is based on the net investment in the system, rather than the gross cost. Therefore, donated facilities, typically including local facilities, and grant-funded facilities, would be excluded from the cost basis. Also, the charge should be based on investments clearly made by the current users of the system, and not already supported by new customers. Tax supported activities fail this test since funding sources have historically been from general revenues, or from revenues which emanate, at least in part, from the properties now developing. Second, the cost basis is allocated between used and unused capacity, and, capacity available to serve growth. In the absence of a detailed asset by asset analysis, it is appropriate to allocate the cost of existing facilities between used and available capacity proportionally based on the forecasted population growth as converted to equivalent dwelling units over the planning period. This approach reflects the philosophy, consistent with the City's Updated Master Plans, that facilities have been sized to meet the demands of the customer base within the established planning period.

Improvement Fee Methodology

There are three basic approaches used to develop improvement fee SDCs: "standards driven", "improvements-driven", and "combination/hybrid" approaches. The "standards-driven" approach is based on the application of Level of Service (LOS) standards for facilities. Facility needs are determined by applying the LOS standards to projected future demand, as applicable. SDC-eligible amounts are calculated based on the costs of facilities needed to serve growth. This approach works best where level of service standards have been adopted but no specific list of projects is available. The "improvements-driven" approach is based on a specific list of planned capacity increasing capital improvements. The portion of each project that is attributable to growth is determined, and the SDC-eligible costs are calculated by dividing the total costs of growth-required projects by the projected increase in projected future demand, as applicable. This approach works best where a detailed master plan or project list is available and the benefits of projects can be readily apportioned between growth and current users. Finally, the combination/hybrid-approach includes elements of both the "improvements driven" and "standards-driven" approaches. Level of Service standards may be used to create a list of planned capacity-increasing projects, and the growth required portions of projects are then used as the basis for determining SDC eligible costs. This approach works best where levels of service have been identified and the benefits of individual projects are not easily apportioned between growth and current users.

In the past, the City has utilized the "improvements-driven" approach for the calculation of water, wastewater, and stormwater SDCs. The City has used the LOS standards approach for parks. This study continues to use this method, and has relied on the capital improvement plans that are incorporated in the master plans, and plan updates for the water, wastewater, stormwater, and parks systems.

For this SDC methodology update, the improvement fee represents a proportionate share of the cost to expand the systems to accommodate growth. This charge is based on the adopted capital improvement plans established by the City for the four (4) municipal services. The costs that can be applied to the improvement fees are those that can reasonably be allocable to growth. Statute requires that the capital improvements used as a basis for the charge be part of an adopted capital improvement schedule, whether as part of a system plan or independently developed, and that the improvements included for SDC eligibility be capacity or level of service expanding. The improvement fee is intended to protect existing customers from the cost burden and impact of expanding a system that is already adequate for their own needs in the absence of growth.

The key step in determining the improvement fee is identifying capital improvement projects that expand the system and the share of those projects attributable to growth. Some projects may be entirely attributable to growth, such as a wastewater collection line that exclusively serves a newly developing area. Other projects, however, are of mixed purpose, in that they may expand capacity, but they also improve service or correct a deficiency for existing customers. An example might be a water distribution reservoir that both expands water storage capacity and corrects a chronic capacity issue for existing users. In this case, a rational allocation basis must be defined.

The improvement portion of the SDC is based on the proportional approach toward capacity and cost allocation in that only those facilities (or portions of facilities) that either expand the respective system's capacity to accommodate growth or increase its respective level of performance have been included in the cost basis of the fee. As part of this SDC update, City Staff and their engineering consultants were asked to review the planned capital improvement lists in order to assess SDC eligibility. The criteria in Figure 6 were developed to guide the City's evaluation:

Figure 6 - SDC Eligibility Criteria

City of St. Helens	
Steps Toward Evaluating	
<u>Capital Improvement Lists for SDC Eligibility</u>	
<u>ORS 223</u>	
1.	Capital improvements mean the facilities or assets used for : <ul style="list-style-type: none">a. Water supply, transmission, storage and distributionb. Wastewater collection, transmission, treatment, and disposalc. Stormwater, conveyance, detention, treatment, and disposald. Parks & Trails – Pocket parks, urban plaza parks, neighborhood parks, community parks, nature parks, regional parks, trails, and bike/ped expansion <p>This definition DOES NOT ALLOW costs for operation or routine maintenance of the improvements;</p>
2.	The SDC improvement base shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related;
3.	An increase in system capacity is established if a capital improvement increases the “level of performance or service” provided by existing facilities or provides new facilities.
<u>Under the City’ approach, the following rules will be followed</u>	
1.	Repair costs are not to be included;
2.	Replacement costs will not be included unless the replacement includes an upsizing of system capacity and/or the level of performance of the facility is increased;
3.	New regulatory compliance facility requirements fall under the level of performance definition and should be proportionately included;
4.	Costs will not be included which bring deficient systems up to established design levels.

In developing the improvement fee, the project team in consultation with City staff evaluated each of its CIP projects to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. Only capacity increasing/level of performance costs were used as the basis for the SDC calculation, as reflected in the capital improvement schedules developed by the City. The improvement fee is calculated as a function of the estimated number of projected additional Equivalent Residential Units for water, wastewater, and stormwater over the planning horizon. We measure demand for parks and trails facilities in acres per 1,000 people. Once the future costs to serve growth have been segregated (i.e., the numerator), they can be divided into the total number of new ERUs (and acres/1,000 population) that will use the capacity derived from those investments (i.e., the denominator).

Methodology for the Granting of Credits, Discounts, and Exemptions

SDC Credits Policy

ORS 223.304 requires that credit be allowed for the construction of a "qualified public improvement" which is required as a condition of development approval, is identified in the Capital Improvement Plan, and either is not located on or contiguous to property that is the subject of development approval, or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project. The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement, and may be granted only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve the particular project. For multi-phase projects, any excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. In addition to these required credits, the City may, if it so chooses, provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the Capital Improvement Plan, or provide a share of the cost of an improvement by other means.

The City has adopted a policy for granting SDC credits, and has codified this policy in the St. Helens Municipal Code (SHMC) §13.24.130. The adopted SDC credit policy consists of five (7) items as follows:

SHMC §13.24.130

1. When development occurs that is subject to a system development charge, the system development charge for the existing use, if applicable, shall be calculated and if it is less than the system development charge for the use that will result from the development, the difference between the system development charge for the existing use and the system development charge for the proposed use shall be the system development charge. If the change in the use results in the system development charge for the proposed use being less than the system development charge for the existing use, no system development charge shall be required. No refund or credit shall be given unless provided for by another subsection of this section.
2. A credit shall be given to the permittee for the cost of a qualified public improvement upon acceptance by the city of the public improvement. The credit shall only be for the improvement fee charged for the type of improvement being constructed, and the applied credit shall not exceed the amount of the improvement fee. When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee, the excess credit may be applied against improvement fees that accrue in subsequent phases of the project.
3. If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the city's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this section. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city.
4. Notwithstanding subsection (3) of this section, when establishing a methodology for a system development charge, the city may provide for a credit against the improvement fee, the reimbursement fee, or both, for capital improvements constructed as part of the development which reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the council finds reasonable.

5. Credit shall not be transferable from one development to another except in compliance with standards adopted by the city council.
6. Credit shall not be transferable from one type of system development charge to another.
7. Credits shall be used within 10 years from the date the credit is given. (Ord. 3082 §7, 2008; Ord. 2836 § 13, 2001)

SDC Discount Policy

The City, at its sole discretion may discount the SDC rates by choosing not to charge a reimbursement fee for excess capacity, or by reducing the portion of growth-required improvements to be funded with SDCs. A discount in the SDC rates may also be applied on a pro-rata basis to any identified deficiencies, which must to be funded from sources other than improvement fee SDCs. The portion of growth-required costs to be funded with SDCs must be identified in the CIP. Because discounts reduce SDC revenues, they increase the amounts that must come from other sources, such as user fees or general fund contributions, in order to acquire the facilities identified in the Updated Master Plan(s).

Partial and Full SDC Exemption

The City may exempt certain types of development, from the requirement to pay SDCs. Exemptions reduce SDC revenues and, therefore, increase the amounts that must come from other sources, such as user fees and property taxes. As in the case of SDC credits, the City has articulated a policy relative to partial and full SDC exemption. This SDC exemption policy is codified in SHMC §13.24.120, and is as follows:

SHMC §13.24.120

1. Structures and uses established and existing on or before June 19, 1991, are exempt from a system development charge, except water and sewer charges, to the extent of the structure or use then existing and to the extent of the parcel of land as it is constituted on that date. Structures and uses affected by this subsection shall pay the water or sewer charges pursuant to the terms of this chapter upon the receipt of a permit to connect to the water or sewer system.
2. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the State Uniform Building Code, are exempt from all portions of the system development charge.
3. Alterations, additions, replacements, or changes in use that do not increase the parcel or structure's use of the public improvement facility are exempt from all portions of the system development charge.
4. A project financed by city revenues is exempt from all portions of the system development charge. (Ord. 2836 § 12, 2001)

Water SDCs

Water Capital Improvement Plan

The principal source document for the water capital improvement plan (CIP) was the 2017 twenty (20) year Water System Capital Improvement Plan. For this water SDC methodology update, the 2017 water CIP was reviewed for accuracy with City Staff and where appropriate amended. This amendment process consisted of two steps. The first step was to eliminate master plan projects that City Staff deemed unnecessary at the current time due to the very long lead times anticipated for their development. The second step in the CIP amendment process was to eliminate the cost of planned projects (or portions of projects) that have been funded and constructed since the adoption of the last water master plan in 2012. In this case, the planned future costs are deducted from the CIP. The actual costs spent on these projects were capitalized by the City, and now reside in the water system fixed asset inventory (i.e., balance sheet assets). These historical costs will be included in the reimbursement fee calculations.

The amended water system CIP now consists of future projects that remain a 20 year priority for the City, and only consists of projects yet to be completed. The resulting CIP that was used for this SDC methodology update is shown in summary form in Table 13.

Table 13 – Adopted 2017 Water System Capital Improvement Plan

Master Plan ID	Project Description	Estimated Cost of Improvement in 2016 Dollars
Distribution:		
DS 1	Pipeline repair and replacement program	\$6,564,000
DS 2	18th street main replacement (8-inch)	182,000
DS 3	19th - 21st street bottleneck replacement (8-inch)	81,000
DS 4	6th - Plymouth street main replacement (8-inch)	51,000
DS 5	2nd - 4th street main replacement (8-inch)	182,000
DS 6	SCADA/telemetry improvements	375,000
Storage:		
ST 1	Land acquisition for main zone storage	300,000
ST 2	Land acquisition for high zone storage	200,000
ST 3	1.5 mg main zone reservoir 1	1,500,000
ST 4	1.5 mg main zone reservoir 2	1,500,000
ST 5	0.25 mg high reservoir 1/lemont pump station upgrade	500,000
ST 6	0.25 mg high reservoir 2	300,000
Source of Supply:		
SR 1	Ranney well maintenance (nos 2 and 3) 5 yr intervals	450,000
Meters and Services:		
MS 1	Water master plan update (eveny 6 years)	360,000
MS 2	Asset management program development analysis	60,000
MS 3	Water management and conservation plan update	40,000
MS 4	Leak detection program	90,000
MS 5	Meter calibration	90,000
MS 6	Long term supply options study	40,000
Totals		<u>\$12,865,000</u>

Water Customers Current and Future Demographics

Existing Water Demand and Population Growth

Current St. Helens water demands are based on historical customer billing records, and actual water meters in service as of June 8, 2017. Projected demands are estimated based on a maximum daily water demand (MDD) growth rate of 1.3 percent within the City's existing urban growth boundary. This annual MDD growth factor is from the 2012 Water System Master Plan Update.

Estimated Demand per Equivalent ¾" Water Meter

The City serves single-family residential customers and a significant number of multifamily housing developments and commercial customers. Single-family residential water services generally have a consistent daily pattern of water use whereas water demands for multifamily residences, commercial and industrial users may vary significantly from service to service depending on the number of multifamily units per service or the type of commercial enterprise. When projecting future water demands based on population change, the water needs of nonresidential and multi-family residential customers are represented by comparing the water use volume at these services to the average single-family residential water service. A method to estimate this relationship is to calculate ERUs. In the case of St. Helens, the standard residential unit of demand is the rated capacity (in gallons per minute) of the ¾" water meter. As of June 30, 2016, the City had 2,838 active water meters in service, 4,689 of which were ¾" meters serving single family residential customers. In other words, roughly 91% of all active water services were assigned to the single family residential customer class. The process for calculating equivalent ¾" meters is shown below in Table 14.

Table 14 – Estimated ¾" Equivalent Meters in Service as of June 8, 2017

Meter Size	Total Meters in Service	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	¾" Meter Equivalence
5/8 inch - displacement or multi-jet	8	30	1.00	8
¾ inch - displacement or multi-jet	4,689	30	1.00	4,689
1.0 inch - displacement or multi-jet	56	50	1.67	93
1.5 inch - displacement or class I turbine	23	100	3.33	77
2.0 inch - displacement or class I & II turbine	27	160	5.33	144
3.0 inch - displacement	203	300	10.00	2,030
4.0 inch - displacement or compound	111	500	16.67	1,850
6.0 inch - displacement or compound	5	1,000	33.33	167
8.0 inch - compound	4	1,600	53.33	213
	5,126			9,271

Source - St. Helens utility billing records

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Projected Demands

The planning horizon for the master plan is approximately 20 years, through the year 2036. That is the forecast horizon that is used for the water SDC methodology update. With the benefit of actual meters in service, and a MDD growth forecast that is predicated on existing growth trends for the City a forecast of future equivalent $\frac{3}{4}$ " meters was developed. Based upon these decision rules, the forecast of equivalent meters in use for this water SDC methodology update are shown below in Table 15

Table 15 – Forecast of Equivalent $\frac{3}{4}$ " Meters for the 2017 Water SDC Methodology Update Study

Year	Equivalent Dwelling Units		
	Annual		
	Growth Rate		
	in MDD	Additions	End of Year
2016			9,271
2017	1.3%	121	9,392
2018	1.3%	122	9,514
2019	1.3%	124	9,638
2020	1.3%	125	9,763
2021	1.3%	127	9,890
2022	1.3%	129	10,019
2023	1.3%	130	10,149
2024	1.3%	132	10,281
2025	1.3%	134	10,415
2026	1.3%	135	10,550
2027	1.3%	137	10,687
2028	1.3%	139	10,826
2029	1.3%	141	10,967
2030	1.3%	143	11,110
2031	1.3%	144	11,254
2032	1.3%	146	11,400
2033	1.3%	148	11,548
2034	1.3%	150	11,698
2035	1.3%	152	11,850
2036	1.3%	154	12,004
		2,733	

Reimbursement Fee Calculations

As discussed earlier in this report, the reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. In theory, this should be a simple calculation. Simply go to the Utility's balance sheet, find the book value of assets in service, and divide that cost by the number of forecasted new connections to the water system. That is a simple calculation, and it is wrong. In order to determine an equitable reimbursement we have to account for some key issues of rate equity;

- First, the cost of the system to the City's existing customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources.
- Second, the value of the existing system to a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.
- Third, the accounting treatment of asset costs generally has no relationship to the capacity of an asset to serve growth. In the absence of a detailed asset by asset analysis detailed in the balance sheet (or fixed asset schedule), a method has to be used to allocate cost to existing and future users of the asset. Generally, it is industry practice to allocate the cost of existing facilities between used and available capacity proportionally based on the forecasted growth as converted to equivalent dwelling units (i.e., equivalent $\frac{3}{4}$ " meters) over the planning period.
- Fourth, the Oregon SDC statute has strict limitations on what type of assets can be included in the basis of the reimbursement fee. ORS 223.299 specifically states that a "capital improvement" does not include costs of the operation or routine maintenance of capital improvements. This means the assets on the balance sheet such as certain vehicles and equipment used for heavy repair and maintenance of infrastructure cannot be included in the basis of the reimbursement fee.

For this water SDC methodology update, the following discrete calculation steps were followed to arrive at the recommended water reimbursement fee.

- Step 1: Calculate the original cost of water fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of water fixed assets**.
- Step 2: Subtract from the adjusted original cost of water fixed assets any grant funding or contributed capital. This arrives at the **modified original cost of water fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified original cost of water fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross water reimbursement fee basis**.
- Step 4: Subtract from the gross water reimbursement fee basis the fund balance held in the Water Reimbursement SDC fund (if available). This arrives at the **net water reimbursement fee basis**.
- Step 5: Divide the net water reimbursement fee basis by the sum of existing and future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total water reimbursement fee is shown below in Table 16.

Table 16 - Calculation of the Water Reimbursement Fee

Utility Plant-in-Service (original cost): ¹	
Land, easements & right of way	\$ 956,373
Buildings and improvements	11,131,467
Machinery and equipment	1,886,845
Distribution system infrastructure	12,234,447
Water storage systems	2,838,131
Construction Work-in-Progress	<u>10,571</u>
Total Utility Plant-in-Service	29,057,835
Eliminating entries:	
Principal outstanding on bonds, notes, and loans payable	
2013 Capital One water refunding note	5,163,000
Grants and contributions	<u>3,892,379</u>
	9,055,379
Net basis in utility plant-in-service available to serve future customers	\$ 20,002,456
Estimated existing and future 3/4" Meter Equivalents (MEs)	12,004
Calculated reimbursement fee - \$ per 3/4"ME	<u><u>\$ 1,666</u></u>

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Improvement Fee Calculations

The calculation of the water improvement fee is more streamlined than the process used to calculate the water reimbursement fee. This study continues to use the improvements-driven method, and has relied on the 2017 water system capital improvement plan. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Water Improvement SDC Fund. This arrives at **the net water improvement fee basis**.
- Step 3: Divide the net water improvement fee basis by the forecasted number of growth equivalent ¾" meters over the planning period. This arrives at **the total water improvement fee**.

The actual data that was used to calculate the total water improvement fee is shown below in Table 17.

Table 17 - Calculation of the Water Improvement Fee

Master Plan ID	Project Description	Estimated Cost of Improvement in 2016 Dollars	Project Costs Cost Attributed to Existing Demands	Costs Attributed to Future Demands
Distribution:				
DS 1	Pipeline repair and replacement program	\$6,564,000	\$6,564,000	\$0
DS 2	18th street main replacement (8-inch)	182,000	182,000	-
DS 3	19th - 21st street bottleneck replacement (8-inch)	81,000	81,000	-
DS 4	6th - Plymouth street main replacement (8-inch)	51,000	51,000	-
DS 5	2nd - 4th street main replacement (8-inch)	182,000	182,000	-
DS 6	SCADA/telemetry improvements	375,000	375,000	-
Storage:				
ST 1	Land acquisition for main zone storage	300,000	-	300,000
ST 2	Land acquisition for high zone storage	200,000	-	200,000
ST 3	1.5 mg main zone reservoir 1	1,500,000	-	1,500,000
ST 4	1.5 mg main zone reservoir 2	1,500,000	-	1,500,000
ST 5	0.25 mg high reservoir 1/lemont pump station upgrade	500,000	-	500,000
ST 6	0.25 mg high reservoir 2	300,000	-	300,000
Source of Supply:				
SR 1	Ranney well maintenance (nos 2 and 3) 5 yr intervals	450,000	450,000	-
Meters and Services:				
MS 1	Water master plan update (every 6 years)	360,000	253,641	106,359
MS 2	Asset management program development analysis	60,000	60,000	-
MS 3	Water management and conservation plan update	40,000	40,000	-
MS 4	Leak detection program	90,000	90,000	-
MS 5	Meter calibration	90,000	90,000	-
MS 6	Long term supply options study	40,000	-	40,000
Totals		\$12,865,000	\$8,418,641	\$4,446,359
Total Improvement Fee Eligible Costs for Future System Improvements.....				\$4,446,359
less: Estimated water SDC fund balance as of June 30, 2017				<u>253,099</u>
Adjusted Improvement Fee Eligible Costs for Future System Improvements				\$4,193,260
Total Growth in 3/4" Meter Equivalents (20 year forecast).....				2,733
Calculated Water Improvement Fee SDC per Meter Equivalent.....				<u>\$1,534</u>

Water SDC Model Summary

The 2017 water SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted plan updates for water services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$3,361 for the standard ¾" residential water meter. A comparison of the proposed and current water SDCs for the average single family residential customer is shown below in Table 18.

Table 18 - Proposed and Current Water SDCs for a 3/4" Meter

Line Item Description	City-Wide
Proposed SDC components:	
Reimbursement fee	\$ 1,666
Improvement fee	1,534
Administration fee at 5%	<u>160</u>
Total proposed water SDC	\$ 3,361
Current SDC components:	
Reimbursement fee	\$ 1,196
Improvement fee	1,281
Administration fee at 1.34%	<u>33</u>
Total current water SDC	\$ 2,511

For water meters larger than ¾", the project team has developed a schedule of SDCs based on the general design criteria for meters that are installed in the St. Helens water service area. This criteria is from the standard approach of using American Water Works Association design criteria for displacement and compound water meters.

The resulting schedule of water SDCs for the array of potential meter sizes is shown below in Table 19.

Table 19 - Proposed Schedule of Water SDCs by Potential Water Meter Size

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 1,666	\$ 1,534	\$ 160	\$ 3,361
1.00 inch - Displacement Multi-jet	50	1.67	2,777	2,557	267	5,601
1.50 inch - Displacement Class I Turbine	100	3.33	5,554	5,114	533	11,202
2.00 inch - Displacement or Class I & II Turbine	160	5.33	8,887	8,183	853	17,923
3.00 inch - Displacement	300	10.00	16,663	15,343	1,600	33,607
4.00 inch - Displacement or Compound	500	16.67	27,772	25,572	2,667	56,011
6.00 inch - Displacement or Compound	1000	33.33	55,544	51,144	5,334	112,022
8.00 inch - Compound	1600	53.33	88,870	81,830	8,535	179,235

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Wastewater SDCs

Wastewater Capital Improvement Plan

As in the case of the water SDCs, the principal sources of data for the wastewater system CIP are the 2017 capital improvement plans for wastewater treatment, pumping stations, and collection systems. City Staff have periodically updated these plans for current development conditions. With the assistance of City Staff, the project team has summarized the 2017 wastewater system CIPs for this SDC methodology update. The 2017 wastewater system CIP is shown in Table 20.

Table 20 - 2017 Wastewater System CIP

Project Description	Estimated Cost of Improvement in 2016 Dollars
Collection System Improvements:	
Railroad Avenue and pump station (PL and PS)	\$426,382
Clark Street to pump station (local system gravity extension)	101,520
McNulty Creek industrial area and 9th street parallel to Old PDX rd.	401,473
Gray Cliff area to pump station (local system gravity extension)	197,963
Old Portland Rd. from Letica to Bayport to McNulty Creek PS	743,123
Bachelor Flat Rd., Ross to fairgrounds (trunk line & pump station)	177,659
Main replacement	1,370,515
Hwy 30 north to Pittsburg to Deer Island Rd.	254,903
Pittsburg Rd. from Reservoir to North Vernonia Rd.	242,158
Achilles (UGB west to Old Portland Rd.)	382,355
McNulty Creek trunk phase I	810,610
South Hwy 30 trunk, pressure line, and lift station	1,725,833
Bayview pump station and force main	653,555
Gable Rd. trunk	207,719
South trunk replacement	3,318,436
McNulty Creek trunk phase II	440,769
Firlock park trunk	506,631
Sykes Rd. trunk extension	238,117
Vernonia Rd. trunk phase II	405,305
McNulty Creek trunk phase III	265,981
Aubuchon trunk	400,239
Old Portland Rd. trunk	321,711
Firtex pump station and force main	476,287
Bayview trunk	443,302
Pump station #11 relocation/upgrade	406,078
Pump station #4 upgrade	1,928,872
Pump station #4 pressure line to Port avenue	1,421,274
Millard Rd. trunk line and lift station (Ross Rd. to Hwy 30)	482,218
Wastewater Treatment Plant Projects:	
Head works upgrade	254,903
WWTP aerator replacement	-
Primary lagoon dredge	100,000
Studies, Plans, and I&I Abatement:	
Wastewater system master plan	250,000
Totals	\$19,355,891

Wastewater Customers Current and Future Demographics

Existing Wastewater Demand and Population Growth

Current St. Helens wastewater demands documented in the wastewater treatment system master plan documents we reviewed are based on Average Annual Dry Weather Flows (AADWF) to the headworks of the wastewater treatment plant. These flows are expressed in million gallons per day (MGD) figures. For the purpose of this wastewater SDC methodology update, the project team had to translate these MGD figures into standard billing units used for charging out SDCs. In this case, those standard billing figures are expressed in EDUs. In the wastewater industry, an EDU is typically defined as the amount of wastewater a single family residential customer contributes to the wastewater system during an average month in the winter, where winter is defined as November through April. Fortunately, the City's utility billing system tracks the winter average water consumption for the single family residential customer class. When a new single family residential customer connects to the wastewater system, that customer is assigned the "system average winter monthly water consumption" for the basis of the sewer usage charge. Once that customer established his/her own winter water usage history, that actual average number overwrites the system average. For the winter period November, 2016 through April, 2017, the average single family residential customer contributes 5.50 hundred cubic feet (CCF) of water to the wastewater system in the average winter month. This hundred cubic feet figure translates to 133 gallons per day.

Forecasted EDUs

With this historical consumption data in hand, the project team was able to calculate the number of EDUs relative to the AADWF data from the wastewater treatment plant monitoring data that gets reported to the Oregon Department of Environmental Quality on a monthly basis. The EDU calculation methodology is shown in Table 21.

Table 21 - Forecast of Current and Future Wastewater EDUs

	2016	2036	Growth	CAGR ¹
Average Dry Weather Flow (ADWF) MGD	1.0338	1.3923	0.3586	1.50%
Observed St. Helens EDU (November 2015 - April, 2016)				
Ccf per month - Single Family Residential	5.50	5.50		
Gallons per month - SFR	4,115	4,115		
Gallons per day - SFR	135	135		
Estimated EDUs based on ADWF and observed St. Helens SFR winter ave metered water consumption	7,642	10,293	2,651	1.50%

¹ CAGR - Compounded Annual Growth Rate

Reimbursement Fee Calculations

The wastewater reimbursement fee methodology mirrors that used for the water reimbursement fee. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of wastewater fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of wastewater fixed assets**.
- Step 2: Subtract from the adjusted original cost of wastewater fixed assets any grant funding or contributed capital. This arrives at the **modified original cost of wastewater fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified original cost of wastewater fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives at a **gross wastewater reimbursement fee basis**.
- Step 4: Subtract from the gross wastewater reimbursement fee basis the fund balance held in the Wastewater Reimbursement SDC fund (if available). This arrives at the **net wastewater reimbursement fee basis**.
- Step 5: Divide the net wastewater reimbursement fee basis by the sum of existing and future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total wastewater reimbursement fee is shown below in Table 22.

Table 22 - Calculation of the Wastewater Reimbursement Fee

	Collection System	Primary Treatment	Secondary Treatment	Wastewater System
Utility Plant-in-Service (original cost): ¹				
Land, Easements & Right of Way	\$ 30,990	\$ -	\$ 19,172	\$ 50,162
Buildings and Improvements	15,126,432	1,026,400	1,764,066	17,916,898
Machinery and equipment	1,008,043	535,784	1,963,117	3,506,944
Construction Work-in-Progress	600	-	-	600
Total Utility Plant-in-Service	16,166,065	1,562,184	3,746,354	21,474,604
Eliminating entries:				
Principal outstanding on bonds, notes, and loans payable				
DEQ SRF Loan R06801				1,550,000
DEQ SRF Loan R80162				351,494
DEQ SRF Loan R80163				4,558,019
2013 Capital One Sewer Refunding Note				1,508,000
Developer Contributions				-
Grants, original cost				2,979,660
Total eliminating entries				10,947,173
Net basis in utility plant-in-service available to serve future customers				\$ 10,527,431
Estimated existing and future wastewater treatment EDUs				10,293
Calculated reimbursement fee - \$ per treatment EDU				<u>\$ 1,023</u>

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Improvement Fee Calculations

The calculation of the wastewater improvement fee also follows the logic that was used to calculate the water improvement fee. As in the case of water, this study continues to use the improvements-driven method, and has relied on the capital improvement plans, and plan updates for the wastewater treatment, pump stations, and collection systems. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Wastewater Improvement SDC Fund. This arrives at **the net wastewater improvement fee basis**.

Step 3: Divide the net wastewater improvement fee basis by the forecasted number of growth EDUs over the planning period. This arrives at **the total wastewater improvement fee**.

The actual data that was used to calculate the total wastewater improvement fee is shown below in Table 23.

Table 23 - Calculation of the Wastewater Improvement Fee

Project Description	Estimated Cost of Improvement in 2016 Dollars	Project Costs Cost Attributed to Existing	Costs Attributed to Future
Collection System Improvements:			
Railroad Avenue and pump station (PL and PS)	\$426,382	\$426,382	\$0
Clark Street to pump station (local system gravity extension)	101,520	101,520	-
McNulty Creek industrial area and 9th street parallel to Old PDX rd.	401,473	401,473	-
Gray Cliff area to pump station (local system gravity extension)	197,963	197,963	-
Old Portland Rd. from Letica to Bayport to McNulty Creek PS	743,123	743,123	-
Bachelor Flat Rd., Ross to fairgrounds (trunk line & pump station)	177,659	177,659	-
Main replacement	1,370,515	1,370,515	-
Hwy 30 north to Pittsburg to Deer Island Rd.	254,903	254,903	-
Pittsburg Rd. from Reservoir to North Vernonia Rd.	242,158	242,158	-
Achilles (UGB west to Old Portland Rd.)	382,355	382,355	-
McNulty Creek trunk phase I	810,610	23,883	786,727
South Hwy 30 trunk, pressure line, and lift station	1,725,833	951,872	773,961
Bayview pump station and force main	653,555	357,740	295,815
Gable Rd. trunk	207,719	207,719	-
South trunk replacement	3,318,436	97,774	3,220,662
McNulty Creek trunk phase II	440,769	33,617	407,152
Firlock park trunk	506,631	279,429	227,202
Sykes Rd. trunk extension	238,117	238,117	-
Vernonia Rd. trunk phase II	405,305	405,305	-
McNulty Creek trunk phase III	265,981	30,600	235,381
Aubuchon trunk	400,239	400,239	-
Old Portland Rd. trunk	321,711	321,711	-
Firtex pump station and force main	476,287	-	476,287
Bayview trunk	443,302	244,500	198,802
Pump station #11 relocation/upgrade	406,078	263,466	142,612
Pump station #4 upgrade	1,928,872	1,251,466	677,406
Pump station #4 pressure line to Port avenue	1,421,274	922,133	499,141
Millard Rd. trunk line and lift station (Ross Rd. to Hwy 30)	482,218	312,867	169,351
Wastewater Treatment Plant Projects:			
Head works upgrade	254,903	127,452	127,452
WWTP aerator replacement	-	-	-
Primary lagoon dredge	100,000	100,000	-
Studies, Plans, and I&I Abatement:			
Wastewater system master plan	250,000	-	250,000
Totals	\$19,355,891	\$10,867,941	\$8,487,951
Total Improvement Fee Eligible Costs for Future System Improvements			\$8,487,951
less: Estimated wastewater SDC Fund balance as of June 30, 2017			<u>804,102</u>
Adjusted Improvement Fee Eligible Costs for Future System Improvements			\$7,683,849
Total Growth in EDUs (20 year forecast)			2,651
Calculated Water Improvement Fee SDC per EDU			<u><u>\$2,898</u></u>

Wastewater SDC Model Summary

The 2017 wastewater SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted capital improvement plans and plan updates for wastewater services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$4,117 for the standard ¾" residential water meter. A comparison of the proposed and current wastewater SDCs for the average single family residential customer is shown below in Table 24.

Table 24 - Proposed and Current Wastewater SDCs for a ¾" Meter

Line Item Description	City-Wide
Proposed SDC components:	
Reimbursement fee	\$ 1,023
Improvement fee	2,898
Administration fee at 5%	196
Total proposed wastewater SDC	\$ 4,117
Current SDC components:	
Reimbursement fee	\$ 999
Improvement fee	2,690
Administration fee at 1.34%	49
Total current wastewater SDC	\$ 3,738

For water meters larger than ¾", the schedule of wastewater SDC uses the same flow factors that were developed for the water SDCs (i.e., AWWA standards for displacement and compound meters). The complete proposed schedule of wastewater SDCs by potential meter size are shown in Table 25.

Table 25 - Proposed Schedule of Wastewater SDCs by Potential Water Meter Size

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Wastewater SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 1,023	\$ 2,898	\$ 196	\$ 4,117
1.00 inch - Displacement Multi-jet	50	1.67	1,705	4,831	327	6,862
1.50 inch - Displacement Class I Turbine	100	3.33	3,409	9,662	654	13,724
2.00 inch - Displacement or Class I & II Turbine	160	5.33	5,455	15,459	1,046	21,959
3.00 inch - Displacement	300	10.00	10,228	28,985	1,961	41,173
4.00 inch - Displacement or Compound	500	16.67	17,046	48,308	3,268	68,622
6.00 inch - Displacement or Compound	1000	33.33	34,093	96,616	6,535	137,244
8.00 inch - Compound	1600	53.33	54,548	154,585	10,457	219,590

* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

Stormwater SDCs

Stormwater Capital Improvement Plan

As in the case of the water and wastewater SDCs, the principal sources of data for the stormwater system CIP are the 2017 capital improvement plans for stormwater collection, detention, treatment, and disposal systems. City Staff have periodically updated these plans for current development conditions. With the assistance of City Staff, the project team has summarized the 2017 stormwater system CIPs for this SDC methodology update. The 2017 stormwater system CIP is shown in Table 26.

Table 26 - 2017 Stormwater System CIP

Project Description	Estimated Cost of Improvement in 2016 Dollars
<i>Collection System Projects:</i>	
Middle Trunk bypass at 15th St. north of Plymouth St. and downstream culverts	\$549,881
Upgrade existing Middle Trunk piping from 15th St. to 4th St.	\$1,536,398
Upgrade existing undersized piping in Columbia Blvd. west of Milton Creek to Cherrywood Dr. including re-routing Vernonia Rd. flows down Michael Ave. to Milton Creek.	\$1,942,679
Upgrade existing undersized culverts in the North Trunk Canyon at 12th St., 8th St., from 7th St. to 6th St. and from 5th St. to the east side of 4th St.	\$378,262
Upgrade existing undersized culvert and piping system extending from U.S. 30 east to 8th St. along Lemont St.	\$1,314,577
Upgrade existing undersized piping on 4th St. roughly between Cowlitz St. and St. Helens St. and the system outlet on Cowlitz St. near The Strand.	\$277,859
Upgrade existing undersized culverts located at the intersection of Gable Road and Old Portland Road and on Gable Road approximately 1400 feet east of U.S. 30.	\$249,840
Upgrade existing undersized piping on Little St. NW of U.S. 30 to Milton Creek discharge.	\$172,060
Upgrade existing undersized piping on Sunset Blvd. from Crescent Dr. to Columbia Blvd.	\$375,927
Upgrade existing undersized piping extending from Cowlitz St. to Tualatin St. along 20th-16th Streets.	\$791,548
Upgrade existing undersized piping extending from Cowlitz St. to the Middle Trunk system on 13th St. & 14th St.	\$469,325
Upgrade existing undersized system extending from 11th St. to 5th St. between West St. and Wyeth St.	\$833,534
Upgrade existing system outlet at Sykes Road and U.S. 30	\$429,512
Upgrade existing undersized piping along Tualatin St. from 19th St. to McNulty Creek and Dubois Ln. from 20th St. to Melvin Ave. Reroute Dubois Ln. flows to Tualatin St. outfall.	\$393,439
Construct a new storm line from Wagner Ave. extending down Shore Dr. approximately 750 feet to existing outfall.	\$396,375
Upgrade existing undersized culverts North of Columbia Blvd. at McMichael St. and at Allendale Dr.	\$184,805
Upgrade existing undersized culvert and piping system extending from 3rd St. to 8th St. along Lemont St. and from 7th St. to Lemont St. along 8th St.	\$544,218
Upgrade existing undersized piping extending from 14th St. N. of St. Helens to 16th St. S. of St. Helens Upgrade existing piping from 16th St. south of St. Helens to 12th St. north of St. Helens. Connect the existing culvert S. of St. Helens at 15th St. to the improved	\$226,864
Upgrade existing undersized piping along 16th St. north of Old Portland Rd. and culverts at 17th St. and Old Portland Rd.	\$138,922

Table 26 - 2017 Stormwater System CIP (continued)

Project Description	Estimated Cost of Improvement in 2016 Dollars
<i>Collection System Projects:</i>	
Upgrade existing undersized piping on Gable Rd. and U.S. 30.	\$256,178
Construct a new storm line from McArthur St. to Milton Creek along Halsey St. Upgrade existing undersized piping on Nimitz St. from McArthur St. to Milton Creek and on Park St. from Vernonia Rd. to Milton Creek.	\$391,277
Upgrade existing undersized culverts at the Hinterlands Subdivision	\$174,609
Upgrade existing undersized piping SW of City sewage lagoons at Boise Cascade site.	\$1,537,067
Upgrade existing undersized piping north of Columbia Blvd. at 21st St. and 20th St.	\$307,158
Upgrade existing undersized piping along 1st St. and St. Helens St.	\$128,726
Upgrade existing undersized piping on Columbia Blvd. from Bradley St. to Milton Creek.	\$89,216
Install new conveyance facility from Pittsburg Rd. to the upstream end of the Lemont St. system.	\$1,325,497
Install new conveyance facility along Vernonia Rd. south to Columbia Blvd.	\$934,220
Install new conveyance facility along Sykes Rd. west of Columbia Blvd.	\$729,023
Install new conveyance facility from U.S. 30 north of Kavanaugh St. to McNulty Cr. near Gable Rd.	\$732,847
Install new conveyance facilities from Millard Rd. and Morse Rd. to Old Portland Rd. north of Millard Rd. Upgrade existing culverts and channels at the U.S. 30 crossing north of Millard Rd.	\$1,297,458
Install new conveyance facilities along the southerly portion of Childs Rd. to McNulty Creek.	\$308,433
Install new conveyance facilities from Bachelor Flat Rd. south down Ross Rd. to McNulty Creek.	\$1,150,888
Install new conveyance facility from Morse Rd. to the Columbia River along Achilles Rd. Connect to existing 24-inch culvert across the Portland and Western Railroad.	\$1,535,792
Install new conveyance system from Morse Rd. to Old Portland Rd. between Achilles Rd. and Millard Rd. Includes improving existing 18-inch culvert across the Portland and Western Railroad.	\$1,865,892
Install new conveyance facility south of Millard Rd. extending from Fischer Rd. to the easterly side of the Portland and Western Railroad and continuing south. Includes improving existing 15-inch culvert across the Portland and Western Railroad and tie-in to existing 24-inch culvert.	\$536,571
Stormwater Master Plan	\$150,000
Totals	\$24,656,877

Stormwater Customers Current and Future Demographics

Existing Stormwater Demand and Population Growth

St. Helens' stormwater utility service charge and SDC are based on estimated impervious surface area. The average amount of impervious area on a single family residential developed lot within the City is set at 2,500 square feet. This equates to one EDU. Both rates and SDCs are calculated as a function of EDUs meaning that each property's fee is calculated as follows:

$$\text{Estimated Impervious Surface} \div 2,500 \text{ square feet} = \text{Number of ESUs}$$

The number of EDUs is then multiplied by the unit rate to determine the service charge or SDC amount.

A previous study conducted by Murray Smith and Associates (MSA) found that, based on zoning by acreage and the amount of buildable acreage, the City is projected to have 2,146 acres of impervious surface area at build-out.

In order to estimate the amount of impervious surface area that will be added by development from existing conditions to build-out (the end of the stormwater planning period the following approach was again taken. In 2000, MSA found that the City had 1,055 acres of impervious surface area. This initial total was grown proportionately with population, from 10,019 in 2000 to the current population of 13,158 in 2015 (per U.S. Census estimates). This resulted in a current estimate of impervious surface area of 1,385 acres, or 24,136 EDUs.

Forecasted EDUs

The existing amount of impervious surface area was then subtracted from the build-out total of 2,146 impervious acres to arrive at the amount of impervious area expected to be added by future development: 760.77 acres, or 13,256 EDUs. The buildout EDU forecast methodology is shown in Table 27.

Table 27 - Forecast of Current and Future Stormwater EDUs

	Acres	Sq. Feet	EDUs
Estimated IA per 2007 SDC study	1,257	54,754,920	21,902
Population as a driver for IA:			
2007 population per PSU Population Research Center	11,940		
2015 population per American Fact Finder (U.S. Census)	13,158		
Percent increase in population	10.20%		
Estimated IA as of 2016	1,385.23	60,340,472	24,136
Estimated buildout IA per Murray Smith SWM MP	2,146.00	93,479,760	37,392
Growth acres of IA	760.77	33,139,288	13,256

Reimbursement Fee Calculations

The stormwater reimbursement fee methodology mirrors that used for the water and wastewater reimbursement fee. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of stormwater fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of stormwater fixed assets**.
- Step 2: Subtract from the adjusted original cost of stormwater assets in service any grant funding or contributed capital. This arrives at the **modified original cost of stormwater fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified original cost of stormwater fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross stormwater reimbursement fee basis**.

- Step 4: Subtract from the gross stormwater reimbursement fee basis the fund balance held in the stormwater Reimbursement SDC fund (if available). This arrives at the **net stormwater reimbursement fee basis**.
- Step 6: Divide the net stormwater reimbursement fee basis by the sum of existing and future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total stormwater reimbursement fee is shown below in Table 28.

Table 28 - Calculation of the Stormwater Reimbursement Fee

Utility Plant-in-Service (original cost): ¹	
Land, Easements & Right of Way	\$ -
Buildings and improvements	-
Machinery and equipment	-
Infrastructure - storm drains	4,458,696
Construction Work-in-Progress	1,934,572
Total Utility Plant-in-Service	6,393,269
Eliminating entries:	
Principal outstanding on bonds, notes, and loans payable	-
Developer Contributions	-
Grants, net of amortization	613,301
	613,301
Net basis in utility plant-in-service available to serve future customers	\$ 5,779,968
Estimated existing and future stormwater EDUs	37,392
Calculated reimbursement fee - \$ per EDU	\$155
Calculate reimbursement fee - \$/square foot of impervious surface	\$0.0618

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Improvement Fee Calculations

The calculation of the stormwater improvement fee also follows the logic that was used to calculate the water and wastewater improvement fees. As in those cases, this study continues to use the improvements-driven method, and has relied on the capital improvement plans, and plan updates for the stormwater systems. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Stormwater Improvement SDC Fund. This arrives at **the net stormwater improvement fee basis**.
- Step 3: Divide the net stormwater improvement fee basis by the forecasted number of growth EDUs over the planning period. This arrives at **the total stormwater improvement fee**.

The actual data that was used to calculate the total stormwater improvement fee is shown below in Table 29.

Table 29 - Calculation of the Stormwater Improvement Fee

Project Description	Estimated Cost of	Project Costs	
	Improvement in 2016 Dollars	Cost Attributed to Existing Demands	Costs Attributed to Future Demands
<i>Collection System Projects:</i>			
Middle Trunk bypass at 15th St. north of Plymouth St. and downstream culverts	\$549,881	\$322,100	\$227,781
Upgrade existing Middle Trunk piping from 15th St. to 4th St.	\$1,536,398	\$899,966	\$636,432
Upgrade existing undersized piping in Columbia Blvd. west of Milton Creek to Cherrywood Dr. including re-routing Vernonia Rd. flows down Michael Ave. to Milton Creek.	\$1,942,679	\$1,137,950	\$804,729
Upgrade existing undersized culverts in the North Trunk Canyon at 12th St., 8th St., from 7th St. to 6th St. and from 5th St. to the east side of 4th St.	\$378,262	\$221,572	\$156,690
Upgrade existing undersized culvert and piping system extending from U.S. 30 east to 8th St. along Lemont St.	\$1,314,577	\$770,031	\$544,546
Upgrade existing undersized piping on 4th St. roughly between Cowlitz St. and St. Helens St. and the system outlet on Cowlitz St. near The Strand.	\$277,859	\$162,760	\$115,099
Upgrade existing undersized culverts located at the intersection of Gable Road and Old Portland Road and on Gable Road approximately 1400 feet east of U.S. 30.	\$249,840	\$146,347	\$103,493
Upgrade existing undersized piping on Little St. NW of U.S. 30 to Milton Creek discharge.	\$172,060	\$100,787	\$71,273
Upgrade existing undersized piping on Sunset Blvd. from Crescent Dr. to Columbia Blvd.	\$375,927	\$220,204	\$155,723
Upgrade existing undersized piping extending from Cowlitz St. to Tualatin St. along 20th-16th Streets.	\$791,548	\$463,660	\$327,888
Upgrade existing undersized piping extending from Cowlitz St. to the Middle Trunk system on 13th St. & 14th St.	\$469,325	\$274,913	\$194,412
Upgrade existing undersized system extending from 11th St. to 5th St. between West St. and Wyeth St.	\$833,534	\$488,254	\$345,280
Upgrade existing system outlet at Sykes Road and U.S. 30	\$429,512	\$251,592	\$177,920

Table 29 - Calculation of the Stormwater Improvement Fee (continued)

Project Description	Estimated Cost of	Project Costs	
	Improvement in 2016 Dollars	Cost Attributed to Existing Demands	Costs Attributed to Future Demands
<i>Collection System Projects:</i>			
Upgrade existing undersized piping along Tualatin St. from 19th St. to McNulty Creek and Dubois Ln. from 20th St. to Melvin Ave. Reroute Dubois Ln. flows to Tualatin St. outfall.	\$393,439	\$230,462	\$162,977
Construct a new storm line from Wagner Ave. extending down Shore Dr. approximately 750 feet to existing outfall.	\$396,375	\$232,182	\$164,193
Upgrade existing undersized culverts North of Columbia Blvd. at McMichael St. and at Allendale Dr.	\$184,805	\$108,252	\$76,553
Upgrade existing undersized culvert and piping system extending from 3rd St. to 8th St. along Lemont St. and from 7th St. to Lemont St. along 8th St.	\$544,218	\$318,783	\$225,435
Upgrade existing undersized piping extending from 14th St. N. of St. Helens to 16th St. S. of St. Helens Upgrade existing piping from 16th St. south of St. Helens to 12th St. north of St. Helens. Connect the existing culvert S. of St. Helens at 15th St. to the improved	\$226,864	\$132,889	\$93,975
Upgrade existing undersized piping along 16th St. north of Old Portland Rd. and culverts at 17th St. and Old Portland Rd.	\$138,922	\$81,375	\$57,547
Upgrade existing undersized piping on Gable Rd. and U.S. 30.	\$256,178	\$150,060	\$106,118
Construct a new storm line from McArthur St. to Milton Creek along Halsey St. Upgrade existing undersized piping on Nimitz St. from McArthur St. to Milton Creek and on Park St. from Vernonia Rd. to Milton Creek.	\$391,277	\$229,196	\$162,081
Upgrade existing undersized culverts at the Hinterlands Subdivision	\$174,609	\$102,280	\$72,329
Upgrade existing undersized piping SW of City sewage lagoons at Boise Cascade site.	\$1,537,067	\$900,358	\$636,709
Upgrade existing undersized piping north of Columbia Blvd. at 21st St. and 20th St.	\$307,158	\$179,922	\$127,236
Upgrade existing undersized piping along 1st St. and St. Helens St.	\$128,726	\$75,403	\$53,323
Upgrade existing undersized piping on Columbia Blvd. from Bradley St. to Milton Creek.	\$89,216	\$52,259	\$36,957

Table 29 - Calculation of the Stormwater Improvement Fee (continued)

Project Description	Estimated Cost of	Project Costs	
	Improvement in 2016 Dollars	Cost Attributed to Existing Demands	Costs Attributed to Future Demands
Collection System Projects:			
Install new conveyance facility from Pittsburg Rd. to the upstream end of the Lemont St. system.	\$1,325,497	\$776,428	\$549,069
Install new conveyance facility along Vernonia Rd. south to Columbia Blvd.	\$934,220	\$547,232	\$386,988
Install new conveyance facility along Sykes Rd. west of Columbia Blvd.	\$729,023	\$427,035	\$301,988
Install new conveyance facility from U.S. 30 north of Kavanaugh St. to McNulty Cr. near Gable Rd.	\$732,847	\$429,275	\$303,572
Install new conveyance facilities from Millard Rd. and Morse Rd. to Old Portland Rd. north of Millard Rd. Upgrade existing culverts and channels at the U.S. 30 crossing north of Millard Rd.	\$1,297,458	\$760,004	\$537,454
Install new conveyance facilities along the southerly portion of Childs Rd. to McNulty Creek.	\$308,433	\$180,669	\$127,764
Install new conveyance facilities from Bachelor Flat Rd. south down Ross Rd. to McNulty Creek.	\$1,150,888	\$674,148	\$476,740
Install new conveyance facility from Morse Rd. to the Columbia River along Achilles Rd. Connect to existing 24-inch culvert across the Portland and Western Railroad.	\$1,535,792	\$899,611	\$636,181
Install new conveyance system from Morse Rd. to Old Portland Rd. between Achilles Rd. and Millard Rd. Includes improving existing 18-inch culvert across the Portland and Western Railroad.	\$1,865,892	\$1,092,971	\$772,921
Install new conveyance facility south of Millard Rd. extending from Fischer Rd. to the easterly side of the Portland and Western Railroad and continuing south. Includes improving existing 15-inch culvert across the Portland and Western Railroad and tie-in to existing 24-inch culvert.	\$536,571	\$314,304	\$222,267
Stormwater Master Plan	\$150,000	\$0	\$150,000
Totals	\$24,656,877	\$14,355,234	\$10,301,643
Total Improvement Fee Eligible Costs for Future System Improvements			\$10,301,643
less: Estimated stormwater SDC fund balance as of June 30, 2017			1,987,930
Adjusted Improvement Fee Eligible Costs for Future System Improvements			\$8,313,713
Total growth EDUs			13,256
Calculated stormwater Improvement Fee SDC per EDU			\$627
Calculated stormwater Improvement Fee SDC per square foot of Impervious surface			\$0.2509

Stormwater SDC Model Summary

The 2017 stormwater SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted capital improvement plans and plan updates for stormwater services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$821 per EDU. A comparison of the proposed and current stormwater SDCs for the average single family residential customer is shown below in Table 30.

Table 30 - Proposed and Current Stormwater SDCs for a 3/4" Meter

Line Item Description	Per EDU	Per Sq. Foot
Proposed SDC components:		
Reimbursement fee	\$ 155	\$ 0.0618
Improvement fee	627	0.2509
Administration fee at 5%	39	0.0156
Total proposed stormwater SDC	\$ 821	\$ 0.3283
Current SDC components:		
Reimbursement fee	\$ 1	\$ 0.0002
Improvement fee	641	0.2562
Administration fee at 1.34%	9	0.0034
Total current stormwater SDC	\$ 650	\$ 0.2598

Parks SDCs

The 2015 Parks and Trails Master Plan Levels of Service

In 2015, the City completed preparation of a new parks master plan (the plan) addressing parks needs through the year 2036. The plan relies on levels of service (LOS) to determine the adequacy/needs for current and future parks and trails infrastructure. To determine adequacy, park and recreation providers typically measure existing parklands and facilities and compare them against established standards, typically LOS Standards. LOS standards are measures of the amount of public recreation parklands and facilities being provided to meet that jurisdiction's basic needs and expectations. For example, the amount of parkland currently needed in a particular jurisdiction may be determined by comparing the ratio of existing developed park acres per 1,000 residents (by all providers within the jurisdiction) to the jurisdiction's desired level of parks relative to population. The gap between the two ratios is the currently needed park acreage. As the population grows, the objective is to provide enough additional acreage to maintain the jurisdiction's desired ratio of park acres to 1,000 residents. These ratios can provide insight and act as tools to determine the amount of parkland or trails needed to meet current and future recreation needs.

In Chapter 4, section 4.22 (Recommended Park LOS), the Plan established recommended parks and trails LOS (by parks classification) for the City based on the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP recommended Oregon LOS guidelines were developed after reviewing the National Recreation and Parks Association (NRPA) guidelines and the results from the 2014 statewide average guidelines survey. The recommended Plan parks LOS by parks category are shown below in Table 31.

Table 31 - 2015 Parks Master Plan LOS Standards for St. Helens

Parkland Type	Average Planning LOS Guidelines in Oregon (Acres /1,000 population)	NRPA Standard LOS Guidelines (Acres /1,000 population)	Recommended Oregon LOS Guidelines (Acres /1,000 population)
Pocket Parks	0.16	0.25 to 0.5	0.25 to 0.5
Urban Plaza Parks	0.18	None	0.1 to 0.2
Neighborhood Parks	1.27	1.0 to 2.0	1.0 to 2.0
Community Parks	2.76	5.0 to 8.0	2.0 to 6.0
Regional Parks	8.99	5.0 to 10.0	5.0 to 10.0
Nature Parks	2.74	None	2.0 to 6.0
Special Use Parks	0.38	None	None
Totals	-	6.25 to 10.5 developed	6.25 to 12.5

In Chapter 4, section 4.4, the Plan defines what a "trail" is, and establishes a LOS standard for the City. A "trail" includes multi-use, pedestrian, and soft surface trails that accommodate a variety of activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Multi-use trails are designed for use by pedestrians, bicyclists, skateboarders, wheelchairs, and other non-motorized vehicle users. Such trails may be located within parks or along existing streets and roadways as part of the citywide transportation system. This has ramifications for a city like St. Helens, where almost half of its trail system is within parks. For trails, the statewide average planning LOS Guidelines are at 0.62 miles per 1,000 residents and the SCORP recommended LOS for Oregon is anywhere between 0.5 to 1.5

miles of trails per resident. The Plan established a minimum trails LOS of 0.5 miles per 1,000 residents with both the current population and a population projection for 2020.

Having stabled the LOS standards for park lands and trails, the next step is to compare the City's current parks and trails inventory to the standard, and analyzes the surpluses/deficiencies by parks category. That data is shown below in Table 32.

Table 32 - Existing Parks and Trails LOS Surplus/Deficiency

2015 Parks Master Plan							
Recommended LOS ¹							
Classification and Park Name	Acreage	Linear Miles	Current Level of Service ¹	Low	High	LOS Surplus or (Deficiency)	Percent of Capacity Remaining
Pocket Parks:							
Civic Pride Park	1.20						
Walnut Tree Park	0.15						
	1.35		0.106	0.250	0.500	(0.144)	Zero ✓
Urban Plaza Parks:							
Columbia View Park	1.00						
County Courthouse Plaza ²	0.25						
	1.25		0.098	0.100	0.200	(0.002)	Zero ✓
Neighborhood Parks:							
6th Street Park	2.90						
Godfrey Park	3.60						
Grey Cliffs Park	1.60						
Heinie Heumann Park	2.90						
	11.00		0.866	1.000	2.000	(0.134)	Zero ✓
Community Parks:							
Campbell Park	9.10		0.716	2.000	6.000	(1.284)	Zero ✓
Nature Parks:							
Columbia Botanical Gardens	3.20						
Nob Hill Nature Park	6.60						
	9.80		0.772	2.000	6.000	(1.228)	Zero ✓
Regional Parks:							
Sand Island Marine Park	31.70						
McCormick Park	70.70						
	102.40		8.062	5.000	10.000	3.062	61.2%
Subtotal Parks	134.90		10.620	10.350	24.700	0.270	2.6%
Regional Trail Systems (linear miles):							
Park Trails		3.66					
Multi-use Trails and Paths		2.69					
		6.35	0.500	0.500	1.500	(0.000)	Zero ✓

Notes:

¹ U.S. Bureau of the Census assumed service population for 2015
Level of Service expressed in units per 1,000 residents

² Owned and maintained by Columbia County, but included in calculations because it is with the City

As the data in Table 32 shows, currently, the City is “park deficient” in all parks categories except Regional Parks. Because the regional parks acreage inventory is very large, on a citywide basis, the overall parks system has a net LOS surplus of 0.27 acres per 1,000 population. This will impact the calculation of the parks SDC reimbursement fee in that the current LOS implies 97.4% of the City’s current parks and trails capacity is being absorbed by the City’s current population. That mean only 2.6% of the system’s built capacity is available to serve growth.

Existing and Projected Future Demand for Parks and Trails

Growth should be measured in units that most directly reflect the source of demand. In the case of parks, the most applicable units of growth are population and, where appropriate, employees (or new jobs). However, the units in which demand is expressed may not be the same as the units in which SDC rates are charged. Many SDCs, for example, are charged on the basis of new dwelling units. Therefore, conversion is often necessary from units of demand to units of payment. For example, using an average number of residents per household, the number of new residents can be converted to the number of new dwelling units.

Parks and recreation facilities benefit City residents, businesses, non-resident employees, and visitors. The methodology used to update the City’s Parks and Recreation SDCs establishes the required connection between the demands of growth and the SDC by identifying specific types of park and recreation facilities and analyzing the proportionate need of residents and employees for each type of facility. The SDCs to be paid by a development meet statutory requirements because they are based on the nature of the development and the extent of the impact of that development on the types of park and recreation facilities for which they are charged.

The Parks and Recreation SDCs are calculated based on the specific impact a development is expected to have on the City’s population and employment. For facilities that are not generally used by employees (e.g., neighborhood parks), only a residential SDC may be charged. For facilities that benefit both residents and employees (e.g., community parks), an SDC may be charged for both residential and non-residential development.

Table 33 contains existing and projected population, housing units, and employment for the City. The data in this table establishes the units of demand and the units of payment for the reimbursement and improvement parks SDCs.

Table 33 - Existing and Projected Population, Housing Units, and Employment

	2015	2030	Analysis of Growth	
	Current	Projected	Units	CAGR*
1 Population	12,702	16,846	4,144	1.90%
Single family residential	10,588	14,042	3,454	
Multi-family residential	2,093	2,776	683	
2 Total Housing Units	5,019	6,656	1,637	
Single family residential	3,583	4,752	1,169	
Multi-family residential	1,436	1,904	468	
Number of persons per Housing Unit	2.53			
Single family residential	2.96			
Multi-family residential	1.46			
3 Employment	5,986	7,939	1,953	
Employment to population ratio	47.13%			

Data Sources and Notes:

- 1 Current population source: U.S. Census Bureau, 2015 American Community Survey 5-year summary, Table DP05; 2030 projection per St. Helens Parks Master Plan, July, 2015
- 2 Current Housing units source: U.S. Census Bureau, 2015 American Community Survey 5-year summary, Table DP04, Table B25024, B25033; 2030 projection based on 2015 number of persons per occupied housing unit
- 3 Current employment source: U.S. Census Bureau, 2015 American Community Survey 5-year summary, Table DP03; 2030 projection based on 2014 employment to population ratio

* CAGR - Compound Annual Growth Rate

Conversion of Employment Growth to Population Equivalents

The parks and trails facilities described in the 2015 Plan were designed with the needs of both residents and non-resident employees in mind. It is therefore appropriate to allocate the cost of these facilities to both residents and non-resident employees. The only exceptions are neighborhood parks. These facilities were designed for the needs of residents only and it is therefore appropriate to allocate the cost of these facilities to residents only.

While most parks and recreation facilities benefit residents and non-resident employees, these two groups do not utilize parks and recreation facilities with the same intensity. To apportion the demand for facilities between non-resident employees and residents in an equitable manner, a non-resident-employee-to-resident demand ratio must be calculated based on differential intensity of use.

The process that is used to develop this differential intensity of use is a two-step process. The first step is to estimate the potential demand for parks and recreation facilities by patrons. For this step, we rely on survey data from the Oregon Department of Parks and Recreation's 2013 "A Guide to Community Park and Recreation Planning for Oregon Communities". This guide identifies potential use by different population groups in a manner that averages day-of-week and seasonal effects. These averages are based on the maximum number of hours per day that each population group would consider the use of parks and recreation facilities to be a viable option.

The second step is to take the survey data and multiply the weighted average hours by an actual count for each population group based on data from the U. S. Census Bureau. We then apportion this potential demand among residents (four population groups) and non-residents (one population group). The data that was used to create the differential intensity of use is shown below in Table 34.

This approach is used to estimate the allocation of parks usage among residents and non-residents, which is summarized at the bottom of Table 34. The findings indicate that residents comprise 97 percent of the expected level of parks demand and non-residents that work within the city comprise 3 percent of the demand. These estimates are subsequently used in the next Section of this report to allocate the eligible SDC cost shares between these two user groups.

Table 34 - Calculation of Parks Usage by Resident and Non-Resident Workers

Parks Demand by Patron Classification	Resident			Non-Resident		Totals
	Non-Employed Adults	Children Ages 5 to 17	Adult Live In and Work In City	Adult Live In and Work Outside City	Adult Live Outside and Work Inside City	
Summer demand (June-September)						
Weekday hours:						
Before work	-	-	1.0	-	1.0	2.0
Meals/breaks	-	-	1.0	-	1.0	2.0
After work	-	-	2.0	-	2.0	4.0
Other leisure	12.0	12.0	2.0	2.0	-	28.0
Subtotal weekday hours	12.0	12.0	6.0	2.0	4.0	36.0
Number of summer, 2014 weekdays	87.0	87.0	87.0	87.0	87.0	87.0
Weekend hours:						
Leisure	12.0	12.0	12.0	12.0	-	48.0
Subtotal weekend hours	12.0	12.0	12.0	12.0	-	48.0
Number of summer, 2014 weekend days	35.0	35.0	35.0	35.0	35.0	35.0
Weighted average summer hours/day	12.00	12.00	7.72	4.87	2.85	39.44
Spring/Fall demand (April-May, October-November)						
Weekday hours:						
Before work	-	-	0.5	-	0.5	1.0
Meals/breaks	-	-	1.0	-	1.0	2.0
After work	-	-	1.0	-	1.0	2.0
Other leisure	10.0	4.0	2.0	2.0	-	18.0
Subtotal weekday hours	10.0	4.0	4.5	2.0	2.5	23.0
Number of spring/fall, 2014 weekdays	87.0	87.0	87.0	87.0	87.0	87.0
Weekend hours:						
Leisure	10.0	10.0	10.0	10.0	-	40.0
Subtotal weekend hours	10.0	10.0	10.0	10.0	-	40.0
Number of spring/fall, 2014 weekend days	35.0	35.0	35.0	35.0	35.0	35.0
Weighted average spring/fall hours/day	10.00	5.72	6.08	4.30	1.78	27.88
Winter demand (December-March)						
Weekday hours:						
Before work	-	-	0.5	-	0.5	1.0
Meals/breaks	-	-	1.0	-	1.0	2.0
After work	-	-	0.5	-	0.5	1.0
Other leisure	8.0	2.0	1.0	1.0	-	12.0
Subtotal weekday hours	8.0	2.0	3.0	1.0	2.0	16.0
Number of winter, 2014 weekdays	87.0	87.0	87.0	87.0	87.0	87.0
Weekend hours:						
Leisure	8.0	8.0	8.0	8.0	-	32.0
Subtotal weekend hours	8.0	8.0	8.0	8.0	-	32.0
Number of winter, 2014 weekend days	34.0	34.0	34.0	34.0	34.0	34.0
Weighted average winter hours/day	8.00	3.69	4.40	2.97	1.44	20.50
Forecast of demand by parks patron group:						
Annual weighted average hours/day	10.01	7.15	6.07	4.05	2.03	
Census data on parks patrons	703	2,517	1,663	3,468	855	
Potential daily demand hours/day	7,034	17,984	10,099	14,034	1,732	50,883
Percentage of demand by parks patron class	13.82%	35.34%	19.85%	27.58%	3.40%	100.00%
Resident/Non-resident percentages		96.60%		3.40%		100.00%
		Resident		Non-Resident		Total

Sources and Credits:

Hourly parks demand forecast - Donovan Enterprises, Inc.; A Guide to Community Park and Recreation Planning for Oregon Communities, April, 2013; Oregon Department of Parks and Recreation

Census data - U.S. Census Bureau, 2014 American Community Survey 5-year estimates, Tables DP03, DP05, and B08008, American FactFinder tool

Reimbursement Fee Calculations

The parks reimbursement fee methodology mirrors that used for the other municipal utility services with the exception that the total reimbursement fee basis goes through a secondary allocation between residents and non-residents that work in the City. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of parks fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of parks fixed assets**.
- Step 2: Subtract from the adjusted original cost of parks fixed assets in service any grant funding or contributed capital. This arrives at the **modified adjusted original cost of parks fixed assets in service net of grants and contributed capital**.
- Step 3: Subtract from the modified adjusted original cost of parks fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross parks reimbursement fee basis**.
- Step 5: Subtract from the gross parks reimbursement fee basis the fund balance held in the Parks Reimbursement SDC fund (if available). This arrives at the **net parks reimbursement fee basis**.
- Step 6: Divide the net parks reimbursement fee basis by the following growth demand units:
 - For the residential net parks reimbursement fee basis – growth in population and growth in housing units (single family, and multi-family)
 - For the non-resident net parks reimbursement fee basis – growth in employment (Full Time Equivalent workers)

The actual data that was used to calculate the total transportation reimbursement fee is shown below in Table 35.

Table 35 - Calculation of the Parks Reimbursement Fee

	Original Cost	Capacity Remaining to Serve Growth	Residential	Non-Residential
Utility Plant-in-Service: ¹				
Land, easements & right of way	\$ 1,737,336	\$ 45,385	\$ 43,840	\$ 1,545
Buildings and improvements	2,712,344	70,855	68,443	2,412
Machinery and equipment	248,726	6,498	6,276	221
Construction Work-in-Progress	-	-	-	-
Total Utility Plant-in-Service	4,698,406	122,737	118,559	4,178
Eliminating entries:				
Principal outstanding on bonds, notes, and loans payable		-	-	-
Grants and contributions		-	-	-
Total eliminating entries		-	-	-
Net basis in utility plant-in-service available to serve future customers		122,737	118,559	4,178
Future Demand Units:				
Growth in population (People)			4,144	
Growth in occupied housing units:				
Single family residential			1,169	
Multi-family residential			468	
Growth in employment (Employees)				1,953
Unit reimbursement fee Parks SDCs:				
Per person			\$29	
Per occupied housing unit:				
Single family residential			\$85	
Multi-family residential (per unit)			\$42	
Per employee				\$2

¹ Source: St. Helens Accounting Summary Report - Capitalized Assets as of June 30, 2016

Parks Master Plan CIP

The Plan lays out a very specific and prioritized capital improvement plan for the City through 2030. The CIP identifies future costs for new parks and trails, and the future costs for improvements to the City's existing parks inventory. The total CIP from the Plan is shown below in Table 36.

Table 36 - 2015 Parks Master Plan CIP

	New Parks		Existing Parks			Total
	Land	Development	Within 5 Yrs.	6 to 10 Yrs.	11 to 15 Yrs.	
Pocket Parks						
Civic Pride Park					\$ 273,500	\$ 273,500
Walnut Tree Park				150		150
Subtotal Pocket Parks	-	-	-	150	273,500	273,650
Urban Plaza Parks						
Columbia View Park				75,000	1,000,000	1,075,000
County Courthouse Plaza ²						-
Subtotal Urban Plaza Parks	-	-	-	75,000	1,000,000	1,075,000
Neighborhood Parks						
6th Street Park			93,000		24,000	117,000
Godfrey Park			11,000		45,000	56,000
Grey Cliffs Park			1,800		125,000	126,800
Heinie Heumann Park					93,440	93,440
Subtotal Neighborhood Parks	-	-	105,800	-	287,440	393,240
Community Parks						
Campbell Park			130,000	50,000	11,000	191,000
Millard Road Property		200,000				200,000
Subtotal Community Parks	-	200,000	130,000	50,000	11,000	391,000
Nature Parks						
Columbia Botanical Gardens					6,500	6,500
Nob Hill Nature Park			1,750	1,500		3,250
Subtotal Nature Parks	-	-	1,750	1,500	6,500	9,750
Regional Parks						
Sand Island Marine Park			90,000	9,125		99,125
McCormick Park			38,500	198,000	20,600	257,100
Subtotal Regional Parks	-	-	128,500	207,125	20,600	356,225
Total Parks Improvements Costs	\$ -	\$ 200,000	\$ 366,050	\$ 333,775	\$ 1,599,040	\$ 2,498,865
Trails						
St. Helens Riverfront Trail			\$ 1,145,942			\$ 1,145,942
5th St. Hiking Trail			199,800			199,800
4th St. Gardens Trail		289,697				289,697
Dalton Lake Trail Improvements			198,180			198,180
West Columbia Blvd. Extension		118,125				118,125
Total Trails Improvement Costs	\$ -	\$ 407,822	\$ 1,543,922	\$ -	\$ -	\$ 1,951,744
Parks Master Plan Total	\$ -	\$ 607,822	\$ 1,909,972	\$ 333,775	\$ 1,599,040	\$ 4,450,609

¹ Source: Parks Master Plan 2015; Chapter 8

SDC Eligibility of Master Plan CIP

For purposes of this SDC methodology, each of the City's park facilities falls into one of the following seven categories:

- Pocket parks
- Urban plaza parks
- Neighborhood parks
- Community parks
- Nature parks
- Regional parks
- Trails

Table 37 compares the current inventory of facilities in each category with that category's adopted level of service. That comparison leads to a determination of surplus or deficiency for each category. Projects are eligible for improvement fee funding only to the extent that the projects will benefit future users. Therefore, only the categories with no deficiency (regional parks, and trails) are 100 percent eligible for improvement fee funding. The eligibility percentages of the remaining parks categories are reduced to reflect the level of deficiency.

Table 37 - Calculation of Master Plan CIP SDC Eligibility

Classification	LOS (units/1,000 population) ^{1, 2}	Inventory Units	Parks Inventory at			Level of Service Analysis		Parks SDC Eligibility	
			Current ²	Planned Additions ³	Planned 2030	Current need	Surplus / (Deficiency)	Growth Need	Growth %
Pocket Parks	0.25	Acres	1.35	2.86	4.21	3.18	(1.83)	1.04	36.20%
Urban Plaza Parks	0.10	Acres	1.25	0.43	1.68	1.27	(0.02)	0.41	95.35%
Neighborhood Parks	1.00	Acres	11.00	5.85	16.85	12.70	(1.70)	4.14	70.88%
Community Parks	2.00	Acres	9.10	24.59	33.69	25.40	(16.30)	8.29	33.70%
Nature Parks	2.00	Acres	9.80	23.89	33.69	25.40	(15.60)	8.29	34.69%
Regional Parks	5.00	Acres	102.40	-	102.40	63.51	38.89	-	100.00%
	10.35		134.90	57.62	192.52				
Trails	0.50	Miles	6.35	2.07	8.42	6.35	-	2.07	100.00%

¹ U.S. Bureau of the Census assumed service population for 2015 12,702
Level of Service expressed in units per 1,000 residents 12.702
Estimated 2030 service population (2015 Parks Master Plan assumed growth of 1.9% per year) 16,846
Level of Service expressed in units per 1,000 residents 16.846

² 2015 Parks Master Plan Baseline Level of Service; page 45 for parks, page 50 for trails

³ 2015 Parks Master Plan Section 4.2 Parks Level of Service Analysis

Improvement Fee Calculations

The improvement fee is the cost of capacity-increasing capital projects per unit of growth that those projects will serve. The unit of growth, whether number of new residents or number of new employees, is the basis of the fee. In reality, the capacity added by many projects serves a dual purpose of both meeting existing demand and serving future growth. To compute a compliant SDC rate, growth-related costs must be isolated and costs related to current demand must be excluded. We have used the “capacity approach” to allocate costs to the improvement fee basis. Under this approach, the cost of a given project is allocated to growth in proportion to the growth-related capacity that projects of a similar type will create. The capacity analysis of the Plan CIP is shown numerically in Table 38. Table 38 lays out the capacity approach to deriving the parks improvement fee.

Table 38 - Calculation of the Parks Improvement Fee

Classification	Total MP CIP	SDC Eligible %	<----- Funding Sources for Parks Master Plan CIP ----->			
			Existing Users	Total SDC	Residential	Non-Residential
Pocket Parks	\$ 273,650	36%	\$ 174,583	\$ 99,067	\$ 95,695	\$ 3,373
Urban Plaza Parks	1,075,000	95%	49,971	1,025,029	990,133	34,896
Neighborhood Parks	393,240	71%	114,497	278,743	269,254	9,490
Community Parks	391,000	34%	259,235	131,765	127,279	4,486
Nature Parks	9,750	35%	6,368	3,382	3,267	115
Regional Parks	356,225	100%	-	356,225	344,098	12,127
Trails	1,951,744	100%	-	1,951,744	1,885,299	66,445
Total	\$ 4,450,609		\$ 604,653	\$ 3,845,956	\$ 3,715,024	\$ 130,932

	Total SDC	Residential	Non-Residential
Future parks master plan capacity-expanding costs	\$ 3,845,956	\$ 3,715,024	\$ 130,932
Adjustments to improvement fee basis:			
Parks SDC fund balance	101,799	98,333	3,466
Principal outstanding on Parks GO bond	-	-	-
Subtotal adjustments to improvement fee basis	101,799	98,333	3,466
Adjusted future parks master plan capacity-expanding costs	\$ 3,947,755	\$ 3,813,358	\$ 134,397

<i>Future Demand Units:</i>			
Growth in population (People)		4,144	
Growth in occupied housing units:			
Single family residential		1,169	
Multi-family residential		468	
Growth in employment (Employees)			1,953

<i>Unit improvement fee Parks SDCs:</i>			
Per person		\$ 920	
Per occupied housing unit:			
Single family residential		\$ 2,720	
Multi-family residential (per unit)		\$ 1,341	
Per employee			\$ 69

Parks SDC Model Summary

The 2017 parks SDC methodology update was done in accordance with St. Helens Municipal Code Chapter 13.24, and with the benefit of adopted 2015 Parks Master Plan. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$2,977 per detached single family residence. The complete proposed schedule of parks SDCs is shown below in Table 39. Table 40 give a comparison of the proposed and current parks SDC for a new single family detached residence.

Table 39 - Proposed Transportation SDCs by ITE Code

Customer Classification	Number of Dwelling Units	Proposed Schedule of Parks SDCs			Total
		Reimbursement	Improvement	Administration	
Detached single family	1	\$ 85	\$ 2,720	\$ 140	\$ 2,944
Mobil/manufactured home	1	85	2,720	140	2,944
Multifamily - \$/dwelling unit		42	1,341	69	1,452
Duplex	2	83	2,683	138	2,904
Tri-plex	3	125	4,024	207	4,357
Four-plex	4	167	5,366	277	5,809
Apartment complex	*	*	*		*
Condominium complex	*	*	*		*
Retirement/Assisted Living complex	*	*	*		*
Business - \$/FTE Employee		\$ 2	\$ 69	\$ 4	\$ 75

* - multiply the number of dwelling units by the corresponding detached multi-family per dwelling unit fee component

Table 40 - Proposed and Current Parks SDCs for a Detached Single Family Residence

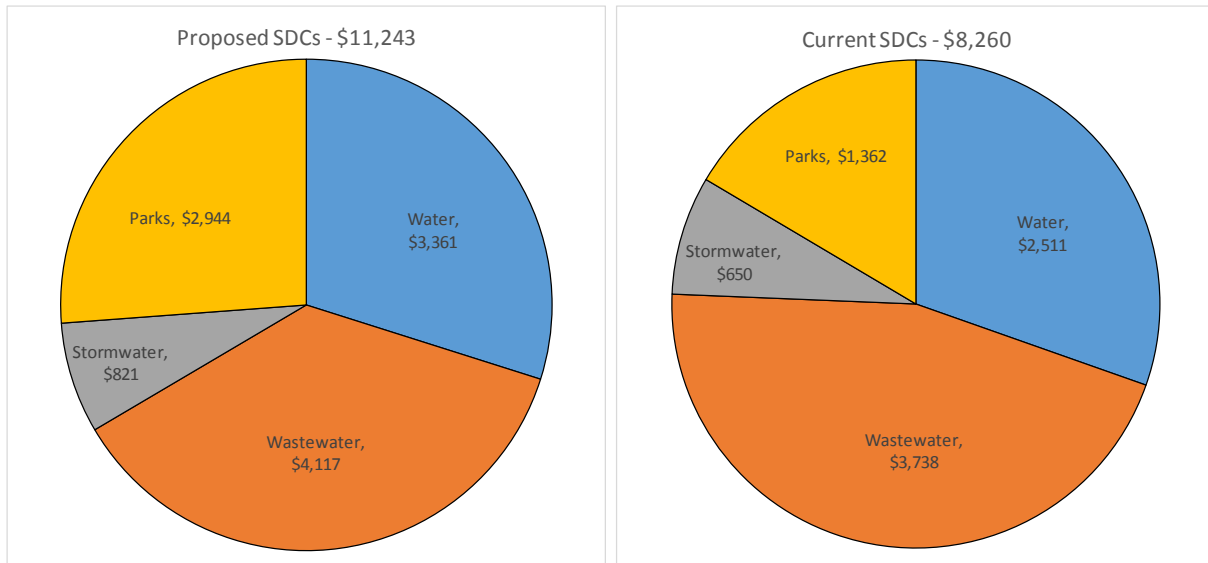
Parks SDC Components	Proposed	Current	Difference
Reimbursement fee	\$ 85	\$ 285	\$ (200)
Improvement fee	2,720	1,059	1,661
Administration fee	140	18	122
Total wastewater SDC	\$ 2,944	\$ 1,362	\$ 1,583

Conclusions and Recommendations

The 2017 SDC methodology update was done in accordance with SHMC Chapter 13.24, and with the benefit of adopted plans and plan updates for municipal services. Our analysis indicates the City can charge a maximum of \$3,361 for water, \$4,117 for wastewater, \$821 for stormwater, and \$2,944 for parks. These figures are on a per equivalent single family residential unit basis. The sum of these maximum fees amounts to \$11,243 per unit; \$2,983 more than the sum of the current SDCs of \$8,260.

A graphic side by side comparison of the proposed and current schedule of SDCs is shown blow in figure 7.

Figure 7 - Proposed and Current Schedule of SDCs



Finally, we recommend the City adopt a policy of reviewing its suite of SDCs every five years. Between the review dates, the city should apply a cost adjustment index to the SDC rates annually to reflect changes in costs for land and construction. This policy should be codified in the St. Helens Municipal Code (SHMC §13.24). We suggest the City consider the following language for that section of the SHMC:

1. Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC methodology report shall on January 1st of each year be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on:
 - a. The change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI).
 - b. The system development charges adjustment factor shall be used to adjust the system development charges, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property; or adoption of an updated methodology.

Neighboring Communities' Utility Rates and SDCs

Shown below in Figures 8 through 12 are charts that compare the current utility rates and SDCs for a single family customer in St. Helens to the same charges in similar communities in Columbia County, Oregon.

Figure 8 - Comparison of Neighboring Communities' Water Rates

Columbia County Water Rates for 10 Ccf of Water per Month - July, 2017

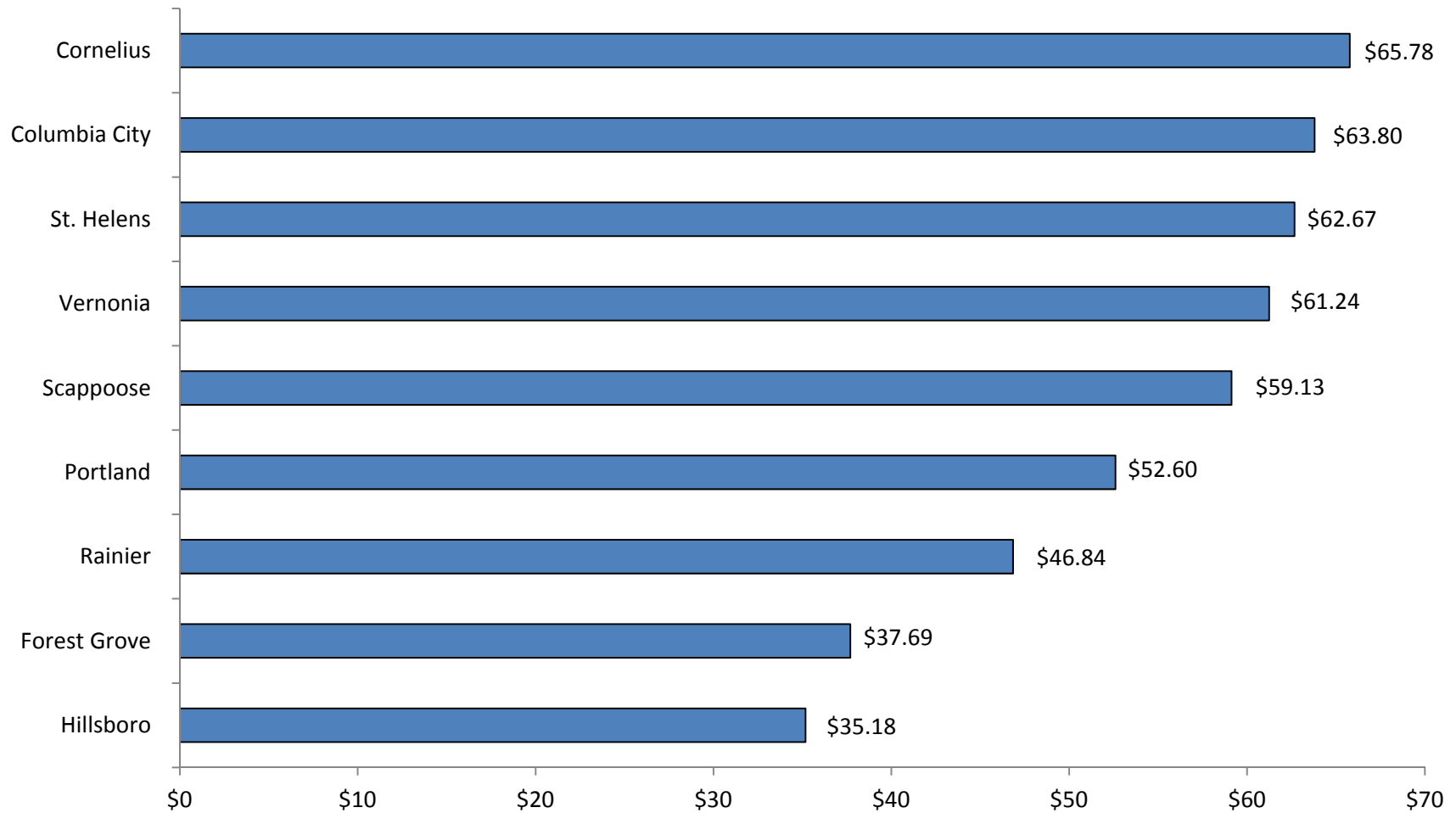


Figure 9 - Comparison of Neighboring Communities' Wastewater Rates

Columbia County Wastewater Rates for 5.5 Ccf of Winter Average Monthly Flow - July, 2017

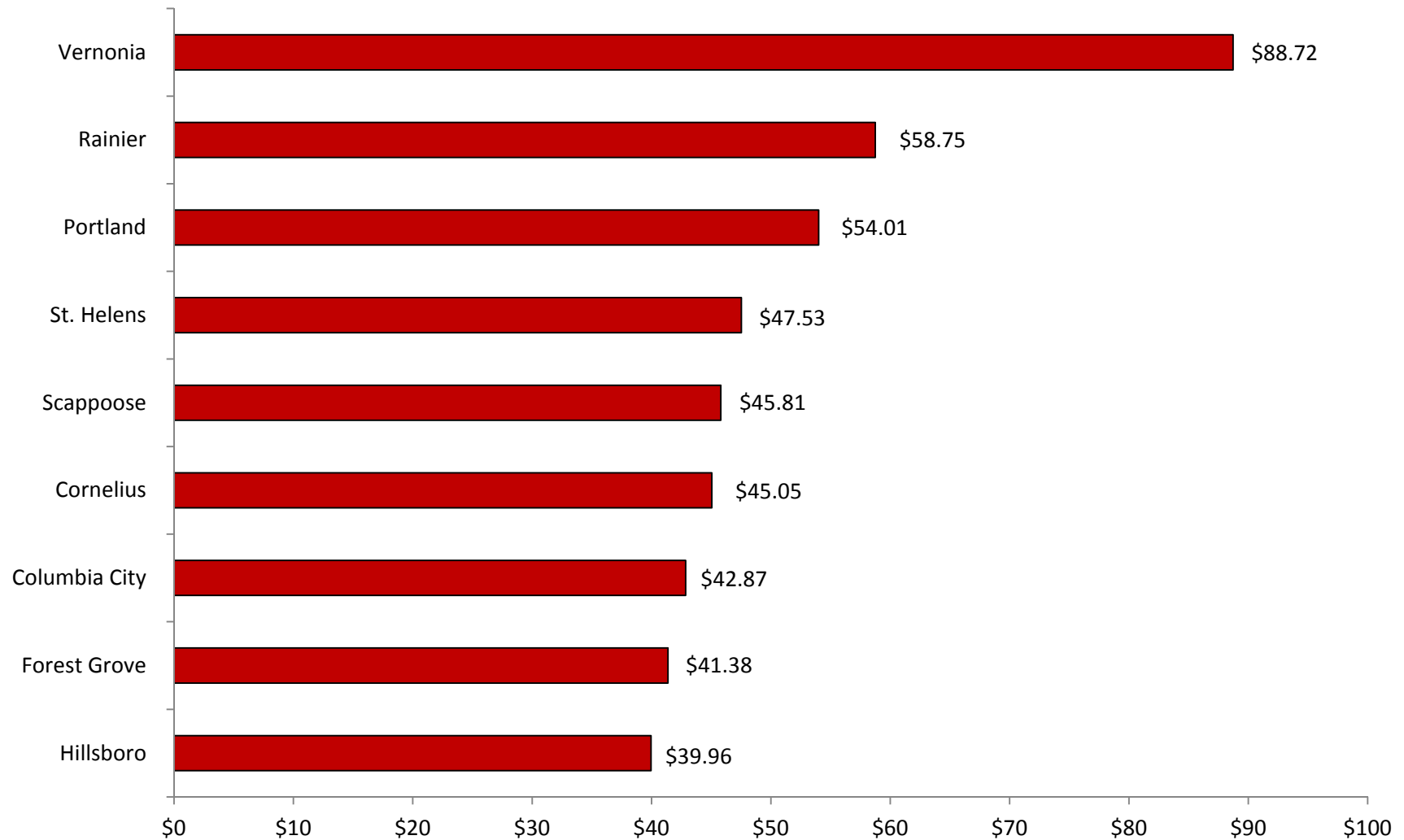


Figure 10 - Comparison of Neighboring Communities' Stormwater Rates

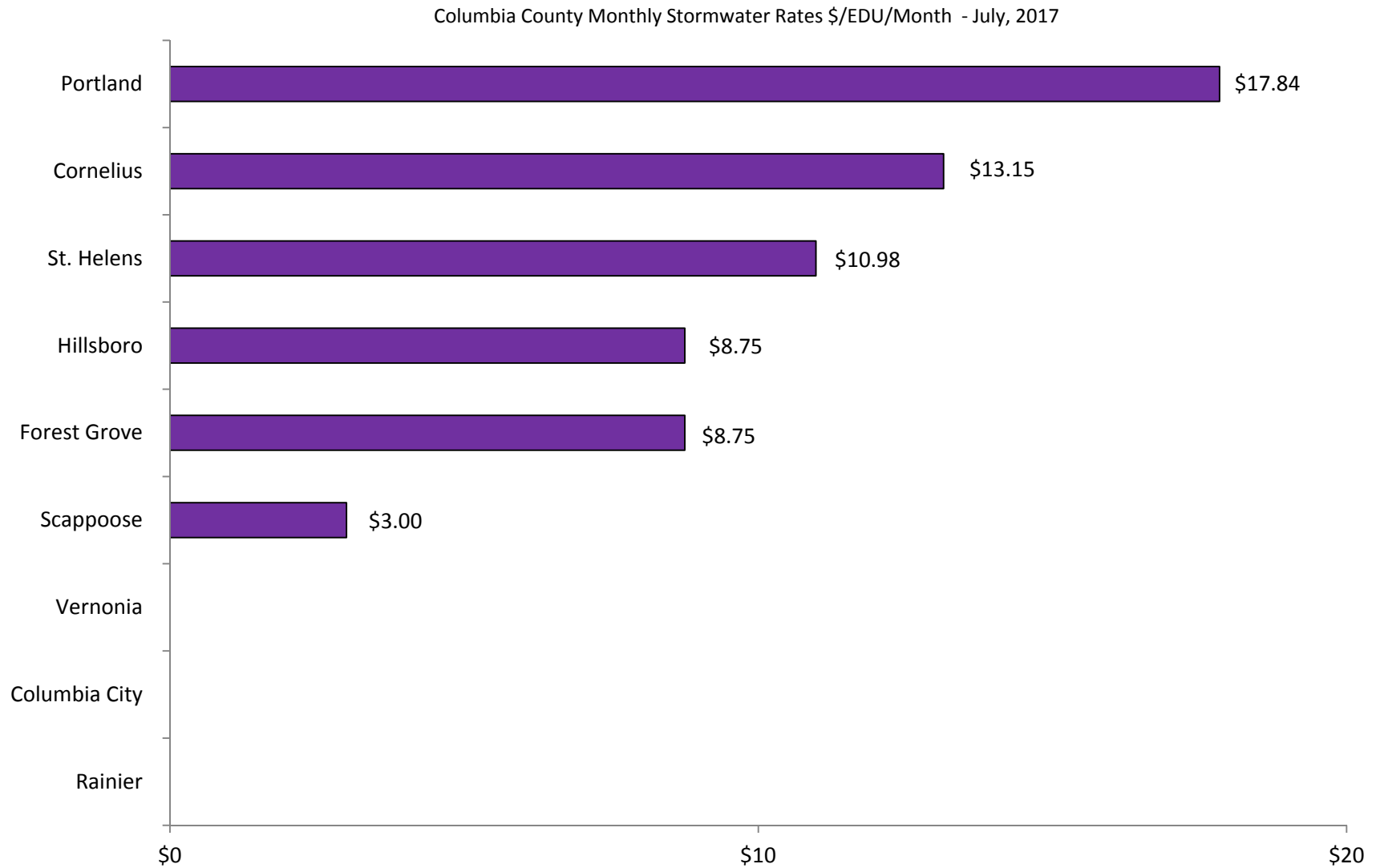


Figure 11 - Comparison of Neighboring Communities' Combined Water, Wastewater, Transportation, and Stormwater Rates

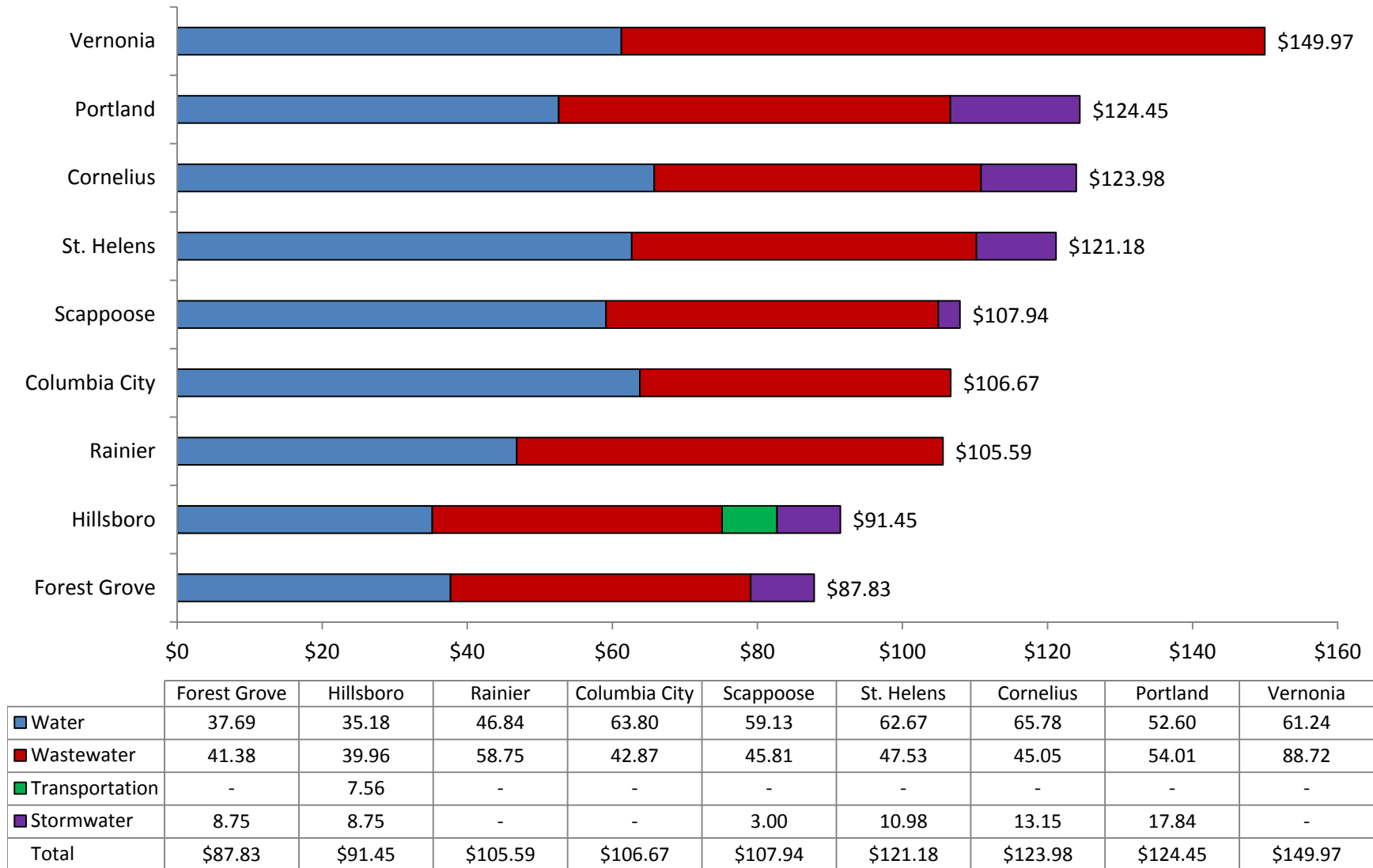
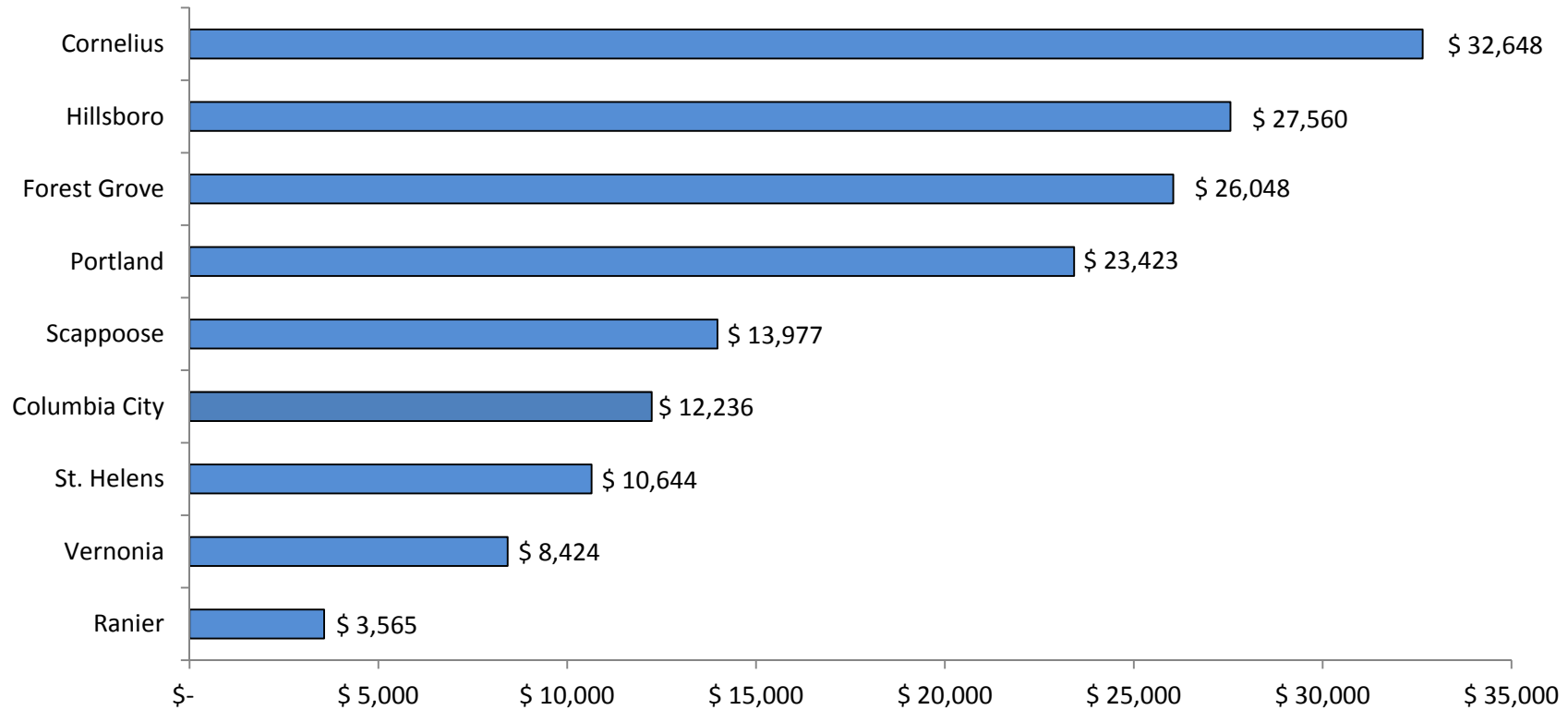


Figure 12 - Comparison of Neighboring Communities' SDCs (Single Family Residential)



	Contact Phone No.	Water	Wastewater	Streets	Parks	Storm Drainage	Total
Ranier	503.556.7301	920	2,645	-	-	-	\$ 3,565
Vernonia	503.429.5291	2,269	2,957	858	1,000	1,340	\$ 8,424
St. Helens	web site	2,511	3,738	2,383	1,362	650	\$ 10,644
Columbia City	web site	4,292	1,623	4,575	1,496	250	\$ 12,236
Scappoose	web site	4,831	4,276	2,355	1,933	583	\$ 13,977
Portland	web site	3,599	5,712	2,814	10,381	917	\$ 23,423
Forest Grove	web site	5,478	5,500	8,458	6,010	602	\$ 26,048
Hillsboro	web site	8,445	5,500	8,458	4,647	510	\$ 27,560
Cornelius	Community Dev.	12,329	5,500	8,458	4,471	1,890	\$ 32,648

City of St. Helens
RESOLUTION NO. 1797

**A RESOLUTION ESTABLISHING A METHODOLOGY TO ANNUALLY ADJUST
SYSTEM DEVELOPMENT CHARGES FOR INFLATION**

WHEREAS, Section 13.24.010 of the St. Helens Municipal Code (SHMC) states the purpose of the system development charge (SDC) is to impose a portion of the cost of capital improvements for water, wastewater, drainage, streets, flood control, and parks and recreation upon those developments that create the need for or increase the demands on capital improvements; and

WHEREAS, Oregon Revised Statute (ORS) 223.304(8)(b) states a change in the amount of a reimbursement fee or an improvement fee is not a modification of the SDC methodology if the change in the amount is based on: the periodic application of one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be: (A) a relevant measurement of the average change in the prices or costs over an identified time period for materials, labor, real property or a combination of the three; (B) published by a recognized organization or agency that produces the index or data source for the reasons that are independent of the SDC methodology; and (C) incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution, or order; and

WHEREAS, the St. Helens City Council has determined the most appropriate cost index for use in annually adjusting all City SDCs is the Engineering News-Record's (ENR) 20 city average Construction Cost Index (CCI); where the CCI is defined by ENR as:

200 hours of common labor at the 20-city average of common labor rates, plus 25 cwt of standard structural steel shapes at the mill price prior to 1996 and the fabricated 20-city price from 1996, plus 1.128 tons of Portland cement at the 20-city price, plus 1,088 board ft. of 2 x 4 lumber at the 20-city price; and

WHEREAS, it is the desire and resolve of the City Council to keep its schedule of SDCs current, consistent, and adequate to support the funding of critical municipal infrastructure improvements; and

WHEREAS, the St. Helens City Council has determined the cost indexing methodology hereinafter specified and established is just, reasonable, and necessary.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS...

The City shall apply a cost adjustment index to adjust the SDCs annually to reflect changes in costs for land, materials, labor, and construction. The specific cost index to be used, and how the index is to be applied is as follows:

1. Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC methodology report(s) shall, on July 16th of each year, be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on the annual change in construction costs according to the ENR 20 City Average CCI published in the ENR in December of each year.
2. The SDC adjustment factor shall be used to adjust the SDCs, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property, or adoption of an updated methodology.

This Resolution is effective immediately upon passage by the City Council. The City shall impose the indexed rate for Water, Sewer, Storm, Parks, and Transportation SDCs as of January 1, 2018.

Approved and adopted by the City Council on August 16, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1798

**A RESOLUTION ESTABLISHING THE ECONOMIC INDEX USED TO
ANNUALLY ADJUST WATER, WASTEWATER, AND STORMWATER
MONTHLY USER CHARGES**

WHEREAS, the St. Helens Municipal Code authorizes the City Council to set and amend water, wastewater, and stormwater charges by resolution; and

WHEREAS, the St. Helens Municipal Code requires such fees to be reasonable and necessary as a means for the delivery of these critical municipal utility services; and

WHEREAS, the cost of operating and improving the water, wastewater, and stormwater systems increases each year; and

WHEREAS, the St. Helens City Council has determined the most appropriate cost index for use in annually adjusting all City utilities rates is the Engineering News-Record's (ENR) 20 city average Construction Cost Index (CCI); where the CCI is defined by ENR as:

200 hours of common labor at the 20-city average of common labor rates, plus 25 cwt of standard structural steel shapes at the mill price prior to 1996 and the fabricated 20-city price from 1996, plus 1.128 tons of Portland cement at the 20-city price, plus 1,088 board ft. of 2 x 4 lumber at the 20-city price.; and

WHEREAS, the St. Helens City Council has determined the ENR CCI economic index hereinafter specified and established are just, reasonable, and necessary.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS...

Section 1. Annualized Rate Adjustment of Water, Wastewater, and Stormwater Rates. Notwithstanding any other provision, the dollar amounts of the monthly rates for water, wastewater, and stormwater shall, on January 1 of each year, be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on:

- a. The annual change in construction costs according to the ENR 20 City Average CCI published in the ENR in December of each year.
- b. The ENR CCI adjustment factor shall be used to adjust the monthly rates for water, wastewater, and stormwater services, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property; or adoption of an updated methodology for calculating such monthly rates.

Approved and adopted by the City Council on August 16, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

AMENDMENT NUMBER 02
2008-2013 FUND EXCHANGE AGREEMENT
Various City Streets Improvement Projects
City of St. Helens

This is Amendment No. 02 to the Agreement between the **STATE OF OREGON**, acting by and through its Department of Transportation, hereinafter referred to as "State," and **CITY OF ST. HELENS**, acting by and through its designated officials, hereinafter referred to as "Agency," entered into on December 2, 2013 and Amendment Number 01 on November 30, 2015.

It has now been determined by State and Agency that the Agreement referenced above shall be amended to extend the expiration date.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.
2. **Amendment to Agreement.**
 - a. **TERMS OF AGREEMENT, Paragraph 5, Page 2, which reads:**
 5. The term of this Agreement will begin upon execution and will terminate September 30, 2017, unless extended by an executed amendment.

Shall be deleted in its entirety and replaced with the following:

 5. The term of this Agreement will begin upon execution and will terminate September 30, 2019, unless extended by an executed amendment.
3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

City of St. Helens / State of Oregon – Dept. of Transportation
Agreement No. 29692, Amendment No. 2

CITY OF ST. HELENS, by and through
its designated officials

By _____
Council President

Date _____

By _____
City Administrator

Date _____

APPROVED AS TO LEGAL FORM

By _____
City Legal Counsel

Date _____

Agency Contact:

Sue Nelson, P.E.
City of St. Helens
Public Works Engineering Director
PO Box 278
St. Helens, OR 97051
Phone: (503) 397-6272, ext. 123
Email: SueN@ci.st-helens.or.us

State Contact:

Shelly White-Robinson, Acting Local
Project Delivery Coordinator
ODOT, Region 2
455 Airport Road SE, Bldg. B
Salem, OR 97301
Phone: (503) 986-6925
Email: shelly.white-robinson@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____
Highway Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____
Region 2 Manager

Date _____

By _____
Region 2 Planning and Development
Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

Original signed by Kathy A. Lincoln,
Assistant Attorney General on November
22, 2013.

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **E2C Corp.** (“Contractor”).

RECITALS

A. The City is in need of consulting services to Special Events Management, and Contractor is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to Special Events Management, and Contractor accepts such engagement. The principal contact for Contractor shall be Tina Curry, phone (360) 241- 6456.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on December 31, 2017. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment C.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following

approval by the City Administrator, billings shall be paid in full within seven (7) days of receipt thereof. The City shall notify Contractor of any disputed amount given from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail or by email or other electronic means. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City of St. Helens
Attn: City Administrator
PO Box 278
St. Helens OR 97051

CONTRACTOR: **E2C Corporation**
Attn: Tina Curry
2316 NE Minnehaha Street
Vancouver WA 98665

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid, or received electronically.

8. Standard of Care. Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Consequential Damages. Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused

by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. Insurance.

10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

11. Termination. Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the contractor fails to substantially perform in accordance with the terms of this Agreement; City shall not pay contractor beyond date of termination, or (b) the City, in its sole discretion, decides to abandon the project.

12. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor.

Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

16. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

17.5 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. _____]

18. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

22. Default.

22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives

written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

22.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

22.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

23. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

24. Inspection and Audit by the City.

24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

24.2 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

CITY:

CITY OF ST. HELENS

Council Meeting Date: August 16, 2017

Signature: _____
Print: John Walsh
Title: City Administrator
Date: _____

CONTRACTOR:

Signature: _____
Print: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTACHMENT A
Scope of Work

CITY OF ST. HELENS, OREGON

Special Event Coordination & Management

EVENT DESCRIPTIONS WITH ANTICIPATED PROGRAM BUDGETS

The City has focused tourism investments into four major event programs. It is the City's desire to continue these events at the current level of investment to sustain and improve the events. These events include the following:

- **Spirit of Halloweentown** – This event has grown into a media sensation attracting 10 of thousands of visitors to see place where Disney's Halloweentown was filmed in the late 1990's. The event has expanded to a month long program (weekends) where the City transforms and embraces the Spirit of Halloweentown. Past activities have included celebrity visitors, character actors, music performances, meet and greet events, tractor rides, parking management, vendor management, haunted tours and more.

Total Budget (excluding management fee) is approximately \$100,000 with expectation of \$70,000 in sponsorships and event revenue.

- **Christmas Tree Lighting**

The Christmas Tree Lighting Event occurs the evening the Christmas ships visit in December. This event oversees the decorating and take down of the Court House Plaza and activities the night of the event. Typically there is a Santa and Mrs. Claus, amplified or live music, free hot chocolate, warming barrels and a bon fire.

Total Budget (excluding management fee) is approximately \$4,000.

- **4th of July**

The St Helens community has hosted a 4th of July fireworks celebration on the waterfront for many years. In the past, various community organizations have sponsored the event and the City's role was limited to traffic control and other event support services. In recent years securing a willing community organization has become increasingly difficult and the City has stepped in to ensure the event success. It is the City's continued desire to partner with a community services organization or major sponsor to ensure the Fourth of July celebration continues. The successful applicant should expect to collaborate with community organizations in order to foster positive relationships and a good event minimizing the impact on City's financial resources.

Total Budget (excluding management fee) is approximately \$20,000 with expectation of \$15,000 in sponsorships and event revenue.

- **13 Nights on the River**

This season will be the 13th year of 13 Nights on the River. This popular summer concert series has been a collaboration between the City of St. Helens and the St. Helens Community Foundation. This season the City is anticipated to play an increased management role to coordinate events and ensure fiscal sustainability. Concerts have traditionally occurred Thursday nights in Columbia View Park June through Labor Day though an alternative schedule is currently being considered.

Total Budget (excluding management fee) is approximately \$60,000 of which there is an expectation of \$60,000 in sponsorships and event revenue.

SCOPE OF SERVICES

Event Coordination & Management

E2C Corporation will be responsible for coordinating City events from inception to completion. Duties will include, but are not limited to:

- developing, managing and executing master event logistical plan and timeline for each gathering;
- advertising, promoting and marketing events, including management of existing social media accounts and event website;
- creating, managing and reconciling event budgets, expenses and timelines;
- soliciting sponsorship for events;
- creating and/or coordinating informational brochures for visitors to events;
- administering and managing the events once event days arrive;
- coordinating all aspects of the events;
- recruiting musical talent when appropriate;
- coordinating with appropriately licensed vendors and Columbia River Fire & Rescue. (The cost of the fireworks is a separate expense and will be paid separately);
- organizing and coordinating event clean-up before, during and after event with the City of St. Helens Department of Public Works;
- coordinating with other City departments, as necessary;
- utilizing community volunteers for events whenever possible;

- providing expertise and consult on various community run events, helping with planning and implementation, attending related community meetings;
- ensuring deliverables are on time, on budget and meet City expectations;
- reporting regularly to the City Council and staff.

E2C Corp. will ensure adequate event staffing and management services to ensure successful events from inception to completion. Services to include but not limited to event planning, set up, coordination, addressing questions and issues along with managing the event. Contractor shall ensure the event site is secured (for multi-day events) and the event area is cleaned and garbage is picked up and placed in an appropriate location; daily for multi-day events, and at the conclusion of daily or evening events. Contractor is expected to work closely with City staff throughout the contract period, with all outgoing media information to be reviewed by the City's Communications Officer before release, to assure consistency with City policies. Unless otherwise agreed, event insurances will be procured by the City. In some instances E2C Corp. may acts as independent and official event producer which includes event insurance procurement paid and directed for and by E2C Corp.

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES/NO
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES/NO
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES/NO
Professional Liability	Per occurrence Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES/NO

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

City Administrator
City of St. Helens
P.O. Box 278
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

ATTACHMENT C

Terms of Compensation

Contractor shall be compensated in twelve monthly installments commensurate with the work completed. As a condition of acceptance and included within the total compensation, Contractor agrees to retain a community liaison assistant, (preferably local) to assist with event coordination and management. Other event related expenses incurred by the Contractor will be reimbursed as follows.

APPENDIX

Contractor Proposal

Special Events RFP for City of St. Helens
Attention to John Walsh, City Administrator
RFP Submission from E2C Productions
2316 NE Minnehaha Street, Vancouver, WA 98665
tina@e2cproductions.com; Tina Curry 360-241-6456

1) History and Qualifications:

For the past two years E2C Productions has developed and overseen the production of “all things events” for St. Helens, Oregon. I feel we are extremely qualified to be your candidate of choice. Prior to this I worked with the tourism director for 3 years doing various projects under his direction. With my event experience and corporate knowledge and creativity I have been able to build successful events that have turned St. Helens, Oregon into a destination location resulting in increased revenues to the community. Experience aside, the understanding I have of how the staff within the various City of St. Helens departments works has been a key component to the development and success of projects. For the first time the City of St. Helens is enjoying increased revenues for local businesses all the while attracting worldwide attention through the redeveloped tourism/event wing instituted. My commitment to be readily available, quick to respond and passionate about branding and marketing St. Helens and it’s businesses has brought forth success for the community and for the first time truly developed a valuable sponsor relationship that allows the events to occur.

In reviewing your request for bids it appears that E2C Productions has performed all of these activities and more with success in the past. Last year July 4th was added to our task list after I signed our contract, however; I did not ask for additional pay, but simply produced a very successful 4th of July program. This year 13 Nights on the River was added in. Finding sponsorship money and continuing to be creative to generate funds to cover all the activities is an ongoing strategy that requires skill and the ability to fulfill sponsors needs daily. It goes without saying that this is more than a part time job and involves other members of our staff, temporary staffing and help from friends. Halloween is all consuming throughout the year and of late due to my relationship connections we have acquired in excess of \$100,000 of Halloween props at no real cost to The City of St. Helens. Additionally I have created “events & attractions” that have generated tens of thousands of new dollars.

Within the current fiscal year I expect to add conservatively in excess of \$180,000 dollars through sponsorship and “events & attractions income.” I have reached out successfully to the local Chamber and other community members to ease relations and highlight how The City of St. Helens is interested in seeing them generate prudent exposure and income. This has not been an easy task due to community resentments and misinformation spread through the ill-informed. I have maintained sponsorships and increased revenues based on past success and given confidence to them that they actually matter and are respected. I have contributed or executed more than this RFP states in areas of design, website, fiscal management, social media, and local business relationships. This history and business climate would generally demand a significant increase in the fee that I have agreed to in the past.

2) Qualifications

Respectfully, no qualified project manager would give a definite number of proposed staff without a completed agenda. At this time I am unable to give you this information. When we do hire staff they are known to us to be able to complete the task based on prior events. Unfortunately it is impossible to list their credentials and experience because the agenda is not

completed and thus no degree of confidence can be given to exactly who is doing what. I can propose that Christina Sullivan would work on the 13 Nights on the River Project and based on her experience we could anticipate successful execution. Of course, parks & city staff are aware of the scope of the projects and help where they are needed and generally execute tasks flawlessly.

2a. E2C Productions has over 30 years of event management experience. We are recognized nationally for our ability to produce effective events, restore failing events, manage projects, and consult on projects and more. E2C Productions has been called upon by people like The Anton Foundation whose president is also on the board of The National Restaurant Association. Bill Anton has been recognized for many successful business endeavors. He called E2C Productions to work on a project only from our reputation of being able to “fix” events. E2C Productions has produced and managed over 1000 events. E2C Productions was Microsoft Corporation Vendor of the Year executing 624 events in 4 months across the nation. E2C Productions is called on by others to consult on a wide variety of topics relating to the industry. We are the “fix it” team. There are many other event management companies, most produce their own events, most would not even attempt to take on a project such as this without any ownership involvement unless compensated at a level that would not be possible for City of St. Helens. What sets E2C Productions apart is that we are able to concentrate on St. Helens when it is needed, which is most of the time, without jeopardizing other projects.

2b. Current Responsibilities. Tina Curry would be designated to serve as the lead contact.

2c. Backup Support. Chris Cannard would be main backup support. An additional support person is anticipated to be part of our team based on the scope and size of this agenda.

3. Scope of Services

E2C Productions would propose to continue to manage the events designated by the proposal. Social media, design and development of tradecraft continued. All financial programs would remain in place for ease of city staffing. E2C Productions would continue advertising suggestions, press release information, media placement and web activities. Meeting with potential clients and talent agents and acting as a positive agent for the city. I’m sure that I am missing items in this list of responsibilities due to the sheer massive amount of specific details necessary to complete jobs.

E2C Productions would propose that an entirely new program be pursued to further garner additional funds for the city and businesses based on experience and expertise in doing so. This would fall under our current program proposal.

4. Customer and event references.

We would respectfully wish to use the current work results as our best resume. It’s highly atypical for us to pursue business. If it were not for Chris Finks we would never have been involved with anything in St. Helens. After his contract was terminated along with my own Randy called me back to return. Fortunately we’ve never needed a resume. Maybe that says something as well. We can provide references if necessary.

E2C Productions has produced many events across many different platforms: From IT Events, to stand alone kick off launches, and food & wine industry events, children’s events, cooking shows, industry specific gatherings and much more. We have used our tradecraft to develop customized gatherings, each one different from the next in significant ways, but within the “festival or tradeshow” moniker.

Due to the public nature of this bid I respectfully submit a bid of \$120,000 to continue and complete the work for 2017. Monthly payments beginning on the 1st of the month shall be at a rate of \$10,000 dollars per month and include all social media fees and maintenance of fb site Columbia County Events and Discover Columbia County.com. Initial payment will reflect past payment as of January 1st – September 1st plus ancillary billing including social media listed above deducted.

Sincerely Yours,

Tina Cannard

Date

Tina Curry
E2C Corporation

Navigate using Bookmarks or by clicking on an agenda item.

2316 NE Minnehaha Street
Vancouver, WA 98665
United States of America
Third Planet from the Sun
360-693-6023
toll free 800-422-0251
971-245-3720 Fax
tina@e2cproductions.com
www.behindthelineconsulting.com
www.chitchatchew.com
www.montereywine.com
www.nwfoodandwinefestival.com
www.coldcreekretreat.com

**SEWER CONNECTION and PRETREATMENT PROGRAM
IMPLEMENTATION AGREEMENT between
CITY OF ST. HELENS and CITY OF COLUMBIA CITY**

This Intergovernmental Agreement is entered into pursuant to ORS 190.010 and ORS 454.165 between the City of St. Helens ("St. Helens") and the City of Columbia City ("Columbia City"), both of which are municipal corporations of the State of Oregon, collectively referred to as "the cities". This agreement is entered into for the purposes set forth below.

I. PURPOSE AND INTENT OF AGREEMENT

- A. On or about June 6, 1991, the cities of St. Helens and Columbia City entered into a sewer connection agreement setting out the terms by which the cities would provide for a fair and equitable distribution of the cost of providing sewer service to customers in Columbia City, together with the cost of maintaining the sewer lines and the treatment facilities.
- B. In the meantime, federal regulations changed and now require pretreatment programs for Industrial Users ("IU"s). This agreement also sets forth the terms and conditions to ensure compliance with federal regulations both by St. Helens and Columbia City and provide authority for St. Helens to administer its pretreatment program for IUs located within the city limits of Columbia City, Oregon, and to recover industrial pretreatment program costs from such IUs.

II. DEFINITIONS

- A. Code.

For St. Helens, Code means St. Helens Municipal Code ("SHMC") Chapters 13.12 and 13.16, as amended from time to time.

For Columbia City, Code means Ordinance No. 470 (Chapter 3-3), as amended from time to time.

- B. Industrial User.

Industrial user, or IU, means any user that discharges industrial waste.

- C. Industrial Waste.

Industrial waste means any liquid, solid, or gaseous substance, or combination thereof, resulting from or used in connection with any process of industry, manufacturing, commercial food processing, business, agriculture, trade or research, including but not limited to the development, recovering or processing of natural resources and leachate from landfills or other disposal sites.

D. Local Limit.

Local limit means concentration and/or mass effluent limitations developed for industrial users by the superintendent to specifically ensure renewed and continued compliance with the city of St. Helens NPDES permit and sludge uses for disposal practice.

E. Superintendent.

For St. Helens, means the St. Helens Wastewater Treatment Plant Superintendent.

For Columbia City, means the Public Works Superintendent.

III. CONNECTION AGREEMENT

- A. The City of St. Helens continues permission for the City of Columbia City to connect a pressure sewer main line to the City of St. Helens at manhole number NC18.
- B. In consideration of such connection, Columbia City does hereby promise and agree to pay to St. Helens a systems development charge; such charge to be set in accordance with ORS 223.297, et seq. Unless otherwise specified in this Intergovernmental Agreement, the systems development charge shall be paid at such times as the hookups are made.
- C. Columbia City is allowed unlimited hookups within Columbia City and its urban growth boundary as it currently exists.
- D. As consideration for permission to connect to the St. Helens sewer line, Columbia City does hereby promise and agree to pay to St. Helens each month, as a user charge, a sum of money for each connection in Columbia City at cost of service. St. Helens will bill Columbia City once each month for the number of connections using the sewer system. Columbia City will be responsible for individually billing each connected user within the Columbia City sewer system. Columbia City will provide a list of new hookups at the end of each month. St. Helens will add such customers and compute sewer cost to start in the following month.
- E. The sewer line between the two cities is a pressure line with pump stations. It is understood and agreed that Columbia City shall maintain such pressure sewer main line up to the point of connection referred to in Section A, above.
- F. All sewer lines located within the Columbia City Urban Growth Boundary owned by Columbia City shall be maintained by Columbia City.
- G. Columbia City shall establish adequate sulfide control mechanisms to maintain the dissolved sulfide concentration in the discharge of the Columbia City sanitary sewage collection system as follows:

- Daily Maximum: 0.25 mg/L
- Calendar Monthly Average: 0.15mg/L

The Daily Maximum effluent limit is the highest allowable daily discharge. The daily discharge is the average discharge of a pollutant measured during a calendar day. For pollutants with limits expressed in units of mass, calculate the daily discharge as the total mass of the pollutant discharged over the day.

Calendar Monthly Average means the highest allowable average of daily discharges over a calendar month. To calculate the discharge value to compare to the limit, add the value of each daily discharge measured during a calendar month and divide by the total number of daily discharges measured.

- H. Columbia City shall provide routine monitoring of dissolved sulfide concentrations in the discharge of the sanitary sewer collection set system at the following minimum frequency:

- May through October: Weekly
- November through April: Monthly

Sampling shall be conducted at the point of discharge of the Columbia City sewer system into the St. Helens sewer manhole on Oregon Street. Sampling, analysis, and collection of other information must be performed so that evidence is admissible in court (40 CFR 136). Columbia City shall notify St. Helens within 24 hours of any exceedances of the dissolved sulfide limits or the failure to comply with the minimum sampling frequencies. Such notifications will identify the cause of the exceedances and the proposed corrective actions to be taken. Corrective actions shall include prompt additional testing as necessary to document the effectiveness of actions taken and the compliance with the established limits.

- I. Reporting:

1. Waste Overflow Reports:

Columbia City shall document all overflows of the sanitary sewer conveyance system and associated pump stations and provide notification to St. Helens within 24 hours of becoming aware of an overflow. Unless specifically waived by the City of St. Helens, a written report shall be submitted within 5 days. The written report shall contain the following information:

- A description of the overflow including volumes and its cause; and
- The duration of the overflow including exact dates and times; and
- Corrective actions taken to stop the overflow and to prevent a recurrence.

2. Monthly Reports:

Columbia City will provide a monthly written report on a calendar basis to St. Helens. The report shall be submitted on or before the 15th of the month following the report. The report shall contain the following information:

- The report period and name and collection certificate of the operators supervising the Columbia City collection system; and
- The dates and volumes of water use and sewage discharge for the month in gallons and cubic feet; and
- A summary of all collection system overflows that occurred during the month; and
- Results of all sulfide testing conducted at the discharge point of the Columbia City sanitary sewer system to the St. Helens system; and
- Information as to any applications for sewer connections for new industrial or commercial facilities.
- The report must contain the following statement and be signed by an authorized representative of Columbia City meeting the signatory requirements of 40 CFR 122.22:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

3. Reports required under this section shall be sent by regular mail to St. Helens addressed as follows:

St. Helens Wastewater Treatment Plant
Attention: Superintendent
P. O. Box 278
St. Helens, OR 97051

IV. PRETREATMENT PROGRAM RESPONSIBILITIES

A. Pretreatment Program Requirement

1. St. Helens owns and operates a wastewater collection and treatment system. Columbia City discharges its wastewater into said system.
2. St. Helens is required to implement and enforce pretreatment programs to control discharge from IUs. These requirements are set forth in its NPDES Waste Discharge Permits and the General Pretreatment Regulations (40 CFR Part 403).
3. IUs located outside of St. Helens city limits but within Columbia City city limits that discharge into the St. Helens wastewater collection and treatment system by the interconnection between the cities are not technically under the enforcement jurisdiction of St. Helens. In order to fulfill the requirements of the applicable NPDES Waste Discharge Permits and the General Pretreatment Regulations, St. Helens and Columbia City agree to cooperate as set forth in this Section IV.

B. Adoption and Maintenance of Consistent Regulations

1. Columbia City shall adopt and maintain a local sewer use ordinance which specifies pretreatment program regulations which are no less stringent and are as broad in scope as those of St. Helens.
2. Columbia City shall forward to St. Helens a draft of its proposed sewer use ordinance within 120 days of the date of this Agreement. Columbia City will adopt its sewer use ordinance within 120 days of receiving approval from St. Helens of its content. If Columbia City wishes to amend such sewer use ordinance, it shall forward to St. Helens a draft of any proposed sewer use ordinance at least 120 days prior to publishing such ordinance and shall adopt the ordinance within 120 days of receiving approval from St. Helens of its content.
3. Columbia City will also adopt pollutant specific local limits which address at least the same pollutant parameters and are at least as stringent as the local limits enacted by St. Helens within 120 days of this agreement. If Columbia City wishes to amend such pollutant specific local limits, it shall forward to St. Helens a draft of any proposed pollutant specific local limits at least 120 days prior to adoption and shall adopt said limits within 120 days of receiving approval from St. Helens of its content.

4. If St. Helens revises either its sewer use ordinance or its pollutant specific local limits, it shall forward to Columbia City a copy of such revisions within 3 days of its enactment thereof. Columbia City will adopt any such revisions or additions within 120 days if the revision requires a change to an ordinance or 30 days if the revision requires an order or resolution to effectuate the change.

C. Industrial User Survey Administration

1. Columbia City shall perform industrial user surveying for IUs within the Columbia City limits. In doing so, Columbia City shall:
 - a. Implement IU surveying procedures in a manner consistent with St. Helens' approved pretreatment program procedures.
 - b. Notify St. Helens prior to connection of any potential IUs which are required to have Industrial Wastewater Discharge Permits. Columbia City shall not allow such users to connect without specific authorization by St. Helens' Superintendent.
 - c. Provide a copy of Columbia City's Industrial User Survey of its IUs at least annually on or before February 1 of each year. The survey shall be addressed as if it were a report as set forth in Section III(I)(3), *supra*.
 - d. Be responsible for all costs which it incurs in implementing the requirements of this section.
2. Columbia City shall not allow any IU located outside the jurisdictional boundaries of Columbia City to discharge into its sewer system unless and until such IU enters into an agreement specifying that the IU agrees to be bound rules specified by the sewer use ordinance and the pollutant specific local limits adopted by Columbia City, including future amendments thereto and enforcement mechanisms thereof, and that St. Helens has been given authority to administer and enforce such rules on behalf of Columbia City, as its agent.

D. Pretreatment Program Administration

1. By entering into this Agreement, Columbia City agrees to allow St. Helens to act as its agent and on its behalf to implement Columbia City's pretreatment program for IUs within Columbia City.
2. St. Helens agrees to serve as Columbia City's agent to implement Columbia City's pretreatment program for IUs within Columbia City. St. Helens agrees to perform technical and administrative duties necessary to implement and enforce Columbia City's Code for Columbia City IUs. Therefore, St. Helens shall:
 - a. Issue and administer permits or other discharge control mechanisms to all IUs required to obtain a permit or discharge control mechanism. Such permits or discharge control mechanisms will require the IUs to comply with the applicable pretreatment standards as contained in the applicable Codes and associated rules.
 - b. Conduct inspections, sampling, and analyses to determine IU compliance.
 - c. Take all appropriate enforcement actions as outlined in Columbia City's code.
 - d. Take emergency action to stop or prevent any discharge which presents or may present an imminent danger to the health or welfare of humans, which reasonably appears to threaten the environment, or which threatens to cause interference, pass-through, or biosolids contamination.
 - e. Perform any other technical or administrative duties the parties deem appropriate.
 - f. Be responsible for all costs it incurs in implementing and enforcing this section.
3. Permit Fees. Columbia City authorizes St. Helens to recover pretreatment program administrative costs through permit fees or other charges from its IUs. The fees and charges shall be adopted by Columbia City Council and shall be based on those that St. Helens charges IUs located in St. Helens. Only St. Helens may recover such costs while acting as Columbia City's agent.

V. REVISIONS AND AMENDMENTS

- A. The cities agree to periodically review and revise this agreement to ensure compliance with applicable federal and state laws such as the federal Clean Water Act (42 U.S.C. 1251 et seq.) and the rules and regulations issued thereunder, as necessary. At a minimum, the parties will review this agreement annually on or before February 1.
- B. If the authority of St. Helens to act as agent for Columbia City under this agreement is legally challenged by an industrial user, court of law, or otherwise, Columbia City will take whatever action is necessary to ensure the implementation and enforcement of Columbia City's Code by amending this agreement to clarify St. Helens' authority or such other action as is legally necessary. This agreement is in accord with provisions of ORS 190.010.
- C. The Superintendents for St. Helens and Columbia City may supplement this agreement to reflect changes to pretreatment program requirements, clarify expectations under unanticipated situations, or clarify questions involving exercise of authority conferred under Section III of this agreement.
- D. Supplements, clarifications and updates authorized by this section shall be in writing, and do not require formal approval by the City Councils of either St. Helens or Columbia City.

VI. TERM OF AGREEMENT AND EFFECT

- A. This agreement will be in effect upon the last date of signature of the parties below and shall continue in effect during the life of the existing pressure line to St. Helens, unless earlier terminated. It is the parties' intention to renegotiate this contract if and when the pumping capacity of the line is increased. Either party may terminate this agreement by giving the other party six months' written notice. After such notice is given, this agreement shall automatically terminate at the end of the six-month period. Either party may reopen negotiations of any or all terms of the agreement by giving the other party six months' written notice of its desire to renegotiate this agreement.
- B. This agreement supersedes all previous agreements between St. Helens and Columbia City relating to sewer connections and pretreatment provisions.

VII. SEVERABILITY

In the event any of the provisions of this agreement are held to be impossible, invalid, or unenforceable, the remaining provisions shall be valid and binding upon the parties hereto.

VIII. WAIVER

One or more waivers by either party of any provision, condition, or covenant shall not be construed by the other party as a waiver or subsequent breach of same by the other party. This waiver provision shall not be construed to allow waiver of any obligation by any IU regulated by this agreement.

IX. INTERPRETATION

This agreement was drafted as a joint effort of St. Helens and Columbia City. It, therefore, shall not be construed against either party, but shall be construed as if both parties had prepared it.

X. INDEMNIFICATION

- A. Indemnification by St. Helens. To the maximum extent permitted by law, St. Helens shall hold harmless Columbia City, its officers and employees and shall indemnify Columbia City, its officers and employees for any claims or damages to property or injury to persons or for any penalties or fines which may be occasioned in whole or in part by St. Helens' failure to fully perform the obligations undertaken by St. Helens in this agreement.
- B. Indemnification by Columbia City. To the maximum extent permitted by law, Columbia City shall hold harmless St. Helens, its officers and employees and shall indemnify St. Helens, its officers and employees for any claims or damages to property or injury to persons or for any penalties or fines which may be occasioned in whole or in part by Columbia City's failure to fully perform the obligations undertaken by Columbia City in this agreement.

Dated this ____ day of _____, 2017.

CITY OF ST. HELENS

By: _____
Rick Scholl, Mayor

By: _____
John Walsh, City Administrator

Approved as to Form:

Contracting Attorney

CITY OF COLUMBIA CITY

By: _____
Cheryl Young, Mayor

By: _____
Leahnette Rivers, City Administrator

Approved as to Form:

City Attorney

Misc. Contracts and Agreements
No. 32344

**Oregon Department of Transportation
INTERGOVERNMENTAL AGREEMENT**

Artistic Landmark Sculpture Maintenance

McNulty Creek Bridge No. 17435

US 30 – Lower Columbia River Highway, Mile Point 27.52

City of St. Helens

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State," and the CITY OF ST. HELENS, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, 366.572, 366.574, and 366.576, State may enter into cooperative agreements with the counties, cities and units of local governments for the performance of work on certain types of maintenance or improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. US Route 30 (Lower Columbia River Highway) is part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC).
3. State has approved Agency to install electric-powered artistic landmark sculptures, hereinafter referred to as "Sculptures," on the east side of the highway bridge over McNulty Creek located in St. Helens, Oregon on the Lower Columbia River Highway at approximately mile point 27.52. State Permit No. 01M39060 authorizes the work to install the Sculptures on the bridge. State's conditions of approval for installation of the Sculptures include this Agreement to be signed by State and Agency in accordance with Highway Division Directive No. HWY 01 *Placement of Artwork on State Highway Right of Way*.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, State wishes to retain the services of Agency to perform the maintenance of the Sculptures attached to the east side of McNulty Creek Bridge No. 17435 located on Lower Columbia River Highway, hereinafter referred to as "Project." The location of the Project is as shown on "Exhibit A," attached hereto and by this reference made a part hereof. Payment for said services shall be at the sole expense of Agency.

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2. This Agreement shall become effective on the date all required signatures are obtained and shall remain in effect for the purpose of ongoing maintenance responsibilities for the useful life of the facilities constructed as part of the Project. The useful life is defined as twenty (20) calendar years.

AGENCY OBLIGATIONS

1. Agency shall, at its own expense, perform routine maintenance and upkeep of the Sculptures to keep them clean and in good repair, including, but not limited to:
 - a. Any damage to the Sculptures due to vehicle crashes, vandalism including graffiti, acts of nature, or regular wear or aging must be repaired or removed by Agency within fourteen (14) days of discovery.
 - b. Offensive graffiti must be removed within forty-eight (48) hours of discovery.
2. Agency shall pay 100 percent of the electrical energy costs associated with the Sculptures. Agency shall have the power company send bills directly to Agency.
3. Agency shall obtain a miscellaneous permit to occupy State right of way through the State District 1 Office prior to the commencement of maintenance activities.
4. Agency shall notify State's District 1 Office at least forty-eight (48) hours prior to on-site work.
5. All maintenance must be conducted in a manner to minimize interference with highway traffic and to control said traffic according to *Oregon Temporary Traffic Control Handbook* (OTTCH) and the *Manual on Uniform Traffic Control Devices* (MUTCD).
6. Upon thirty (30) days' notice from State, Agency shall remove Sculptures at request of State for inspection, construction, maintenance, or operation of the state highway or McNulty Creek Bridge. Upon completion of State's work, Agency will be notified that the Sculptures can be reinstalled. Agency understands that removal and reinstallation of Sculptures will be at the sole expense of Agency.
7. If Agency fails to maintain, repair, or remove the Sculptures as required, they may be removed by State at Agency's expense without commitment for restoration, replacement or compensation by State.
8. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within Agency's current appropriation or limitation of the current biennial budget.
9. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from State.

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10. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#) and ORS [659A.142](#); (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
11. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
12. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS [656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under ORS [656.126](#). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.
13. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Oregon Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the contractor and subcontractor from and against any and all Claims.
14. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately

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defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.

15. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after completion of the Project. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
16. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
17. Agency's Project Manager for this Project is John Walsh, City Administrator, City of St. Helens, PO Box 278, St. Helens, Oregon 97051; phone: (503) 366-8211; email: jwalsh@ci.st-helens.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State grants authority to Agency to enter state right of way for the maintenance of the Sculptures as shall be provided for in miscellaneous permits to be issued by State District 1 Office.
2. State shall, at least thirty (30) days prior to State's scheduled inspection, construction, maintenance, or operation work on the state highway or McNulty Creek Bridge, notify Agency of need to remove Sculptures. Upon completion of State's work, Agency will be notified by State that the Sculptures can be reinstalled.
3. State reserves the right to remove the Sculptures if Agency fails to maintain, repair, or remove them as required. Such removal shall be conducted at Agency's expense without commitment for restoration, replacement or compensation by State.
4. State's Project Manager for this Project is Mark Buffington, District 1 Manager, ODOT, 350 West Marine Drive, Astoria, Oregon 97103; phone: (503) 325-7222; email: mark.w.buffington@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

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GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that would prohibit the Sculptures on state highway right of way.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it

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would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

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CITY OF ST. HELENS, by and through its
elected officials

By _____
Mayor

Date _____

By _____
City Administrator

Date _____

APPROVED AS TO LEGAL FORM

By _____
City Legal Counsel

Date _____

Agency Contact:

John Walsh, City Administrator
City of St. Helens
PO Box 278
St. Helens, OR 97051
Phone: (503) 366-8211
Email: jwalsh@ci.st-helens.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____
Region 2 Manager

Date _____

APPROVAL RECOMMENDED

By _____
Region 2 Maintenance and Operations
Manager

Date _____

By _____
District 1 Manager

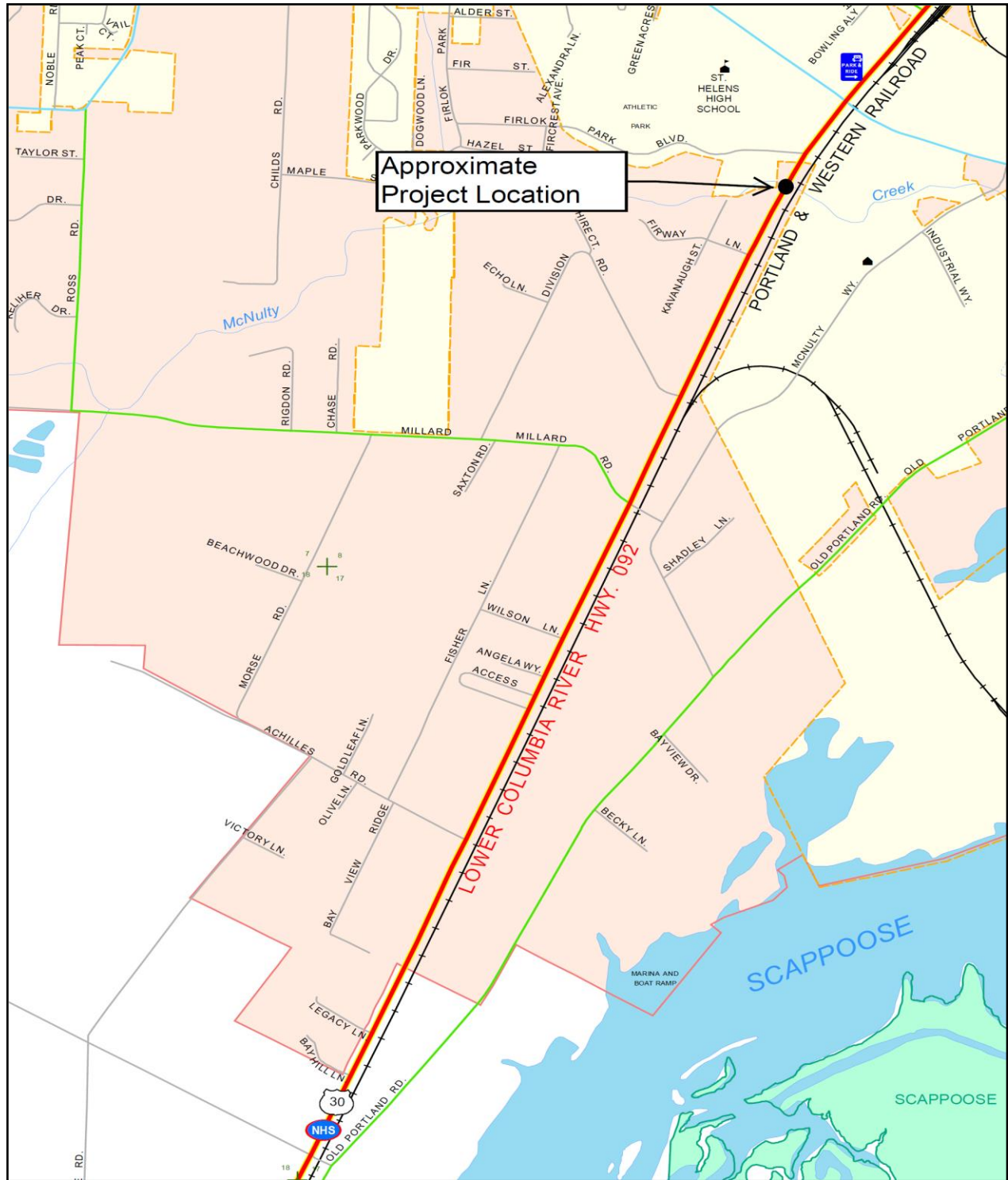
Date _____

State Contact:

Mark Buffington, Manager
ODOT, District 1
350 West Marine Drive
Astoria, OR 97103
Phone: (503) 325-7222
Email: mark.w.buffington@odot.state.or.us

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EXHIBIT A - Project Location Map McNulty Creek Bridge



CONTRACT PAYMENTS

City Council Meeting
August 16, 2017

Duke's Root Control, Inc.

Project: Sewer Root Control (Inv#13108)	\$	13,373.71
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Emery & Sons Construction Group

Project: S-644 2017 San. Swr. Rehab (PR#1)	\$	129,116.40
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Hoffman SW Corp dba: Professional Pipe Services

Project: S-647 2017 I&I Sewer Inspection (PR#1)	\$	22,697.32
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DUKE'S
Root Control, Inc.

INVOICE

No. 13108

1020 Hiawatha Blvd, West
Syracuse, NY 13204-1131
(800) 447-6687 (315) 475-4203 (FAX)

RECEIVED

JUL 31 2017

SOLD
TO

ACCOUNTS PAYABLE
CITY OF ST. HELENS
P.O. BOX 278
SAINT HELENS, OR 97051-0278

CITY OF ST. HELENS

Auth By SHARON DARROUX

Dept. SEWER MAINTENANCE

Job Number	Cust #	Invoice Date	Customer PO #	Ship Via	Product Code
17-0699	M6AUB	7/26/2017	N/A	N/A	401
QUANTITY	UNIT	DESCRIPTION	PRICE	AMOUNT	
2,135.00	FEET	6" PIPE SEWER ROOT CONTROL	1.59	3,394.65	
2,615.00	FEET	8" PIPE SEWER ROOT CONTROL	1.59	4,157.85	
1,058.00	FEET	10" PIPE SEWER ROOT CONTROL	1.76	1,862.08	
1,175.00	FEET	12" PIPE SEWER ROOT CONTROL	1.92	2,256.00	
429.00	FEET	18" PIPE SEWER ROOT CONTROL	3.97	1,703.13	
Federal Tax Number: 75-3026801					
<p>APPROVED FOR PAYMENT</p> <p>INIT DATE</p> <p>ACCOUNTS PAYABLE 8-8-17</p> <p>FINANCE 8-8-17</p> <p>SUPERVISOR</p>					
<p>PLEASE PAY FROM</p> <p>ACCOUNT # 603-000-053010</p> <p>SIGNATURE DATE 8-8-17</p>					
NET INVOICE				13,373.71	
FREIGHT				0.00	
SALES TAX				0.00	
TOTAL				13,373.71	

TERMS: NET 30 DAYS

INVOICES NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE
CHARGE OF 1 1/2% PER MONTH, WHICH IS AN ANNUAL RATE OF 18%

KP



City of St. Helens
265 Strand Street, St. Helens, Oregon 97051
Phone: 503.397.6272 | Fax: 503.366.3782

603-000-053009

Payment Request #01

CONTRACTOR:
EMERY & SONS CONSTRUCTION GROUP
PO Box 13069
Salem, Oregon 97309

PROJECT: **2017 SANITARY SEWER REHABILITATION PROJECT**
PROJECT #: S-644
DATE: 7/31/2017
DEPARTMENT: Engineering

Total Contract Amount	\$240,176.00	Total Earned This Month	\$135,912.00
Total Amount Earned To Date	\$135,912.00	Less 5% Retainage	\$6,795.60

Total Amount Due \$129,116.40

Item No.	Description	Unit	Qty	Contract Unit Price	Total Contract Price	Completed This Month	Quantity Completed This Month	Quantity Completed Prior Billing	Quantity Completed To Date	Total Earned To-Date
1	Mobilization, bonds, insurance and demobilization	LS	1	\$24,000.00	\$24,000.00	\$24,000.00	1.00		1.00	\$24,000.00
2	Replace Sanitary Pipe by Pipe Bursting Method									
	(a) 6-inch diameter HDPE	LF	426	\$64.00	\$27,264.00	\$0.00			0.00	\$0.00
	(b) 8-inch diameter HDPE	LF	108	\$94.00	\$10,152.00	\$10,152.00	108.00		108.00	\$10,152.00
	(c) 10-inch diameter HDPE	LF	222	\$95.00	\$21,090.00	\$21,090.00	222.00		222.00	\$21,090.00
3	Install New 6-inch Ductile Iron Sanitary Sewer Pipe by Open Trench Methods									
	(a) 0.0 ft - 5.0 ft depth	LF	100	\$126.00	\$12,600.00	\$0.00			0.00	\$0.00
4	Sanitary Sewer Point Repairs	EA	5	\$2,800.00	\$14,000.00	\$16,800.00	6.00		6.00	\$16,800.00
5	Sanitary Sewer Point Repair Special: SEE PLAN SHEET S5	EA	1	\$5,200.00	\$5,200.00	\$5,200.00	1.00		1.00	\$5,200.00
6	Replacement of existing sanitary service laterals									
	(a) Lateral reconnection to Sanitary Main	EA	26	\$1,900.00	\$49,400.00	\$17,100.00	9.00		9.00	\$17,100.00
	(b) Install New 4-inch or 6-inch ASTM D3034 SDR 35 PVC Sanitary Sewer Lateral Service Pipe	LF	40	\$138.00	\$5,520.00	\$0.00			0.00	\$0.00
7	New Sewer Cleanout to Replace Existing Structure or Bend									
	(a) 0.0 ft - 5.0 ft depth	EA	5	\$2,000.00	\$10,000.00	\$4,000.00	2.00		2.00	\$4,000.00
8	New 48-inch Sanitary Sewer Manhole to Replace Existing Structure or Bend									
	(a) 0.0 ft - 5.0 ft depth	EA	4	\$5,500.00	\$22,000.00	\$5,500.00	1.00		1.00	\$5,500.00
	(b) 5.1 ft - 10.0 ft depth	EA	2	\$6,600.00	\$13,200.00	\$6,600.00	1.00		1.00	\$6,600.00
9	Sanitary Sewer Manhole Rehabilitation - Bench & Channel	EA	1	\$1,500.00	\$1,500.00	\$3,000.00	2.00		2.00	\$3,000.00
10	Sanitary Sewer Manhole Rehabilitation - Grout & Seal Pipes	EA	1	\$800.00	\$800.00	\$3,200.00	4.00		4.00	\$3,200.00
11	Fencing									
	(a) Temporary Removal and Reinstallation of Existing Fence	LF	20	\$80.00	\$1,600.00	\$9,040.00	113.00		113.00	\$9,040.00
	(b) New Fence Installation	LF	10	\$120.00	\$1,200.00	\$6,720.00	56.00		56.00	\$6,720.00
12	Rock Excavation	CY	50	\$110.00	\$5,500.00	\$110.00	1.00		1.00	\$110.00
13	Post-Construction CCTV of Sewer Lines	LF	900	\$4.00	\$3,600.00	\$0.00			0.00	\$0.00
14	Removal and Disposal of Contaminated Soils	CY	25	\$190.00	\$4,750.00	\$0.00			0.00	\$0.00
15	Erosion and Sedimentation Control	LS	1	\$2,000.00	\$2,000.00	\$1,000.00	0.50		0.50	\$1,000.00
16	Traffic Control	LS	1	\$4,800.00	\$4,800.00	\$2,400.00	0.50		0.50	\$2,400.00
Original Contract Subtotal					\$240,176.00	\$135,912.00				\$135,912.00

APPROVED FOR PAYMENT

INIT

DATE

[Signature]
[Signature]

ACCOUNTS PAYABLE
FINANCE
SUPERVISOR

8-8-17
8-8-17

2

26-Jul-2017

Change Order Summary					
Approved Change Orders					
Number	Additions	Deductions			
1	\$1,500.00				
2	\$7,880.00				
Totals	\$9,380.00			\$0.00	
Net Changes by Change Orders				\$9,380.00	

1.	ORIGINAL CONTRACT PRICE	\$	240,176.00
2.	Net change by Change Orders		\$9,380.00
3.	CURRENT CONTRACT PRICE (Line 1 + 2)	\$	249,556.00
4.	TOTAL COMPLETED AND STORED TO DATE <small>(From Paymaster Spreadsheet)</small>	\$	135,912.00
5.	RETAINAGE:		
	a. Retainage Bond Submitted - NA		N/A
	b. 0% x \$0.00 - Stored Material		N/A
	c. Total Retainage (5%)	\$	6,795.60
6.	AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	129,116.40
7.	LESS PREVIOUS PAYMENTS (Line 6 from prior Application) <small>(From Paymaster Spreadsheet)</small>	\$	-
8.	AMOUNT DUE THIS APPLICATION	\$	129,116.40

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Date:

City Engineer (Date)

City Engineer

527611

CUSTOMER'S ORDER NO. 5644		DEPARTMENT Eng		DATE 7/6/17	
NAME Emery & Sons Const					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY T.D.	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD. PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
✓ 2ea	(4) ss. point repairs		
2	7/3/17 S-1 WA3-WA4 11 th FT		
✓ 1ea	(4) ss. point repair		
4	7/6/17 S-1 WA1-WA2		
✓ 1ea	(10) gRoute and usual P.A.s		
6	7/7/17 S6 MH I S		
✓ 1ea	(1) New c/o install		
8	7/7/17 S-3 S13A		
✓ 1ea	(4) ss. point repairs		
10	7/10/17 S3 S5H-S59		
✓ 1ea	(6a) ss. Lateral connection		
12	7/11/17 S3 434 SO 15 th		
✓ 1ea	(12) Rock Exc		
14	7/11/17 S6 ND 22 1x5x5 th		
✓ 1ea	(8a) New 48" MH 0-5'		
16	7/11/17 S6 MC 12 2 nd clasp		
17			
18			

Sanitary sewer lateral connection, not a point repair.

RECEIVED BY
DAVID Smotherman

527612

CUSTOMER'S ORDER NO. 5-644		DEPARTMENT Eng		DATE 7/18/17		
NAME Emery and Sons						
ADDRESS						
CITY, STATE, ZIP						
SOLD BY Tom U	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RETD.	PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT	
✓ 1 ea	(80) New 3/8" Mt 5-10'					
2	7/12/17 56 NP22 6' ea					
✓ 2 ea	(4) 55. Point repairs					
4	7/13/17 55 8" D.Y. = 3021					
✓ 1 ea	(5) 55. Point Repair spec					
6	7/13/17 55 5 ft special					
✓ 1 ea	(10) g route & sed 6.1 ft					
6	55 502 1 ea					
✓ 10 LF	(11) Temp fence fence					
10	55 475 50 13' 5" = 184					
✓ 1 ea	(4) 55. Point Repairs					
12	7/12/17 55 464 50 14' ea					
✓ 1 ea	(9) Rehab Mt Bench/chow					
14	7/17/17 50 2 NE 11					
✓ 1 ea	(7) New sewer c/o					
15	7/18/17 5-5 SF2					
✓ 24 LF	(11) Temp R & R Fence					
18	7/19/17 55 474 50 13'					
RECEIVED BY DAVID Smotherman						

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

KP



City of St. Helens
265 Strand Street, St. Helens, Oregon 97051
Phone: 503.397.6272 | Fax: 503.366.3782

Payment Request #01

CONTRACTOR:

Hoffman SW Corp dba Professional Pipe Services
4940 W Watkins St
Phoenix, AZ 85043

PROJECT: 2017 INFLOW & INFILTRATION SEWER INSPECTION

PROJECT #: S-647

DATE: 8/8/2017

DEPARTMENT: Engineering

Total Contract Amount	\$40,393.00	Total Earned This Month	\$23,891.92
Total Amount Earned To Date	\$23,779.92	Less 5% Retainage	\$1,194.60
Total Amount Due		\$22,697.32	

Item No.	Description	Unit	Qty	Contract Unit Price	Total Contract Price	Completed This Month	Quantity Completed This Month	Quantity Completed Prior Billing	Quantity Completed To Date	Total Earned To-Date
1	Mobilization, bonds, insurance, and demobilization	LS	1	\$4,145.00	\$4,145.00	\$4,145.00	1.00		1.00	\$4,145.00
2	Sewer main CCTV - 6" or greater	LF	6,630	\$2.20	\$14,586.00	\$9,005.92	4093.60		4093.60	\$9,005.92
3	Sewer lateral CCTV - Building to main	EA	116	\$112.00	\$12,992.00	\$9,296.00	83.00		82.00	\$9,184.00
4	Sewer lateral cleanout installation	EA	6	\$1,000.00	\$6,000.00	\$0.00	0.00		0.00	\$0.00
5	Sewer manhole inspection	EA	17	\$85.00	\$1,445.00	\$1,445.00	17.00		17.00	\$1,445.00
9	Traffic Control	LS	1	\$1,225.00	\$1,225.00	\$0.00	0.00		0.00	\$0.00
Original Contract Subtotal					\$40,393.00	\$23,891.92				\$23,779.92

APPROVED FOR PAYMENT

INIT

DATE

[Signature]
[Signature]

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

8-8-17

8-8-17

FY 2016/2017

010-303-653301



SUBCONTRACTOR'S APPLICATION FOR PAYMENT

CITY OF St Helens
265 Strand Street, P O Box 278
St Helens, OR 97051

SUBCONTRACTOR:

Professional Pipe Services
4940 W. Watkins Stree
Phoenix, AZ 85043

PROJECT NAME:

2017 Inflow & Infiltration Sewer Inspection Project
St Helens, Oregon

APPLICATION DATE: 8/7/2017

PERIOD TO: 6/30/2017

APPLICATION NO.: P802160R

Job # S-647

1. ORIGINAL CONTRACT SUM	\$	40,393.00
2. NET CHANGE BY OPTIONAL	\$	-
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	40,393.00
4. TOTAL COMPLETED & STORED TO DATE	\$	23,891.92
5. RETAINAGE: <u>5%</u>	\$	1,194.60
6. TOTAL EARNED LESS RETAINAGE (Line 4 - 5)	\$	22,697.32
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from Prior Certificate)	\$	-
8. CURRENT PAYMENT DUE	\$	22,697.32
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 - 6)	\$	17,695.68

CITY OF St Helens
265 Strand Street, P O Box 278
St Helens, OR 97051



PROJECT NAME

APPLICATION NO:

PERIOD TO:

10

6/30/2017

St Helens, OR 97051

Navigate using Bookmarks or by clicking on an agenda item.

[illegible]

City of St. Helens

Planning Commission Meeting

July 11, 2017

Minutes

Members Present:

Dan Cary, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent:

Al Petersen, Chair
Ginny Carlson, City Council Liaison

Staff Present:

Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner

Others Present:

Carl Coffman	Ben Pry
Lauren Terry	Melissa Kyles
Mary, Mark, & Hawley Hubbard	Nancy Murray
Casey Mitchell	Jillian Gould
James Tierney	Cory Decette
Dave Carboneau	Cheryl Nicholson
Dan Brown	Margaret Magruder
William Lori	Joy Boren

The Planning Commission meeting was called to order by Vice Chair Dan Cary at 7:00 p.m. Vice Chair Cary led the flag salute.

□

Consent Agenda

Approval of Minutes

Commissioner Webster moved to approve the minutes of the June 13, 2017 Planning Commission meeting. Commissioner Semling seconded the motion. Motion carried with all in favor.

□

Topics From The Floor

There were no topics from the floor.

□

Public Hearing

Community Action Team, Inc.

Conditional Use Permit & Variances (2) / CUP.3.17, V.2.17, & V.3.17

125 N. 17th Street, 124 and 134 N. 18th Street

It is now 7:01 p.m. and Vice Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated July 3, 2017 with attachments

Graichen introduced the Commission to the Conditional Use Permit, two Variance Permits, and the recommended conditions of approval as presented in the staff report. He noted a few of the issues the Commission needs to discuss tonight. Graichen said there is an existing sewer main along the property line that does not currently have an easement. The sewer line will need to be physically located, and an easement will be required as a condition. Graichen said N. 18th Street has a curb-tight sidewalk that is not in disrepair. Graichen said N. 18th Street is classified as a Collector Street, which requires a landscape strip, street trees, and a wider sidewalk. The Commission will need to decide if they want to require reconstruction of the existing sidewalk to meet the Collector Street standard or if the existing sidewalk is sufficient. Graichen explained that a shared parking agreement can be used when the peak times differ. In this case, Community Action Team's existing parking spaces may be used, if acceptable to the Commission. Graichen said the Commission will have to decide if they want to require tree preservation and/or if street trees would qualify as appropriate replacement.

Graichen said there are exterior elevation requirements that the proposal does not meet. He said the applicant argues that the intent of these requirements (visual interest) are met due to the orientation of the buildings. Graichen said the Commission can decide if the proposal meets the intent of the code, but this may be setting a precedent for future multi-dwelling unit site design reviews. Graichen said the proposal also does not meet separation requirements between the existing Community Action Team (CAT) building and the proposed multi-dwelling unit complex. Graichen said the Commission may utilize the "reasonable accommodation" clause to satisfy the unmet requirements if there is sound proof that the proposal serves people with disabilities as defined by the Federal government. This clause allows the approval body to waive certain requirements in order to reasonably accommodate people with disabilities if they do not create a fundamental alteration of the zoning scheme.

Commissioner Cohen asked what the maximum density would be for the two lots where the multi-dwelling unit is proposed. Graichen said it would be between five and six units if the applicant was not combining the existing CAT lots with this proposal. Commissioner Cohen asked if the Fire District had any concerns about building separation. Graichen said the Fire District's concerns were not related to building separation.

Commissioner Cohen asked how many off-street parking spaces would be required for the multi-dwelling proposal. Graichen said 24 spaces. Graichen said there are approximately 46 parking spaces available using CAT's existing parking lot and the on-street parking adjacent to the subject property along N. 17th Street. Commissioner Webster asked if there is a possibility to put two-hour parking signs in front of CAT to keep tenants from parking there all day. Graichen said this has been done before in other location, so it is a possibility if it becomes an issue in the future.

Commissioner Cohen asked if there is a way to ensure the multi-dwelling units remain for low-income residents, especially if the Commission relies on the "reasonable accommodation" clause for exceptions to certain standards. Associate Planner Dimsho suggested asking the applicant if their funding source requires

this long-term guarantee.

IN FAVOR

Tierney, James. Former Executive Director of Community Action Team, Inc. Tierney is the former Executive Director of CAT. He is also a member of Columbia County Self Help Inc. which owns the property. He has spent 34 years working with affordable housing in Columbia County. During that time, the bottom 60 percent of the population has seen their income fall, while housing costs have gone through the roof. Tierney explained that CAT is an agency that utilizes federal and state funding streams to assist the homeless. There are some CAT representatives here tonight to talk about the homeless programs CAT manages. CAT often gives money intended to assist homeless individuals back to funders because there is no location to place homeless clients. Tierney said CAT helps combat homelessness with case management workers who work with homeless families to apply for assistance and services. Tierney said CAT's case managers have a 60 to 80 percent success rate of getting the homeless housed and stable. Many homeless might have a mental illness or a drug and/or alcohol problem. Case managers help overcome these issues once they are housed and stable. This proposal co-locates the case managers and residents on the same site, which will help the clients be more successful.

Tierney said this proposal is a partnership of three non-profits. The first is the most visible: CAT. The second is Columbia County Self Help, which formed in 1983. They are a real estate holding company that assists Columbia County non-profits afford needed real estate. Two board members of Columbia County Self Help are here. The third is the Columbia County Housing Authority, which was formed 1966. The Columbia County Housing Authority assists CAT with two other low-income housing projects in the County and they act as their loan board for CAT's rehabilitation program. Tierney said CAT will manage the property, but ownership will be between the Columbia County Housing Authority and Columbia County Self Help.

Tierney said 90 percent of the homeless population that they work with are consider disabled. Therefore, Tierney said this is a population that really deserves use of the "reasonable accommodation" clause.

Tierney said, in addition to the three non-profit partners, CAT is working with a for-profit housing developer called Home First. Home First was created by a board member from an agency called Join. Join's mission is to develop housing in an inexpensive way in order to serve homeless families. Tierney said they have developed units for \$70,000 to \$80,000 per unit. Tierney said that typical affordable housing units cost around \$200,000 to develop because of the red tape and strings associated with state and federal funding. Home First is working with CAT and other non-profits to lower the cost per unit. Tierney said the \$640,000 of funding that CAT received for this project came from the State of Oregon through the Local Innovation Fast Track (LIFT) Program. This is about half of the cost of the total project. Tierney said they will be borrowing the rest. The land will be donated from Columbia County Self Help. Tierney said the LIFT funding comes with a 20-year commitment with a 30-year extension if CAT continues to manage the facility in the same way.

Tierney said the co-location of the multi-dwelling unit with CAT is an enormous benefit to this proposal. In addition, the location within St. Helens is also ideal for very low-income residents. It has decent transportation, it is close to needed services, and it is within walking distance of a market.

Commissioner Cohen asked if the funding is tied to the federal government. Tierney said the funding is from the state, not the federal government. Tierney said that is one of the reasons they are able to build the housing cheaper. Tierney also clarified that the "reasonable accommodation" clause can be used for this proposal, even if the funding is not federal.

Carboneau, Dave. Home First (Developer). Carboneau said Home First is a partner with CAT for this

project. Home First is a mission-driven organization that has been in business for about five years. Their mission is to try to make affordable housing affordable. They have developed over 400 units at about a third of cost and a third of the time it has been taking other developers of affordable housing. In Portland, developers are building “affordable” units at about \$200,000 - \$300,000 per unit. Carboneau said they just finished a project in SE Portland. He said one of the individuals they were able to place in one of the units was a veteran who had been on the streets for over ten years with a pension of \$700 a month but was unable to find affordable housing. They were able to place him in a unit for \$400 a month. The LIFT funding was developed to stimulate creative solutions to get more people placed in housing. Portland has 16,000 homeless people and over a quarter of them likely have a disability. The only way to get them into a stable and safe environment is to get them into housing.

Commissioner Hubbard asked how they are able to build the units so cheap. Carboneau said one of the ways is to avoid federal funding. He said they also work with qualified contractors who are cheaper than the average contractor. He said there are private lenders who want to support the community and they do not demand a 15 to 16 percent return on their investment. Carboneau said they have also standardized their design to make it efficient and cheaper. Commissioner Lawrence asked if these units will house families or only individuals. Carboneau said this proposal is targeted towards individuals, but there have been discussions about allowing a mother and a child.

Reed, Nina. 33854 East Kappler Rd. Reed is a board member of both Columbia County Self Help and Columbia County Housing Authority. She is excited to bring this project to St. Helens. She has been on both boards for over 20 years but has never seen grant funding available to help the homeless like this before. Reed said this County is growing, the homeless population is growing, and transitional housing is much needed. She hopes the Commission will approve this application.

Magruder, Margaret. 12589 Highway 30, Clatskanie. Magruder is a member of the Columbia County Self Help. She thinks this proposal is a very exciting opportunity for the partners of the project and for the City of St. Helens. This community is growing, yet CAT had to send back housing funds last year because there were no opportunities to spend it on. This proposal provides shelter and assistance on the same site. Magruder cannot imagine a better opportunity than this proposal to help solve the homeless problem. Part of the mission of the Planning Commission and the City of St. Helens is to help address the public health, safety, and welfare of its citizens, and Magruder feels this is a great opportunity to do just that.

Brown, Dan. Executive Director of Community Action Team Inc. Brown said CAT is grateful to serve the community through a project like this. Brown said this project is intended to take in homeless individuals for a short period of time. The intent is to stabilize them, help them become more self-sufficient, and help them succeed in finding more permanent housing. This proposal is ideal because CAT has connections and resources to help individuals receive the education, employment guidance, budgeting tools, and medical treatment they may need in order to succeed.

Commissioner Cohen asked how long a resident would live in the small units before transitioning out. Brown said up to 24 months maximum, but typically six to nine months. Brown said there are transitional apartments in the County, but none like this. Commissioner Cohen asked if they need to live in the County for a certain period of time before being eligible to live in the facility. Brown said they require a six-month residency in the County to be eligible unless they are returning veterans. Brown said the funding for the housing is not federally subsidized, but most of the programs CAT offers while they are housed in the facility are associated with federal funds.

Kyles, Melissa. 2625 Sykes Road. Kyles has been a housing case manager with CAT for 11 years. In the past four years, she has seen the housing crisis first-hand. Kyles said residents who are on a fixed pension or a social security income cannot afford rent increases. People can no longer find one-bedroom or studios

for under \$500. These have doubled in cost. Kyles said rental income requirements are no longer one and a half times rent, but upwards of three times rent. This forces populations on fixed incomes to be forced out. Kyles said they are living in RVs or on property they should not be living on just trying to survive. Kyles said all subsidized housing in Columbia County has a waiting list. During the 24 months the resident can live in transitional housing, there are case workers working with social security to get them income, putting them on subsidized housing waiting lists, Section 8 housing, or with other Northwest Oregon Housing Authority (NOHA) housing.

Regarding the parking requirements, Kyles said these individuals do not own vehicles. They are either solely relying on social security or have no income. Kyles said they cannot afford the vehicle, license, registration, insurance, and upkeep of a vehicle. This location is ideal because of its proximity to services without needing a vehicle to get there.

Nicholson, Cheryl. 59400 Barr Ave. Nicholson is also a case manager with CAT. She discussed some of the extreme homeless individuals who may have been in the woods for ten years and do not have the skills to meet with a potential landlord, budgeting skills, or soft skills to be a good neighbor, etc. This transitional housing offers them the ability to re-learn skills that are lost while being homeless for a prolonged period of time. Commissioner Cohen asked if these units could house a child. Nicholson said it could happen, but these small units are really not appropriate for a family.

Mitchell, Casey. Community Action Team. Mitchell is representing the applicant with CAT. He is prepared to answer any technical questions related to the proposal, but first he wanted to discuss the "reasonable accommodation" clause. Each of their three housing programs requires verified documentation of disabilities. Mitchell said averaged between the three housing programs, about 87 percent of the individuals served are classified as disabled.

Mitchell said CAT has 300 low-income rental units available. He said they are turning units over all the time, but there is a long waiting list. That is why this transitional housing facility is needed. Mitchell said the proposed units are small. They are not meant to be permanent. They are meant to be a transition into something more permanent.

Regarding parking, Mitchell said CAT's staff is in at 9 a.m. and out at 5 p.m. The parking lot is empty on weekends. This is in addition to the fact that most clients served at the facility cannot afford their own vehicles.

Mitchell described the lot line adjustment that would separate the office from the housing units. This will allow the bank to lend on the office portion of the proposal. Regarding the separation requirements on the side with windows, only three of the units will look into CAT's conference room. Mitchell feels that because this is not permanent housing, this should not be an issue. Vice Chair Cary asked if landscaping could be installed to help block the windows. Mitchell said they would work with Public Works to pick landscaping that will not impact the sewer line. Vice Chair Cary suggested frosting the windows of CAT's conference room.

Mitchell described the issue of getting handicapped individuals from the parking lot into the ADA-accessible unit. If they remove one unit from 17 to 16 units, they can solve many issues. This allows them to build the handicap-accessible path from the parking lot, the 20-foot front setback variance would be unnecessary, and the trash enclosure can be located on the residential lot instead of the lot that will house the office. Mitchell said they do not want to remove a unit, but they are leaning towards this as a solution to most of the problems Graichen mentioned in the staff report.

Vice Chair Cary asked why they do not build over two stories to get higher density. Mitchell said an elevator for the third floor raises the cost of the units substantially. Vice Chair Cary asked if they could alter the design to meet the standards, rather than remove a unit. Mitchell said they tried to create a centralized

courtyard that was visible from the street and was as big as possible. He said the rendering reflects a much better image than most people think of when they think of low-income units. Mitchell feels it will actually be one of the better-looking developments on the street when it is developed.

Commissioner Cohen asked about wheelchair accessible units. Mitchell said the ground floor units will be used for individuals in wheelchairs. Commissioner Hubbard asked why a unit could not be attached to the office space. Mitchell said if a housing unit was attached to the office space, the state's LIFT funding could not be used.

Mitchell said that the proposal meets all of the design criteria from N. 18th Street, but does not meet all of the criteria where the building abuts the CAT offices. The general public will not see that side of the building. Mitchell said they would love to keep the existing mature tree if the development allows it. The site plan looks like it may be possible. Mitchell said the transitional housing will allow tenants to build a track record for the competitive rental market. Without a rental history, it is near impossible for their clients to find housing.

Murray, Nancy. 2715 SW Huber Street, Portland. Murray is CAT's attorney. She said LIFT funding requires that the housing lot is encumbered with a restrictive covenant for 20 years and an additional 30 years with affordability restrictions. Murray said regardless of who owns the property, these restrictions run with the land. Regarding the density restrictions, Murray said there will be a restrictive covenant on the two lots that are to be developed, as well as CAT's existing facility and parking lots. This covenant will restrict any additional residential development. Murray said these restrictions will also run with the land. Murray described how the housing units will be used, encumbered, and financed as a completely separate project than the office. The office building will be financed with a commercial loan which is very different financing than the housing portion. Murray said this is why the design dictated complete separation and a lot line adjustment.

Commissioner Cohen asked for the CAT case worker to answer additional questions.

Kyles, Melissa. 2625 Sykes Road. Commissioner Cohen asked what the residents typically do during the day. Kyles said it depends on the individual. It ranges from job training, vocational rehabilitation, medical appointments, counseling, Veterans Court, volunteer hour requirements, etc. Vice Chair Cary asked if this facility will draw more homeless to the area. Kyles said their clients are currently mostly long-term residents of Columbia County, and it is anticipated this project will serve the same clientele. Kyles reminded the Commission that there is a six-month requirement they have lived in Columbia County to be eligible (except for returning veterans).

IN OPPOSITION

No one spoke in opposition.

END OF ORAL TESTIMONY

There were no requests to continue the hearing or leave the record open.

CLOSE PUBLIC HEARING & RECORD

The applicant waived the opportunity to submit final written argument after the close of the record.

DELIBERATIONS

Commissioner Webster asked if the proposal is for 16 units, instead of 17 units. Graichen said that is possible. He said the applicant seems to be okay with this. This would eliminate the need for a front setback variance. Commissioner Cohen said this solution seems to address problems. He would lean towards approval with 16 units.

Vice Chair Cary asked the Commission what they think about the frontage improvements. Graichen said in most cases, previous developments have not triggered re-construction to the new standard if the sidewalk is in good repair. Street trees are already proposed. The Commission was comfortable with this.

Graichen asked the Commission about parking. The Commission was comfortable with the shared parking concept. Commissioner Webster suggested including 2-hour parking signs in front of the existing CAT complex. Graichen asked if the internal pedestrian path should be required. The Commission agreed that with the removal of one unit, the path should be required. Graichen asked the Commission if they should require preservation of the existing tree. The Commission was okay with not requiring preservation as a requirement. Graichen asked if the Commission wants to use the "reasonable accommodation" clause to make an exception to the design standards with the variance permit. Graichen said the standards are intended to make the building aesthetically pleasing. He said the applicant's argument is that the rear side of the building is not visible from the street. Vice Chair Cary said the development is already visually interesting because it is dense, has varied siding, and other architectural features. The Commission agreed.

MOTION

Commissioner Webster moved to approve the Variance Permit for design standards, approve the Conditional Use Permit with revised conditions as discussed above, and deny the Variance Permit (front setback) because it is no longer needed with the removal of one unit. Commissioner Semling seconded. All in favor; none opposed; motion carries.

Commissioner Cohen moved for Vice Chair Cary to sign the Findings and Conclusions once prepared. Commissioner Semling seconded. All in favor; none opposed; motion carries.

□

Public Hearing

Relevant Housing Company

Conditional Use Permit / CUP.3.17

245 N. 7th Street

It is now 9:26 p.m. and Vice Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated July 3, 2017 with attachments

Graichen introduced the Commission to the proposal and discussed the recommended conditions of approval, as presented in the staff report. Commissioner Cohen asked if there are special requirements for conex boxes. Graichen said there is the exterior feature requirements for extensions and recesses that applies to multi-dwelling units. Commissioner Cohen asked if the flat roof would cause any issues. Graichen said the pre-application meeting did not raise any concerns. Commissioner Cohen asked if ADA requirements would need to be met for the second story. Graichen said the building code addresses this. Vice Chair Cary asked if the City desired to have a certain number of spaces available for public

use. Graichen said there is no specific number, but the City and the applicant have been working to maximize the remaining spaces available for public parking.

IN FAVOR

Coffman, Carl. Relevant Building Company. Coffman would like to address parking first. He said that the connection to Wyeth Street from 7th Street could be widened and improved, which would offer more public parking. Coffman feels he is providing at least the same amount of spaces as the existing gravel area is currently providing.

Aside from the parking issue, Coffman would like to discuss affordable housing. He was impressed with the previous presentation regarding the homeless population. Coffman said his clientele is a little different. He is targeting the population that is ready to purchase a home for less than \$1,000 a month, including all other homeowner association fees. He does not want to be a property owner of the site. He wants the City to own the lot and lease it to the condo owner. A long-term lease would provide a stable, ongoing revenue source for the City. Coffman said property is expensive and if the City retains ownership, it helps lower the cost to the buyer. Coffman proposed a larger version of this on the waterfront site, but the City Council suggested this property instead. He said a portion of his clientele is the retired population looking to downsize.

Coffman said this is a pilot project. He has paid for immense structural engineering to take two conex boxes, saw the middle wall out, and put them together. Coffman prefers the flat roof design over the sloped roof design. Coffman said the multi-dwelling structure can be moved to meet the front setback. The decks can be extended an additional foot to meet the criteria. He feels his design meets the intent to create visual interest on the face of the building, but that is up to the Commission. Coffman said the street is developed very close to the property within the right-of-way because much of the right-of-way includes the park. The proposal includes three on-street parking spaces. Coffman said he is leaving the existing trees as much as possible on the property. He feels the area with trees could be a community space to be used for a community garden, gathering, etc. Vice Chair Cary asked if he tried to add additional parking in the rocky area with trees. Coffman said he considered it, but only got about three spaces out of it. Vice Chair Cary asked if he tried to separate the public parking from the private parking. Coffman said yes, he tried very hard to separate it, but it just did not work from a design standpoint.

Commissioner Lawrence asked if the flat roof would be an issue in the rainy environment. Coffman said the Muckle Building is a flat roof. The conex boxes will have a sloped roof on top of the flat conex box roof. Coffman said there is one ADA unit on the bottom floor. Coffman said the insulation is the most expensive piece to meet building code. He also said the units will be sprinkled. Commissioner Hubbard asked how lenders will view these units. He said he has not gone that far, but there are local credit unions willing to discuss. He is not concerned about finding lenders to finance the units. Coffman said these units are amazingly strong. He said this land use application is not for any building code exceptions. Coffman reiterated that the issue of affordable housing is not going away.

Terry, Lauren. Relevant Building Company. Terry has been managing the Waterside Apartments in the Muckle Building for the last year and a half. She has heard countless testimony about the lack of housing options for renters in St. Helens. Millennials have so few options for purchasing homes. Terry is from Roseburg, Oregon and she sees a lot of similarities between St. Helens and Roseburg. Terry said in Roseburg, the declining timber industry caused very similar economic issues. This housing does look different from the typical American neighborhoods, but times are different too. There are not enough natural materials for all of the housing we need. The idea of spending the same amount she is spending on rent to purchase a home would allow her to pay off student debt and build equity at the same time. Terry said we need radical change to conquer the homeless problem and housing shortage. She said home ownership has become a privilege and it really should be a right.

NEUTRAL

Lang, William. 295 N. 7th Street. Lang lives next to the proposal. He has lived there since the early 2000s. When he first moved in, the parking was so bad that his driveway would be blocked. Lang said he has seen up to 18 cars parked in the gravel lot. He said there was a proposal in the past to move the park fence and make the street a one-way and provide additional parking for the park. Lang said this would be a permanent solution to the parking problem at the park.

Decette, Cory. 607 SW Arboretum Circle, Portland. Decette said Richard Hunter was a former landowner of the property proposed for development. Richard Hunter wished to develop the land in the past, but was not allowed to due to a depression and collection of stormwater. The City purchased the property in 2010, the house was torn down, and fill was added to the depression. This caused water to flood his property at 275 N. 7th Street. The City has since corrected the issue. This will be an issue that the developer should be aware of. Decette is not for or against container homes, but he is concerned about how high density and low-income development will impact the value of his property and surrounding homes. North 7th Street is fairly quiet, serving only seven residences and the occasional ball game. Adding eight more units will more than double the car traffic and foot traffic. Decette said the developer should develop sidewalks and curbs on the west side of N. 7th Street spanning from West Street to the end of the last house. Decette also requested a privacy hedge on the north end of their parking lot to mitigate late night headlight glare into the house that he owns.

Boren, Joy. 771 West Street. Boren is concerned about parking. On weekends especially, she is concerned about the lack of parking and the increased traffic the new development will cause. Boren is also concerned about how the stormwater runoff will be addressed because of the presence of bedrock in the area.

IN OPPOSITION

No one spoke in opposition.

REBUTTAL

Coffman, Carl. Relevant Building Company. Coffman said he feels bad about the parking issue, but every place has parking issues. He did not come tonight to resolve the public parking problem. Coffman said there are improvements that can be made within the right-of-way to increase parking. There are also improvements that can be made further down in the N. 7th Street right-of-way that would increase parking availability. Regarding stormwater, he has an excavation company and has been doing this kind of work for over 35 years. Coffman discussed the catch basin location and how he plans to convey the water in a slightly different location than it is currently conveyed. Graichen said the City is aware of the stormwater issue and an enhanced stormwater condition is included in the staff report. Coffman also said he is okay with installing a barrier to prevent headlight glare into the adjacent residence.

END OF ORAL TESTIMONY

There were no requests to continue the hearing or leave the record open.

CLOSE PUBLIC HEARING & RECORD

The applicant waived the opportunity to submit final written argument after the close of the record.

DELIBERATIONS

Graichen asked the Commission if the four-foot off-set every 16 feet is appropriate as proposed, instead of the code's requirement of an eight-foot off-set every 30 feet. Commissioner Hubbard said it works better as proposed. The Commission agreed. Regarding the other exterior elevation requirement, Commissioner Webster noted the applicant indicated he would be okay with making the patio extensions eight feet instead of seven.

Commissioner Cohen is conflicted about not requiring sidewalks, despite the new development increasing the traffic on N. 7th Street. Graichen said the City does push for installation of sidewalks, but the recommendation in this case is for the fee in lieu of frontage improvements.

MOTION

Commissioner Cohen moved to approve the Conditional Use Permit with the amendments to the exterior elevation requirements as discussed. Commissioner Webster seconded. All in favor; none opposed; motion carries.

Commissioner Cohen moved for Vice Cary to sign the Findings and Conclusions once prepared. Commissioner Semling seconded. All in favor; none opposed; motion carries.

□

Public Hearing

Hubbard Construction Corporation

Conditional Use Permit and Variances (2) / CUP.5.17, V.4.17, & V.5.17

N. 12th Street & Columbia Blvd.

It is now 10:47 p.m. and Vice Chair Cary opened the public hearing. Commission Hubbard is the developer and property owner of the property. He recused himself from the public hearing.

Graichen entered the following items into the record:

- Staff report packet dated July 3, 2017 with attachments

Graichen introduced the proposal to the Commission and went through the recommended conditions of approval, as presented in the staff report. The proposal includes two variances, one for yard setbacks and one for density. Graichen said the elevation plans did not demonstrate how the proposal will meet the exterior elevation requirements. Graichen said maybe the applicant can demonstrate how the building will meet the intent of the code. Since the Commission has never consider a density variance before, Graichen went through some of the logic behind the density variance, as noted on page 15 and 16 of the staff report.

Commissioner Cohen asked why the placement of the building was not further back from the front property line. Graichen discussed the spacing requirement from Columbia Boulevard to the driveway as one potential reason, but he said the applicant could address the site design in more detail. Commissioner Cohen asked what Graichen was thinking on page ten when he discussed additional privacy between the commercial and the residential units. Graichen said he was just enlisting the Commission to brainstorm ways to potentially increase privacy for residents from the commercial unit if they thought it was warranted. The Commission noted that there is already a setback between the side-by-side units.

IN FAVOR

Hubbard, Russell. Hubbard Construction Corporation. Hubbard said the property is very difficult to

work within. It is highly sloped. He said that building at the street level suits the site much better. Hubbard said if the economy was booming, he would be developing units with commercial below and living space above. He said now, housing demand is just too high. He said the lending for this is all private. Hubbard designs projects to fit each unique site, so these units are not cookie-cutter. Hubbard said it will be easy to demonstrate turning radius because the parking spaces are wider than required. Regarding the exterior elevation requirements, Hubbard feels he can meet at least two of the three standards listed in the staff report as required.

Commissioner Cohen asked if storm drainage modifications have been made. Hubbard said he will work with the Engineering Department to meet stormwater requirements. Hubbard also said he is considering using pavers to allow greater on-site water retention.

Hubbard said the living and kitchen area is in the front of the units, and the bedroom and sleeping area is in the rear to allow for privacy and reduced noise. Commissioner Webster clarified that the parking is lower than the units. Hubbard said yes, you will have to walk up to the units from the parking lot. Vice Chair Cary asked how the commercial space will be accessed. Hubbard said it will only be accessed off of Columbia Boulevard. Hubbard said the on-street Columbia Boulevard parking spaces will be used most commonly for the commercial space. Hubbard said the space is already tentatively leased to a wine shop, so the customers will be in and out fairly quickly.

Commissioner Cohen asked if any of the trees are older than 50 years old. Hubbard said he did not know, but he will be planting substantially better street trees. Vice Chair Cary asked what type of trees he was considering planting. Hubbard said he is interested in native plants if they will grow. He said he has had good luck in the past with Italian Cypress.

IN OPPOSITION

No one spoke in opposition.

END OF ORAL TESTIMONY

There were no requests to continue the hearing or leave the record open.

CLOSE PUBLIC HEARING & RECORD

The applicant waived the opportunity to submit final written argument after the close of the record.

DELIBERATIONS

Graichen recommended reviewing the two Variance Permits first because the project relies on their approval. Vice Chair Cary noted that the development is street-level access and urban, so the setback variance makes sense. Commissioner Webster also noted the steep slope makes development challenging. Vice Chair Cary has no problem with approving the density variance. Commissioner Semling likes that the units are located in the center of the City. The Commission is okay with utilizing the existing Columbia Boulevard sidewalk instead of requiring re-construction to the Corridor Master Plan and Minor Arterial standards.

MOTION

Commissioner Cohen moved to approve the two Variance permits and the Conditional Use Permit as written. Commissioner Webster seconded. All in favor; none opposed; motion carries.

Commissioner Cohen moved for Vice Chair Cary to sign the Findings and Conclusions once prepared. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review (Minor) at 144 Marshall Street - Paving graveled parking area

Commissioner Webster moved to accept the acceptance agenda. Commissioner Semling seconded. All in favor; none opposed; motion carries.

□

Planning Director Decisions

- a. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Columbia County Fair
- b. Temporary Use Permit at 2295 Gable Rd. - Fireworks sales tent/stand
- c. Partition at 2554 Columbia Blvd. - Coombs
- d. Temporary Use Permit at 735 S. Columbia River Hwy - Fireworks sales tent/stand
- e. Tree Removal Permit at 35121 Roberts Lane - Removal of a hazardous tree within a wetland
- f. Accessory Structure Permit at 144 S. 4th Street - New storage shed
- g. Home Occupation (Type I) at 58844 Parkwood Dr. - Home office for cleaning services
- h. Lot Line Adjustment at 225 N. 3rd Street, 360 Wyeth Street, & 214 N. 4th Street - Reynolds Land Surveying, Inc.

There were no comments.

□

Planning Department Activity Reports

There were no comments.

□

For Your Information Items

Dimsho said that the Certified Local Government (CLG) periodic review has been scheduled for July 18 at 10 a.m. at City Hall if anyone from the Commission would like to ask any questions or talk to the Coordinator with the State Historic Preservation Office (SHPO).

□

There being no further business before the Planning Commission, the meeting was adjourned at 11:39 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

2017 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/10/17	P	P	A	P	P	P	P
02/14/17	P	P	P	P	A	P	P
03/14/17	P	P	A	P	P	P	P
04/11/17	P	P	P	P	P	P	P
05/09/17	P	P	P	A	P	P	P
06/13/17	P	P	P	P	P	P	P
07/11/17	A	P	P	P	P	P	P
08/08/17							
09/12/17							
10/10/17							
11/14/17							
12/12/17							

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 16th day of August, 2017 are the following Council minutes:

2017

- Work Session, Public Hearing, and Regular Session Minutes dated June 21, 2017
- Work Session, Public Hearing, and Regular Session Minutes dated July 19, 2017

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post PDFs to website
- ☐ Email minutes to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault

City of St. Helens

CITY COUNCIL

Work Session Minutes

June 21, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor

Members Absent: Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Aaron Kunders, WWTP Superintendent
Bob Johnston, Building Official

Others: Ken Gates
Cody Mann
Ernie Martin
Chuck Daughtry
Chris Iverson
Casey Wheeler
Nicole Thill

Mayor Rick Scholl called the meeting to order at 1:00 p.m.

Visitor Comments

♦ Ken Gates, Board Chair of Columbia Pacific Food Bank. Their annual fundraising golf tournament will be September 11. He invites St. Helens to defend their title.

♦ Bob Johnston. He comes here as a citizen and a representative of the Homeland Security Incident Management Commission. He asks that the Spirit of Halloweentown event coordinator work with the Commission to help things run more smooth than the past.

City Administrator Walsh reported that Building Official Johnston has offered to step in and fill the role of the City's Emergency Management Coordinator. The Council was in concurrence.

Annual Report from Columbia County Economic Team (CCET)

CCET Executive Director Chuck Daughtry was in attendance to give a report to the Council. He distributed a handout to the Council members. A copy is included in the archive meeting packet.

- Oregon Manufacturing Innovation Center (OMIC)
 - R&D Facility
 - Old John Jersey building has been purchased by Oregon Tech and Business Oregon.
 - Temporary access road through West Lane Road.
 - Annexing the old Scappoose Sand & Gravel site into the City. That will allow it to connect to city services.
 - Applying for grants for infrastructure improvements.
 - Formed the OMIC R&D Board. He is an advisory member.

- Anticipating tremendous growth and economic improvement.
- Training Facility
 - Advanced manufacturing.
 - Registered apprenticeship programs, associate degrees, and certification programs.
 - Construction is pending site development approvals.
 - Funding is secured.
- Keep It Local Columbia County
 - Distributed buttons.
 - The CCET Executive Committee will act as the board of directors.
 - Working on grant applications and soliciting funds.
 - Inspire, support, and promote local businesses through education, campaigns, networking, and outreach.
 - 289 businesses are listed on the website.
- Waterfront Project
 - Potential investor at the Chinese consulate.
- Next Board meeting is Tuesday, August 22, 10 a.m. at Columbia River PUD.
- Annual breakfast is Tuesday, October 24, 8 a.m. at the Clatskanie Cultural Center.

Annual Report from City's Insurance Broker Hagan Hamilton

Agent Chris Iverson was in attendance to give an annual report to the Council.

- In an insurance pool with City County Insurance Services.
- This year brought some larger claims than normal that have been discussed at the Risk Management meetings.
 - A parks claim around \$100,000.
 - Sewer backups totaling around \$60,000.
- Distributed and reviewed a premium summary to the Council.
 - Currently carry \$20 million of liability insurance.
 - The top \$10 million layer will not be offered next year.
 - Substantial reduction in workers comp costs.
- Overall, it was a good insurance year.

Request from Hudson Garbage to Increase Garbage & Recycling Rates

Ernie Martin from Hudson thanked the Council for renewing their contract. The County has increased the transfer station tipping fee by 2.1%. Ernie is asking to pass the increase to the consumer.

The Council was in concurrence.

Request from City Slickers Relay for Life Team

The City of St. Helens is participating in Relay for Life, July 29, at the St. Helens High School track. Our team has already raised \$629! We are close to meeting our goal of \$1,000.

We are requesting City Council authorize up to \$200 from Council's discretionary fund for team supplies and luminarias. The luminarias will be placed around the track and lit in honor of cancer survivors and in memory of employees and Council we have lost to cancer.

A silent auction will be held on July 29. We are also asking the Council to donate three gift certificates in the amount of \$100 each to be used towards a City utility bill. All proceeds from the auction go towards Relay for Life and are credited to our team. Your generous donation of three \$100 gift certificates to the March kick-off carnival helped raise over \$250 in the fight

against cancer.

Be sure to join our team by going to www.relayforlife.org. There is no fee to register. See you at the St. Helens High School track on July 29!

Council President Morten expressed that the event is great for recognizing cancer survivors and victims. Three members of the Council are survivors. He encouraged everyone to get involved.

The Council was in concurrence to allow the team to spend \$200 on supplies and luminarias and \$300 on utility bill gift certificates.

Review Proposed Fees Schedule

Finance Director Brown reviewed the proposed fee schedule. A copy is included in the archive meeting packet.

Amendments to the proposed Parks fee schedule:

- List both McCormick Park pavilions (areas 1 and 4) as \$30 for a half day and \$40 for a full day.
- Existing McCormick Park pavilion should be "McCormick Park Veterans Plaza Pavilion."

Wastewater Treatment Plant Superintendent Aaron Kunders reviewed his division's proposed fees.

Discuss Potential Full-time Building Inspector in 2017/18 Budget

Finance Director Brown explained that this was discussed at the last meeting and Mayor Scholl asked what the effect would be of increasing the inspector to full-time. It would be a \$67,000 increase, not including professional development costs. He would make appropriations for this by decreasing the unappropriated fund balance.

Mayor Scholl notices a lot of dirt being moved around the City. OMIC will bring more people our way also. He wants to be proactive and give local builders the opportunity to build relationships.

City Administrator Walsh agreed. As long as there are revenues to provide for it, he sees a need. Building Official Johnston talked about the need for assistance with anticipated new development.

Discussion ensued about the cost to fund a full-time building inspector. Every department has a need for additional staff. Brown recommends recruiting a part-time inspector with the potential to increase full-time. Mayor Scholl disagreed and emphasized the need for a full-time inspector. He requested Brown come back to the next work session with a breakdown of numbers.

Discuss Citizens Day in the Park

- Saturday, August 12, at McCormick Park.
- The Z100 DJ can broadcast a public announcement but are not available to attend that day. However, they are willing to do a live broadcast during Spirit of Halloweentown if we provide a hotel room.
- IGA will provide and serve hamburgers and hotdogs.
- Submitted donation requests to:
 - Don's Rental
 - Safeway
- Highway 30 Cruisers will host a car show.
- Dutch Brothers will sell drinks at cost.
- Requested \$1,000 to purchase discs for disc golf, footballs, and other items for games; as

well as a DJ.

The Council was in concurrence with spending \$1,000.

Discuss 4th of July Festivities

- The Elks will be providing all the food; including, hamburgers, hotdogs, nachos, pulled pork, and more. They did not want to participate if there were competing vendors. Proceeds benefit local veterans programs.
- CERT is coordinating the parking. Tailgate parking is \$20/vehicle. They will retain half of the proceeds. Parking areas will be marked. No fires allowed.
- Alcohol sales are not proposed and will only be allowed on the Waterfront property.
- Balloon animals.
- Face painting.
- Rock wall.

Department Reports

Postponed until this evening's regular session.

Council Reports

Postponed until this evening's regular session.

Executive Session

ORS 192.660(2)(d) Labor Negotiations

ORS 192.660(2)(e) Real Property Transactions

ORS 192.660(2)(h) Potential Litigation

Motion: At 3:02 p.m., upon Locke's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions, (d) Labor Negotiations, and (h) Potential Litigation.

Motion: At 4:08 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Morten, and unanimously approved.

Other Business

City Recorder Payne reviewed three items added to tonight's agenda.



There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Public Hearing Minutes

June 21, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Jacob Graichen, City Planner

Others:

John Chambers	Mark Birkland	Tracy Birkland	Matt Wright
Ingrid Chambers	Heather Chambers	Ilene Smith	Kurtis Smith
Shauna Harrison	Sam Hall	Melissa Hall	Allen McMillan
Cindy Phillips	Kris Phillips	Jeremy Wheeler	Jacob Jones
Amanda Callow	Deborah Gober	Gabriel Woodruff	Paul Worman
Kathleen McGuire	William Stroup	Daniel Goodnight	Adam Kinsman
Katrina Kinsman	Joe Pletsch	Suzi Stutzman-C.	Nancy Hanson
Nick Hanson	Daniel West	Mary West	Tony West
Marilyn West	Annie Buell	Dick Buell	Joe Stroup
Kathy Innocenti	Kevin Marcon	Whitney Hickman	Scott Hickman
Dan Redding	Barb Redding	Carmin Dunn	Jeffrey Fischer
Angela Fischer	James Kessi	Kolton Deford	Andrew Stamp
Todd Mobley	Wayne Weigandt	Jeff Pricher	Sheri Cash

Public Hearing

Applicant: Appellant is Johnny Chambers. Original applicant is Wayne Weigandt.

Owner: Wayne Weigandt

Request: Appeal of an Approval of an Approximate 77 Lot Subdivision

Location: 35090 Pittsburg Road

At 6:00 p.m., Mayor Scholl opened the public hearing.

Ex-Parte Contact/Conflict of Interest – None.

Staff Report

City Planner Jacob Graichen presented his staff report dated June 13, 2017.

The Council needs to consider the merits of the appeal and determine if they want to uphold the original decision, modify it (e.g. by amending the original conditions), or deny it based on the project not meeting the applicable approval standards.

Graichen reviewed the Code references explaining the reasoning for street locations. City Code

does not allow the streets to come out on Pittsburg Road or N. Vernonia Road due to spacing.

Testimony from the Appellant

◆ John Chambers. He reviewed a PowerPoint presentation. A copy is included in the archive meeting packet. Emerald Meadows as planned:

- Does not conform to existing community.
- Puts 77 homes worth of traffic into existing neighborhood.
- Puts children in harm's way.
- Is not properly preparing for a potential public health hazard, in the event septic systems are damaged on Hillcrest Road properties.
- Does not meet the parking needs of the proposed development.
- Many exceptions being made in order to allow the developer to shoe horn 77 houses into a small space.
- Puts people in danger due to limited emergency services access.
- Does not fulfill the City's mission statement.
- Higher density than surrounding properties.
- According to the Traffic Impact Study done by Lancaster Engineering, December 9, 2016, after buildout in future-year scenarios, traffic volumes on Helens Way would be slightly more than 1,000 vehicles per day. He questions if these roads can handle that traffic.
- Lancaster Engineering does not recommend a stub to Hillcrest Road, "too narrow and not constructed to handle increased traffic loads..."
- The Columbia County Environmental Services Specialist expressed concerns that septic systems may be damaged by Emerald Meadows development. Recommends the developer install sewer pipe between the subdivision and Hillcrest Road properties for connection in the event of damage.
- Hillcrest Road is substantially uphill of Emerald Meadows and "it" rolls downhill.
- Not all lots appear to meet the minimum lot depth of 85 feet.
- Lot 62 is less than 5,000 square feet.
- 35090 Pittsburg Road does not meet the 20 foot setback requirement (only 12 feet).
- Emerald Loop East/Fairfield Avenue 82 degrees (standard no less than 60 degrees.)
- Public Works indicates water pressure will be an issue with 77 new homes.
- Thru-lots are being planned that do not meet Code requirements.
- Access roads for lots 33-37, 29-32, and 21-22 should be named and signed no parking.
- Lot on hammerhead frontage is too small.
- Fairfield Avenue is too narrow requiring a "No Parking Zone" starting from Lot 53/6 east.
- No parking on streets creates a livability issue for residents.
- Emergency services access dependent on "no parking" compliance has the potential to cost lives.

Chambers asked the Fire Marshall to talk about Fire Code concerns.

Fire Marshall Jeff Pricher reviewed their concerns:

- Parking in the former plan. However, the revised plan mitigates some of those concerns.
- Private access drives to service some of the homes pose a challenge in the event of a fire.
- The Fire District worked with the developer to create a plan that would minimize impact.
- Fire Code requires homes have a sprinkler if more than 30 homes are serviced by one road.

Mayor Scholl asked if that would change if a road came through N. Vernonia Road. Pricher said yes, if that were a possibility. Emergency access cannot be considered additional access for residents. Pittsburg Road poses significant challenges. They will not use the emergency access

unless they absolutely had to because it's on a blind corner.

Chambers suggests:

- Extending the road to Pittsburg Road or N. Vernonia Road.
 - Reduces neighborhood traffic issues.
 - Increases public safety.
 - Better emergency services access.
- One row of bigger lots.
 - Leaves room for full width street.
 - Leaves room for 15 foot easement.
 - Eliminates street parking issue.
 - Reduces Fire Code violations.
 - Reduces traffic impact.
 - Improved quality of life for all.
- He asked the Council to remember the mission statement.

Testimony from the Original Applicant

◆James Kessi, Kessi Engineering and Consulting, representing Wayne Weigandt. The Planning Commission recommended the subdivision be approved with a few changes; therefore, they propose the following changes:

- The cul-de-sac turnaround has been turned into a hammerhead. It will be signed "No Parking."
- A future road connection to Hillcrest Road between lots 38 and 39 has been added.
- Fire lane access has been provided from Pittsburg Road to Emerald Loop.
- Lot #29 can be amended, if so needed.

Kessi reviewed concerns that were addressed by the appellant and how they are meeting Code:

- Private access driveways have been designed to meet City standards.
- Streets have been designed to meet City standards.
 - Every house will have four parking spaces, two in the garage and two in the driveway.
 - Street parking will be available, except for at the end of Fairfield Court.
- The 5,000 sq. ft. lots will allow for affordable housing.
- The septic systems in lots 45-62 adjacent to the Hillcrest Subdivision are out of their control. They have provided a five foot access easement in case of failure. It is the burden of the property owner and not the subdivision.
 - He would recommend the sewer mainline be put through the front of the lots so both sides of the street could access it.
 - Have agreed to not grade more than 30 inches of depth.
- Directed by the City engineer to not make any road connections to Pittsburg Road and N. Vernonia Road.
- Water will be connected to the higher pressure system in the reservoir on Pittsburg Road. It should not affect surrounding area water pressure.

Mayor Scholl asked how hard it would be to come off of N. Vernonia Road at Fairfield Court. Kessi said they could physically do that but it wouldn't meet intersection spacing at Jakobi Street. He would prefer that their Traffic Engineer address that.

Graichen added that the 40 foot right-of-way standard is okay for portions of development that will have 200 average daily trips or less. If you punch it through, it opens it up to more traffic and that 40 foot no longer stands. It would have to be increased to the standard 50 feet.

◆Todd Mobley, Traffic Engineer with Lancaster Engineering. That access scenario is not one they analyzed because it does not meet City Code. It would not be an ideal condition.

City Councilor Carlson has noticed in other areas that entrances have a wider access with greater setbacks. Does that help with visibility? Mobley confirmed that it does help with visibility and the ability to turn from a major street to a minor street. Parking is sometimes restricted. However, that's a different issue than the street alignment.

Mobley reviewed his responses to the appellants concerns:

- The streets in the neighborhood to the south are designed to City standards. They are stubbed into this property and designed to carry additional traffic. He understands their concerns that traffic will be added.
- They calculated trip generation by using industry standards.
- The design of the street has parking on both sides. Vehicles tend to go slower when the road narrows and there are cars parked on both sides.

Pricher talked about Camden, Catarin, and Fairfield being wider streets. Beginning at lot 52 the road narrows allowing parking on one side. Did the formula take that into account? Mobley said it's more of a philosophy than a formula. The proposed designed provides for less travel of the narrow section of the road.

◆Andrew Stamp, Land Use Attorney. He reviewed a PowerPoint presentation. A copy is included in the archive meeting packet.

- Accommodate the City's new standards without losing housing density.
- Better lot configuration/no variances required.
- Meet market demand for housing at the median \$250,000 price point.
- Maintain compatibility with adjacent development patterns.
- Meet lot depth requirements.
- Meet front yard setbacks.
- Lots 31 and 32 are proposed through lots.
 - Allowed due to site orientation and need for separation from arterial.
 - Planting buffer required.
 - Two front yard setbacks.
- Lots 34 and 35 streets are not through lots.
 - Streets are not parallel.
- Reviewed street alignment, connection, and intersections.
 - The proposal meets Code standards.
- Reviewed Fire Code standards. The proposal meets standards.
- Police have authority to enforce parking violations. Signs will be posted.
- It is illegal for septic effluent to leave your property.
- The developer is not causing the need for a septic easement. That is a potential need for the adjacent property owner's septic failure. They are under no requirement to give the easement but doing it as a courtesy.
- Oregon State Land Use Board of Appeals (LUBA) makes it very clear that a mission statement cannot be the basis for denial or approval of a land use decision.
- Conformity with the existing community is not an approval standard for this subdivision.
- The roads are equipped to handle the projected traffic load.
- All lots are a minimum of 5,000 sq. ft.

Council President Morten pointed out that lot 61 with the utility easement lines up to Jakobi Street. Was that studied for connection? Mobley said they did not, based on direction from the City. Morten suggested that egress be designated as a right turn only.

Testimony in Favor of the Subdivision

No testimony in favor of the subdivision.

Testimony – Neutral

◆William J. Stroup. He handed out a copy of his testimony. A copy is included in the archive meeting packet. His biggest concern is pedestrian safety. Safe crossings need to be added on the northwest side of Campbell Park between Allendale Drive and Goodman Lane. Development has increased and traffic warning devices have not increased.

Testimony in Opposition of the Subdivision

◆Shauna Harrison. She is opposed for a variety of reasons.

- In the last 12 months:
 - 5,000 sq. ft. lots sold for \$224,000; which is approximately \$1,134/month.
 - 7,000 sq. ft. lots sold for \$265,000; which is approximately \$1,322/month.
- If septic fails, it would be replaced with the like because there's no sewer within 300 feet.
- There's an online petition to sign in opposition of the subdivision.
- Adding this capacity to a dead-end street is a major concern.
- Access is a primary concern.
- More work needs to be done with the feasibility of this project.
- Many neighbors have voiced that they were not notified.
- Frantz Street and Edies Way will be severely impacted. There is a massive collection of water in that area.

◆Kathy Innocenti. She has lived in her house on Pittsburg Road for 23 years. They have watched over the years when it was annexed into the City, zoned R7, and now zoned R5. She has spoken before the Planning Commission and City Council voicing her opposition to the development of this property in the past. Comprehensive Plan Goal No. 14, "Provide for an orderly and efficient transition from rural to urban use." They are going from 66,000 sq. ft. of her property, 22,000 sq. ft. properties on Hillcrest, and 5,000 sq. ft. proposed lots. There is no transition between rural and urban. She is concerned about an egress onto Pittsburg Road. It is a very dangerous corner. The stub street ending at her property is not a solution. They don't plan on selling in the near future.

◆Scott Hickman. He lives on Hillcrest Road. Mission statements hold us accountable and should be taken into account. Does the runoff water go to the Wastewater Treatment Plant (WWTP)? He suggested using that five foot easement for a drainage easement into the main line.

Council confirmed that runoff water goes into stormwater drains and not the WWTP. Hickman is concerned about runoff during heavy rains.

◆Adam Kinsman. He has lived on Helens Way since 2003. They are a family with four children. He has four to five cars and parking is an issue. The new area is only going to increase the parking issue. It's going to make it even harder to see children.

◆Carmin Dunn. She lives on Oakwood Drive and has not received notification of the subdivision. The duplex section of Oakwood Drive is lined with cars. Kids are darting in and out of the cars. Adding 77 homes will increase traffic, kids, parking, etc. N. Vernonia Road does not have sidewalks to access the park. It's not safe. Consider the families that are already here. What is considered affordable housing?

◆Heather Chambers. She is the current associated student body president of St. Helens High School. She lives on Hillcrest Road. People drive fast on Pittsburg Road and N. Vernonia Road. We are talking about family communities potentially being hit.

◆Paul Worman. He has lived on Oakwood Drive for 13 years. He realizes the need for more housing. The issue is the number of houses and the problems that it will create. One of the problems is emergency access. This will bring in many new cars and less parking. He is glad to hear the water will be on a different system. The sewer capacity is a concern. His primary concern is the number of kids and safety. He suggests lowering the number of houses.

◆Daniel West. He lives on Helens Way.

- Extracting the density has not been fully addressed. All the traffic will come out Helens Way and dump into one artery. It's way too much traffic.
- People who live in \$200,000 homes will not improve their yards.
- The Hillcrest Road houses on septic will flow down to the new homes giving them a taste.
- The Fire Marshall will only use the emergency accesses only during a nuclear holocaust. They are not feasible.
- No one received the new plan. This is the first they are seeing it.
- Only one outlet onto N. Vernonia Road is not enough.
- He has a booster pump to increase water pressure in his home.
- What if a contractor damages septic during construction? Who is responsible to pay for it? If it can't be repaired, are you going to force them to annex into the City and connect to an unplanned sewer line.
- Adding this many kids to one school is not a good idea.

◆Mark Birkland. He lives on Blackoak Drive. The lawyer said they have met all the criteria to the best of their ability. The traffic engineer didn't seem to say the same. If the developer is really trying to offer affordable housing for the community, offer it a lower price.

◆Melissa Hall. She lives on Helens Way. This would just add more traffic and kids walking to catch their bus.

◆Marilyn West. She heard this was already approved. Is that correct?

Graichen confirmed that the Planning Commission approved it. That approval was appealed and is now before the Council for approval or denial.

West asked if the neighborhood could ban together and sue the developer if this is approved? Councilor Conn asked what grounds that would fall under. West responded that no one here wants this to happen. They're not going to be happy if Council approves this. The Council needs to consider future elections. Graichen explained that this could ultimately go to the US Supreme Court, if so inclined. The next reviewing body is the Oregon Land Use Board of Appeals.

West brings that up because Mr. Weigandt was asked to remove diseased trees on his property 18 months ago but he did not do that. Last week, he removed trees. It appears that he has insight that this project is a done deal. It's unethical. The attorney insulted our community.

◆Daniel Goodnight. He lives on Novella. He came to the Council for something else and didn't know anything about this. His daughter lives in a HOA in South Carolina. They are not allowed to park in the street. If they do, they are fined by the HOA.

◆Sheri Cash. She lives on Helens Way. They have a serious issue with water coming off the hill.

They were told a french drain was built there when they purchased their property. They later discovered it was never done. They built one but still continuously have problems with excess water. She heard the board approved leaving this area as open space. Now it's approved to build? What happened? People race N. Vernonia Road. It's not safe. She's going to miss the deer the most.

◆Tracy Birkland. She lives on Blackoak Drive. She moved here a couple years ago from Aloha to get away from traffic and have room for kids to play. She doesn't have a problem with them putting in houses like hers. She has a problem with putting in 77 in this small of space. There is a lot of people, kids, and traffic. Kids will get hurt. This is not responsible.

◆Amanda Callow. She lives on Oakwood Drive in one of the small properties that people probably didn't want in 2001, for the same reason. Her family is from the Hillsboro area. Their family of five was barely able to afford the house they're in. The house is only 1,300 sq. ft., so use their garage as living space too. They're not likely to be able to use it as additional parking. Property values are going to go down. Who is going to pay to extend the sewer as a result of this. People are going to be parking along the road. If this goes through, is a blinking red light on Pittsburg Road an option? She asked for traffic adjustments to be considered.

Councilor Locke asked Weigandt how many lots were added when he went from 7,000 sq. ft. to 5,000 sq. ft. lots? Weigandt said it added 14 lots.

◆Shauna Harrison. She lives in the area and is not concerned about the change in zone. She is concerned about the water, water pressure, lack of safety, lack of infrastructure, and access. There is no green space or play area.

◆David Johnson. He lives on Darcy Street. He just purchased his home two months ago. It was a significant investment. The value of his property will be reduced when these properties are developed. He is also concerned about parking enforcement. How many hours will be required to conduct property enforcement. The comment made by the attorney regarding utilizing parking enforcement and police officers is not appropriate.

Rebuttal by the Appellant

◆John Chambers.

- He too has to park cars in his driveway back to back, and has to have a family member move theirs for him to get out.
- Mayor Scholl spoke about a chosen way of life. The neighbors chose a way of life and this subdivision will change that, which is beyond their control.
- The septic systems have been there since the 1960's and 70's with no issues. If this subdivision damages those fields, there will be some kind of liability. If the City approves it, he assumes the City will be held liable as well.
- *Made a comment about parking on both sides of street, but was inaudible because not speaking in the mic.*

Rebuttal by the Original Applicant

◆Andrew Stamp. He responded to concerns addressed:

- Ms. Harrison compared the cost of 5,000 sq. ft. and 7,000 sq. ft. lots, which included new and used lots. Their counts were conducted using new subdivisions. They came up with \$250,000 and \$300,000, respectively. He appreciates the data she provided.
- Regarding notice, it's a three hundred foot notice area from the subject property. If you're

302 feet away, you're not going to get notice.

- Regarding stormwater, the surface water running off the empty property will be remedied with rain catches, gutters, stormwater detention facility, etc. Neighbors should see a significant improvement.
- Regarding this land remaining open space, that is inconsistent with the records he has seen. This land has always been zoned for development since it was annexed. You can't tell people they can't build on their land without paying for it.
- Someone mentioned having a transition from rural to urban. That goal applies at the time land is brought into the Urban Growth Boundary (UGB). The goals no longer apply. Only the Code applies now.
- Some called "B.S." on the fact that mission statements aren't relevant. Stamp is only telling people what the law is. He didn't invent the law. He recommends removing the mission statement from the Code.
- Wastewater vs. stormwater runoff. Raindrains used to run into the sewer drains. Now they are separated.
- The City Engineer would not likely allow a development to occur without adequate sewer capacity.
- Regarding the five foot easement, someone asked where the other ten feet will come from. That will come from the property owner with the septic system. "It" runs downhill and is not allowed to leave their property. If they find sewage on the subject property, that is a public hazard and trespassing. The City is satisfied with the five foot easement.
- Regarding multiple cars and fast traffic, LUBA has said repeatedly said you can't assume people will break the law. A traffic enforcement problem is not a development problem. LUBA does not allow you to deny land development on the grounds of people violating the law. City code requires two off-street parking spaces. They are providing four. They are going to have CC&R's that prohibit boats and RVs from being left in the front yard.
- He heard a lot of concerns about no stop signs on Hillcrest. That's an engineering issue and not relevant to the development. Council President Morten pointed out that it's County property.
- Regarding too much density, that was decided three or four months ago. This is only in regards to subdivision criteria.
- Regarding the number of children added to the school, school capacity is not an approval standard for this subdivision. It's not relevant.
- Subdivision approvals or land use approvals are not decided on the basis of whether or not we like something, a popularity contest, how many people clap, or concerns about elections or lawsuits. In Oregon, approval is based on approval standards adopted in the Code. Planning staff has reviewed those standards and says they are met. That type of talk is inappropriate in a quasijudicial hearing. You have to stay focused on the criteria. You could take this to LUBA but they will only look at the approval criteria.
- Regarding no green space, there is no open space requirement in the Code.
- Regarding property values be lowered, that is not relevant according to LUBA.
- Regarding the statement that it was inappropriate of him to say the Police will enforce the laws, it's not an approval standard. He used to be a Police Officer and issued parking tickets. Talk to the Police Chief about increasing enforcement.
- They have met all the approval criteria. None of the testimony addressed any of the approval standards, except for the appellant.

◆ James Kessi.

- Stormwater. The water will be collected, treated, detained, and released. A stormwater tract is proposed west of lot 64. In addition to collecting street water and roof water, he suspects they will be providing a collection system along the southern boundary to improve drainage. The City Engineer will be approving all the plans submitted.

- Trees. The City requires trees be planted with the house construction.
- Water pressure. The entire subdivision will be connecting to the high pressure water system off Pittsburg Road. It is a different water system than the surrounding subdivisions.
- Sewer capacity. The City has indicated that there is adequate capacity.
- Existing septic fields. Based on the sanitarians recommendation, they will not be grading any closer than 30 inches to the property line.

◆Todd Mobley. He didn't hear any testimony that would change their findings. There was a lot of testimony about additional homes and the ability of the streets to handle them. They meet the City standard.

Councilor Locke asked why the road narrows between lots 53-60. Kessi said that was done due to lack of depth. It still allows for two-way traffic but parking only on one side of the street.

Questions and comments from the audience that was inaudible.

Pricher asked if any homes over 30 feet tall will be built where the road narrows? Kessi said they won't be any taller than 35 feet.

Stamp pointed out the section in the Code that references skinny streets. Basically, you can only allow skinny streets where there are fewer than 20 driveways and he counted 18.

There were no requests to leave the record open or continue the public hearing.

Close Public Hearing and Record – 9:38 p.m.

Deliberations will be held during the regular session following this hearing.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Regular Session Minutes

June 21, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Jacob Graichen, City Planner

Others:

John Chambers	Mark Birkland	Tracy Birkland	Matt Wright
Ingrid Chambers	Heather Chambers	Ilene Smith	Kurtis Smith
Shauna Harrison	Sam Hall	Melissa Hall	Allen McMillan
Cindy Phillips	Kris Phillips	Jeremy Wheeler	Jacob Jones
Amanda Callow	Deborah Gober	Gabriel Woodruff	Paul Worman
Kathleen McGuire	William Stroup	Daniel Goodnight	Adam Kinsman
Katrina Kinsman	Joe Pletsch	Suzi Stutzman-C.	Nancy Hanson
Nick Hanson	Daniel West	Mary West	Tony West
Marilyn West	Annie Buell	Dick Buell	Joe Stroup
Kathy Innocenti	Kevin Marcon	Whitney Hickman	Scott Hickman
Dan Redding	Barb Redding	Carmin Dunn	Jeffrey Fischer
Angela Fischer	James Kessi	Kolton Deford	Andrew Stamp
Todd Mobley	Wayne Weigandt	Jeff Pricher	Sheri Cash

9:45PM – Call Regular Session to Order – Mayor Scholl

Pledge of Allegiance – Mayor Scholl

Invitation to Citizens for Public Comment

♦Carmin Dunn. A lot has been said tonight. Even if the Council does not have the grounds to deny the application, take what the citizens have said to heart and review Codes for future development.

Deliberations

Applicant: Appellant is Johnny Chambers. Original applicant is Wayne Weigandt.

Owner: Wayne Weigandt

Request: Appeal of an Approval of an Approximate 77 Lot Subdivision

Location: 35090 Pittsburg Road

A public hearing was held prior to this meeting.

Councilor Carlson pointed out that this is not the first group who has spoken to the Council about safety on N. Vernonia Road. That problem is not Mr. Weigandt's fault. Council President Morten said that is part of our safe passages policy. The City needs to step up and address it.

Mayor Scholl said the application was submitted with an extensive study. It was unanimously approved by Planning Commission and meets all of our City Codes. Graichen confirmed that it does comply with the conditions of approval.

Councilor Carlson talked about Council President Morten's suggestion to change the hammerhead at Fairfield Court to connect to N. Vernonia Road. Is that a possibility? Graichen said he did speak with Public Works Engineering Director Sue Nelson about it. The problem is they don't align without acquiring property from the north. Unfortunately, Nelson is not here to address it.

Councilor Carlson suggested turning one of the lots that is not as usable into green space. That would show the neighbors that the developer cared about the community. Council President agreed. He suggested using lot 29 as a park.

Mayor Scholl pointed out that the Code was written by professionals and the subdivision meets the Code standards.

Councilor Locke thinks the proposal is fine but would also like to see some green space.

Council President Morten talked about the concerns expressed by citizens and the effect that this will have on them. Some of those concerns were pertinent. He was appalled at the finger pointing and anger. He really liked the suggestion made by John Chambers to think about changes to make this work. There could be some compromise. That would mean more conditions. His biggest concern is safety of children.

Councilor Locke agreed that he is also concerned with safety of children. That is why green space would be beneficial, so they don't have to leave the neighborhood for a park.

Mayor Scholl agreed that the safety concerns need to be addressed. However, that has no bearing on the subdivision.

Council President Morten asked if the Council has any additional conditions they would like to add, other than the green space. Mayor Scholl would like to see a study done on using N. Vernonia Road. He would also prefer to see the road widened more than green space.

Graichen reminded the Council that they need a finding for any condition added. Our subdivision rules do not include open space. A Parks Master Plan was adopted, which did not include recommendations for open spaces in subdivisions.

Motion: Upon Conn's motion and Locke's second, the Council unanimously voted to deny the appeal.

Resolutions

A. **Resolution No. 1786:** A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues

Mayor Scholl read Resolution No. 1786 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1786. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

B. **Resolution No. 1787:** A Resolution Authorizing an Appropriation Resolution to Recognize Unanticipated Non-Tax Revenue and Increase Appropriations for an Expenditure
Mayor Scholl read Resolution No. 1787 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1787. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

C. **Resolution No. 1788:** A Resolution Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2016-17

Mayor Scholl read Resolution No. 1788 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1788. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

Public Comments – Proposed Additions and Increases to Fees Schedule

No comments were received.

D. **Resolution No. 1789:** A Resolution Adopting a Universal Fee Schedule

Mayor Scholl read Resolution No. 1789 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1789. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

E. **Resolution No. 1790:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting Budget, Making Appropriations, and Levying Taxes for Fiscal Year Beginning July 1, 2017

Mayor Scholl read Resolution No. 1790 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1790. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

F. **Resolution No. 1791:** A Resolution Assessing Cost of Abatement as a Lien Against 244 North 2nd Street, St. Helens, Oregon

Mayor Scholl read Resolution No. 1791 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1791. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

Public Comments – Increase in Garbage & Recycling Rates

No comments were received.

G. **Resolution No. 1792:** A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 1754

Mayor Scholl read Resolution No. 1792 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1792. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

Approve and/or Authorize for Signature

A. [RATIFY] Ground Lease Agreement with Option for Purchase with ACSP LLC for a Portion of the Old Boise Cascade Paper Mill to Develop a Commercial Cannabis Cultivation Agricultural Park

B. Agreement with Columbia County for Building and Plan Review Services

C. [RATIFY] Agreement with Mark Comfort for Clean-up Services

D. Amendment No. 8 to Agreement with Columbia County for Use of Community Service Work Crews

E. Contract Payments

F. Contract with Tualatin Valley Workshop, Inc. for Janitorial Services

G. Extension of Agreement with World Wide-ATM LLC for ATM Transaction Fees

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved 'A' through 'G' above.

Appointments to City Boards/Commissions

Library Board (4-year terms)

- Barbara Lines and Heather Anderson-Bibler's terms expire 6/30/2017.

Status: Currently, there is one vacancy.

Motion: Upon Conn's motion and Locke's second, the Council unanimously reappointed Barbara Lines and Heather Anderson-Bibler to the Library Board.

Consent Agenda for Acceptance

- A. Parks Commission Minutes dated April 10, 2017
- B. Planning Commission Minutes dated May 9, 2017
- C. Accounts Payable Bill List

Motion: Upon Locke's motion and Carlson's second, the Council unanimously accepted 'A' through 'C' above.

Consent Agenda for Approval

- A. Council Work Session, Public Hearing and Regular Session Minutes dated June 7, 2017
- B. Street Closure: 4th of July Activities – Close Strand Street from 230 to 295 Strand and Close All of Plaza Square on July 4, 2017
- C. Accounts Payable Bill List
- D. OLCC License

Motion: Upon Morten's motion and Carlson's second, the Council unanimously approved 'A' through 'D' above.

Council Reports

Mayor Scholl reported...

- Nothing to report.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- He wants to make certain we have safe passage on Vernonia Road and surrounding Campbell Park.

Councilor Locke reported...

- He distributed a page from the Corridor Master Plan. A copy is included in the archive meeting packet. There is a turnaround in front of his house. The loop is on 1st Street. Apparently, this was added to the plan as a bike path. Wayne Weigandt is putting a triplex below and Engineering and Planning both asked him to put in a piece of the ramp that goes down the hill. The average slope is 18% and bikes are recommended at a 5% slope. He is concerned about lawsuits if we build it. Graichen explained that Council adopted the project. If a majority of the Council says they do not want the project to advance at this time, they will stop. Council President Morten suggested that Graichen sit down with Locke and Weigandt to come up with a solution, then bring that back to Council as a recommendation.
- Wayne and Brad Weigandt were at the last Planning Commission that Locke attended. They were there about building a house on N. Vernonia Road. The Planning Commission told them they don't have to put in sidewalks because there are none on either side. Graichen pointed

out that the fee in lieu of building sidewalks was approved. Locke is concerned that we're building a ramp that is a City liability but we're not building sidewalks on N. Vernonia Road. Locke wants to appeal that decision. Discussion of creating a Local Improvement District to improve the N. Vernonia Road with sidewalks.

- Wants to schedule a retreat soon.

Councilor Carlson reported...

- Talked about the need for citizen involvement. Information is posted on Facebook and the City's website.

Department Reports

Library Director Jeffries reported...

- Summer reading signups began on Monday.
- It's been extremely busy at the Library.
- An event brochure is included in the meeting packet.

Finance Director Brown reported...

- He met with a gentleman from Watch Point Video about live video cameras.
 - The best location is the bell tower on the County courthouse.
 - Watch Point Video recommended two cameras. One will be operated by the viewer online and the other will be a panoramic view of downtown.
 - In lieu of a fee, the County has requested an additional camera for their use.

Councilor Carlson is opposed to cameras. After discussion, it was decided to have a representative from Watch Point Video return with a formal presentation.

- The senior discount will be on the next bill, after the one coming up.
- An HVAC unit at City Hall has died and will be replaced tomorrow morning.
- Received a quote from Wayne Martin Floor Covering for carpet and window blinds on the first floor of City Hall. Window blinds would be \$2,500 and carpet would be \$8,900.
- He will be attending the next St. Helens School Board to discuss the beverage and soda tax. A portion of the revenue will go back into the school for education on healthy choices.
- The Cost of Services Analysis (COSA) is pretty much complete. A formal presentation will be coming to the Council in July.
- He will be working with Code Enforcement Officer Hartless and Building Official Johnston on enforcement lien issues.
- The Committee to review the judge and prosecutor RFP results met and interviewed the applicants. They recommend moving forward with a contract for Clayton Lance, who is our current prosecuting attorney pro-tem, and retain Judge Phillips. Based on the uncertainty of our court's future, they also recommended a six month guarantee followed by a 90-day rollover.

Councilor Locke recommended a committee be formed to review the options for changes to Court. Brown will return with more information on that formation in July. Both Judge Phillips and Clayton Lance have ideas to streamline the Court services and increase revenue.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- He has a report for Urban Renewal to submit to the County Commissioners.
- The Budget was passed tonight.

Adjourn - There being no further business, the meeting adjourned at 11:03 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

DRAFT

City of St. Helens

CITY COUNCIL

Work Session Minutes

July 19, 2017

Members Present:

Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present:

John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Crystal Farnsworth, Communications Officer
Jasmine Jordan, Main Street Program Coordinator
Bob Johnston, Building Official
Jenny Dimsho, Associate Planner

Others:

Ashley Baggett
Elisa Mann
Tina Curry
Ben Tiscareno
Ryan Laird
Mary Kiblan

Wayne Weigandt
Amanda Normine
Don Patterson
Steve Donovan
Kathleen Jenkins
Mike Chapman

Howard Blumenthal
Gretchen Williams
Nicole Thill
Leticia Juaret Sisson
Tess Fields

Mayor Rick Scholl called the meeting to order at 1:00 p.m.

Visitor Comments

◆ Wayne Weigandt. *Did not have his mic on the first couple minutes. Unable to hear the first part of the bike path discussion. The bike path is adjacent to property he is developing on N. 1st Street.* Now because of citizen input, some people are not interested in it. He is not for or against the bike path. It was only a condition of his permit. At the direction of Councilor Locke, he, City Planner Graichen, and Public Works Engineering Director Nelson worked through a cost analysis to complete the bike path. He believes the cost is higher than it should be, particularly because a 25% surcharge was added for not completing the public improvement. He is willing to do the improvement and it's not right for him to pay the surcharge. He called Councilor Locke last week and asked if he could meet him on the property after his meeting with Public Works Operations Director Sheppard. Councilor Locke showed up with his two dogs before he was done talking to Sheppard. Councilor Locke told him that it was very small potatoes for him to be complaining about the fees. And that if it were up to him, he would charge him a 200% surcharge. Councilor Locke told Wayne that he instructed Nelson to wipe off \$480 of the bill for grading and that should be enough. Before all of that was said, Councilor Locke told Weigandt that he could slice him up and feed him to his dogs. Wayne was hurt by that statement. That was very unprofessional and he deserves a letter of apology.

Councilor Locke thought he was smiling and joking when that was said. After that, they sat down and talked about the discount since part of the grading had already been done.

Wayne repeated that it was extremely unprofessional, unprovoked, and confrontational. The leadership qualities that Locke directed to him is almost unforgivable. Wayne has lived here for 75 years. How can Locke be a negotiator and represent the City in that way?

Councilor Locke apologized and is deeply sorry. He did not mean for it to come across that way. Wayne accepted the apology.

Wayne expressed his concerns about the marijuana grow facility on the old Boise property, now owned by the City. He hopes the City has a good attorney ensuring their interests are protected.

Mayor Scholl apologized for that happening to Wayne.

♦Ashley Baggett. She is here as a resident to support the sweetened beverage tax. She's also a wife and mother, who regularly runs with her double stroller. Sidewalks, paths, and park improvements are greatly needed. The proposed tax will fund those improvements.

♦Ryan Laird. He has some questions regarding the water department reports that are sent out on an annual basis.

Mayor Scholl clarified that his questions are about the mailing process. Finance Director Brown explained that they use a third party company. Metro Presort was selected through an RFP process.

Ryan asked why they go out as first class mail. Brown will review the RFP and follow up with Ryan.

Annual Report from Parks Commission

Parks Commission members Elisa Mann and Howard Blumenthal were in attendance to give a report to the Council.

- New bridge in McCormick Park connecting the parking lot and disc golf course.
- New pavilion in McCormick Park.
- Thanked Associate Planner Dimsho for her work in acquiring grants.
- The Heinie Heumann fenced dog park will open tomorrow.
- Exploring options to create and maintain parks.
- Took a field trip on Monday to view a potential RV park area on the old Boise property.
- The Columbia View Park expansion proposal has been approved.
- Thanked Council for their support of parks.
- The amount of garbage left on Sand Island has decreased since the removal of garbage cans.
- The Parks Commission and Bicycle & Pedestrian Commission have been collaborating with the discussion of trails.
- Some of the parks have "Friends" groups and are always looking for volunteers.

Mayor Scholl thanked the Parks Commission for their work. Citizens Day in the Park is August 12th in McCormick Park.

Review Final Report of Cost of Services Analysis

Steve Donovan was in attendance and presented a PowerPoint presentation, a copy of which is included in the archive packet for this meeting.

He reviewed:

- Summary of monthly rates & SDC recommendations
- Detailed rates analysis: water, sewer, and storm
- Detailed SDCs analysis: water, sewer, storm, and parks

Recommendations:

- No rate increases required for water or wastewater at all; no rate increase for stormwater until fiscal 2020-21.
- Over the five year forecast horizon, fund all stormwater capital improvement costs with cash in the wastewater fund. This total is estimated to be \$1.9 million.
- Eliminate the current stormwater fee exemption policy. There are 316 exempt accounts.
 - Consensus of Council for staff to further investigate.
- Enact by resolution a policy of adjusting all utility rates for inflation on January 1 of each year.
- Engage with Columbia City to update the 1982 water sales agreement.
- Implement the SDC increases that have been proposed in this 2017 utilities rates and SDC study.
- Establish by resolution a City policy of formally reviewing all SDCs charged by the City every five years.
- Between formal SDC review periods, annually adjust all SDCs for inflation.
- Commission a new wastewater master plan.
- Commission a new stormwater master plan.

Council President Morten anticipates local developers expressing their opposition to the proposed SDC fee increases. Is it possible to not charge those fees until it's sold and paid for by the buyer? Steve recommends against that. The City should not be the banker.

4th Quarter Main Street Program Report

Main Street Program Coordinator Jasmine Jordan was in attendance to go over her final report for Main Street. She thanked the Council for the opportunity to serve. Next week is her last week.

Some of the projects she worked on this year:

- Grant for the El Tapatio Restaurant expansion.
- Helped with the grant for the salmon tree project.
- Maestro data and volunteer recruitment.
 - Improves Mainstreet programs.
- SHEDCO website and newsletter.
- Wayfinding Plan and public meetings.
- Reaching out to business owners.
- Various events.

Focus areas for the future:

- Social media management.
- Oversee El Tapatio's reports for the grant received.
- Still unsure about a RARE student for next year.

Council thanked Jasmine for her work.

Spirit of Halloweentown Events Update

Tina Curry was in attendance to give an update. She began by thanking Mayor Scholl, and Councilors Locke and Carlson for all their work on the 4th of July celebration. It was a great success with record-breaking crowds. They made four times as much from parking this year.

Spirit of Halloweentown

- The Chronicle and Shoestring Players are working on events.
- Four major new events being added.
- Evening and weekday activities added for visitors.
- The Chamber will host the parade again this year. It is the same day as the pumpkin lighting.
- More vendors this year. All the carts have been reserved.
- Performance groups will be coming from Florida. She encouraged Council to build a stage. Stages are \$20,000 – 30,000 to rent.
 - Mayor Scholl suggested a temporary stage in front of the old Courthouse. Tina said the challenge with that is that they are paid events and you would have to close the Plaza.
- She's only able to announce one of the celebrity's coming. Diane Franklin, who was in Bill & Ted's Excellent Adventure, Better Off Dead, and other movies and TV shows.

Council thanked Tina for her work on 4th of July.

Amanda Normine, SHEDCO Vice Chair and Gretchen Williams, SHEDCO Treasurer were in attendance to talk about SHEDCO's involvement in events. Their priorities are:

- 1) Community buy-in.
- 2) Business inclusion.
- 3) Making sure that no one leaves with money in their pockets.

Amanda talked about the communication being important between the City, SHEDCO, and businesses. Business owners feel like they are being left out if they're not located downtown. She has been in contact with Tina about opportunities for businesses to get involved with Spirit of Halloweentown and was told there are no such opportunities. The vendor carts are full and many of the local businesses did not know they were even available. She has requested to meet with Tina and received a response that there was nothing to meet about.

What changes were made this year to make sure local businesses get preference? Mayor Scholl recalled the meeting at the high school when Tina said they need to notify her soon if they want to use a vendor cart. Amanda understands but is concerned that we're bringing in visitors but our businesses are not benefitting.

Councilor Conn suggests that it's the responsibility of businesses to capitalize on the events being brought. Mayor Scholl added that a bus will transport visitors from downtown to uptown, encouraging shopping. Council concurred that the businesses need to create events and it will be showcased in the Spirit of Halloweentown schedule. Council encouraged SHEDCO to submit a proposal for review at their next meeting.

Gretchen reported that the parade is scheduled for October 7th at 3 p.m., followed by the community pumpkin lighting.

4th Quarter Communications Report

Communications Officer Farnsworth was in attendance to go over her report which is included in the archive packet for this meeting.

- Due to workload shifts, she has been able to focus more of her time on communications.
- With additional social media blitz, the Branding and Wayfinding survey responses nearly tripled.
- Police Department
 - Accredited through the Oregon accreditation alliance.
 - Thanked The Chronicle and Spotlight for attending the CERT graduation ceremony.
 - Lemonade with the Law held at Burgerville.
 - New reporting App.
- Public Works
 - Nelson reported on KATU in response to a feature on street signs.
- Our Facebook name changed due to a Facebook requirement.
- Social Media policy being reviewed by staff. Will come to Council for adoption.
- Library
 - Summer reading programs have been well attended.
- Launched a new social media campaign called Fact Friday.
- A St. Helens promotional video is being created.
- Citizens Day in the Park is Saturday, August 12th.
- Emergency Management planning meeting for Spirit of Halloweentown next week.

4th Quarter Municipal Court Report

Finance Director Brown presented the Court report which is included in the archive packet for this meeting.

- FY 16/17
 - 1,182 cases filed.
 - Revenue of \$250,847.
 - Expenses of \$399,209.
- Working to close old cases.
- The Prosecutor will report in December with an update.

4th Quarter Financial Report

Finance Director Brown presented the financial report which is included in the archive packet for this meeting.

- FY 16/17
 - Collected more revenue than budgeted.
 - Spent less than adopted.
 - Reviewed department budget verses actual expenditures.

Discuss Making 0.5 FTE Building Inspector to 1.0 FTE

Mayor Scholl said that he asked for this to be on the agenda. Finance Director Brown reported that it would cost an additional \$67,000 to increase the position to full-time. That money would come from contingency funds in the general fund. Usually, you hire a Building Inspector in the hopes of revenue increasing to cover that position. He is not 100% sure that they're at that point.

Councilor Carlson is concerned that they may not be able to retain the position if the economy worsens. Mayor Scholl understands but does not want to continue to be stuck in recession staffing.

Building Official Johnston reported that they are seeing an upturn in permits. He understands Carlson's concerns as well. In addition to the increase; they also have an IGA with Columbia City.

He is running about 20 days on planning review.

Council President Morten is in favor of hiring a part-time position with the ability to increase to full-time as demands increase. Councilor Carlson agreed. Consensus of Council to move forward to hire a 0.5 FTE Building Inspector.

Update on Potential Sweetened Beverage Tax

Finance Director Brown presented a PowerPoint presentation which is included in the archive packet for this meeting. The idea was first presented at the Budget Committee meeting as a possible revenue source for parks, sidewalks, and streets.

- By increasing the price of a product you can help reduce product demand.
- Encouragement for people to make healthier choices.
- City Council would adopt an excise tax on the distribution of sweetened beverages.
 - Not included: milk, 100% juices, medical beverages, and alcohol.
 - Required to have a 30 day notice before ordinance goes into effect.
- Paid by the distributor and not the business.
- Most recently adopted in Seattle.
- Reviewed economic studies.
- Recommends a \$0.02 tax per fluid ounce.
- The Public Health Foundation has been supportive. He proposes an 80/20 split with them.
- Discussion of public education.

Consensus of Council to hold a public forum in September to hear from the public, business owners, industry providers, etc.

Update on Council Chambers Renovations/Cable Access

Finance Director Brown reviewed the Council Chamber's needs:

- Comcast Channel 29. Does the Council want to continue broadcasting? He was under the impression that it would discontinue when they upgraded the AV equipment to broadcast live on the City's website. However, City Recorder Payne recalled that the Council wanted to keep it. It was the consensus of the Council for Brown to return with a quote to add Comcast.
- Paint samples. It was the consensus of the Council to paint the wall behind them a darker color of beige and a lighter color for the rest of the room.
- Carpet samples. It was the consensus of the Council to use the shade that does not include blue.
- Audience chairs. Consensus of Council to purchase black chairs, similar to the current style.

Department Reports

Public Works Operations Director Sheppard reported...

- Would like to recognize Holly Haebe for her volunteer services.

Public Works Engineering Director Nelson reported...

- Reviewed the fee in lieu of the bicycle ramp improvements, as mentioned by Wayne Weigandt earlier in the meeting. She recalculated the fee and it came out to almost \$1,700. The 25% markup increases it to \$2,100. In this case, he was willing to build the improvement. It was the City's decision to not do the improvement. She asked if the Council would consider waiving the 25% markup?

Motion: Morten moved to waive the 25% markup fee. Conn seconded.

Discussion.

Vote: All in favor; none opposed; motion carries.

Library Director Jeffries reported...

- The Library has been busy. Lots of families taking advantage of the reading programs.
- A stuffed animal sleepover was held earlier this week. Photos were taken of the adventures and a scrapbook was created. It went really well.
- Keep an eye on the events calendar.

Finance Director Brown reported...

- There are about 300 water meters to install before beginning monthly billing. He anticipates monthly billing will begin in January.

City Recorder Payne reported...

- Items added to tonight's agenda:
 - Mower for Parks Department.
 - Contract payment to be paid from the 2016-17 budget before it's closed.
 - Resolution for the Police Association Collective Bargaining Agreement.

City Administrator Walsh reported...

- *First part of report was inaudible until mic turned on.*
- Tina Curry has done a good job coordinating Spirit of Halloweentown. She has been very responsive to fitting in events scheduled by community and business members.
- He attended the City Manager's conference in Bend last week.
- He thanked Wauna Credit Union for sponsoring the stage in Columbia View Park. He would like to re-engage with Walker Macy to design a stage.
- In the process of reviewing the Personnel Policies.
- Urban Renewal public hearing tonight.
- He was very impressed with Steve Donovan's presentation today. It was very informative.
- Conducted interviews for the Special Events Coordinator position. A majority of the committee recommended retaining Tina Curry. There was another applicant who interviewed very well. They were just concerned about making a big change with Spirit of Halloweentown approaching.

Councilor Conn would like to give the other applicant an opportunity to coordinate an event. Walsh will contact her to gauge her interest and price she has in mind.

Council President Morten recommended retaining Tina Curry and instructed Walsh to negotiate price and events.

Council Reports

Mayor Scholl reported...

- Have property owners been notified that they are responsible to pay for utility bills when the tenant takes off without paying? His relative recently experienced this and was surprised. He suggested sending an updated notice to all property owners. Brown responded that a property owner signs consent that they are responsible if tenants do not pay. Brown can mail a notification if Council desires.
- He suggests that all rentals have a business license, even if you own only one.

The remaining Council reports were continued until tonight's meeting.

Executive Session

ORS 192.660(2)(d) Labor Negotiations

ORS 192.660(2)(e) Real Property Transactions

ORS 192.660(2)(h) Potential Litigation

Motion: At 4:51 p.m., upon Morten's motion and Locke's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(d) Labor Negotiations, (e) Real Property Transactions, and (h) Potential Litigation.

Motion: At 5:09 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

Other Business

No other business.



There being no further business, the meeting was adjourned at 5:09 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Public Hearing Minutes

July 19, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Neal Sheppard, PW Operations Director
Sue Nelson, PW Engineering Director

Others: Nicole Thill
Garrett Stevenson
Wren Christopher
Carmin Dunn
Matt Doherty
Steve Topaz
Jim Wilson
Jenn Farrington
Julie Stenberg
Lorelei Juntunen
Mark Kreutzer
Jim Wilson
Linda Demaray

Public Hearing

Applicant: City of St. Helens

Request: Approval of St. Helens Urban Renewal Plan

At 6:00 p.m., Mayor Scholl opened the public hearing.

Lorelei Juntunen from ECONorthwest and Associate Planner Dimsho presented a PowerPoint presentation, a copy of which is included in the archive packet for this meeting.

- Reviewed the Urban Renewal Plan
 - Used throughout Oregon
 - Addresses "blighting" influences in designated areas
 - Provides financing mechanism to implement city plans
- Reviewed proposed projects

Based upon the facts and findings, staff recommends approval of the St. Helens Urban Renewal Plan.

Testimony in Favor

◆**Steve Topaz.** It is no doubt that the City needs a financial system. The problem is that it's primarily based on the property that is the paper mill/cooling pond and faith in the City. Faith in the City is low. What are we going to put in place of the cooling pond? It's polluted. What happens if this fails? Also, what happens with the marijuana facility if the federal government comes in and say it's illegal?

◆Jenn Farrington. She is a new St. Helens resident. She is appreciative of this community and really likes it here. She has participated in the process and is in favor of the plan. The waterfront is an asset to this community. This is what we need.

◆Matt Doherty. He is a St. Helens resident. He has been very pleased with the community involvement. The public's voice was heard. There is untapped potential and the Urban Renewal will kickstart us in the right direction. He hopes to see it move forward.

◆Wren Christopher. This is her 24th year as a teacher at Warren Elementary School and living in St. Helens. This is a plus. She moved here when her son was in 2nd grade and became involved in the Library fundraisers. Education is key.

Neutral Testimony

◆Linda Demaray. She lives in St. Helens. Are you focusing on the number of people coming in? What will happen to taxes? Will people who live on Plymouth Street be responsible for sidewalks?

Mayor Scholl will follow-up with Linda if she stays after the meeting.

◆Mark Kreutzer. He lives in St. Helens and serves on the Urban Renewal Advisory Committee. He is concerned about the makeup of the Urban Renewal Board. He's not concerned about the current Council but it could change down the road. He suggests the Urban Renewal Board be made up of stakeholders: two members of the Council, two members of the special taxing districts, two citizens, and a County Commissioner. The Columbia River Fire & Rescue Board agrees.

◆Jim Wilson. He lives in St. Helens. He echoes the sentiments of Mark. Corruption is a big problem in urban renewal districts.

Testimony in Opposition

None spoke in opposition.

Dimsho explained that the Urban Renewal Agency meetings are open to the public. The agendas and minutes are public record. If any changes are proposed to the projects list they would be discussed in a public forum and on the agenda. There's very little room for corruption with the specific project list.

Mayor Scholl pointed out that this began long before he was here but was halted due to the economy. This is important for the community.

Councilor Locke said this is the most diverse Council that he has served on during his 17 years. They all have the community in mind.

Council President Morten asked Lorelei if the Council can stop the Urban Renewal Plan process at any time? Lorelei is aware of other cities who have chosen not to collect tax revenues because they either completed the projects or they wanted to take a break from collecting revenues.

Garrett Stevenson, Legal Counsel for EcoNorthwest. He explained that the Council can choose not to take out debt, not to collect revenue, and not to do the project. The Plan does not obligate this Council or future Council to implement it. If this Council or a future Council decides they do not like the Plan, they can repeal it, which would require a vote and public hearing.

Council President Morten believes that Ms. Demaray makes a good point. What affect will this have on her, since she lives within the district? Mayor Scholl responded that property owners will not be financially responsible for the proposed projects.

Close Public Hearing and Record – 6:58 p.m.

Deliberations will be held during the regular session following this hearing.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

DRAFT

City of St. Helens

CITY COUNCIL

Regular Session Minutes

July 19, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Neal Sheppard, PW Operations Director
Sue Nelson, PW Engineering Director

Others: Nicole Thill Steve Topaz Lorelei Juntunen
Garrett Stevenson Antonia Doggett Carmin Dunn
Jim Wilson

7:00PM – Call Regular Session to Order – Mayor Scholl

Pledge of Allegiance – Mayor Scholl

Invitation to Citizens for Public Comment

♦ Antonia Doggett. She works at the St. Helens Marina. There is a serious problem with transients living on boats at the docks.

- St. Helens used to be a boating destination and now the boaters and yacht clubs don't want to come here anymore. They've tried talking to the City about it but nothing happens.
- There are three sunk boats in the channel. They were stripped and parts sold.
- Have seen boats towed and left at Sand Island or on the channel.
- The Sheriff's office says they can't do anything because of the 14 day dock limit. This is going to run off everyone else.
- There is a dumped sail boat on Sand Island with no registration.
- Transients are charging people for rides to the island and the Marina staff goes to pick them up because there's no other way back.
- The bathrooms on the island were vandalized last year.
- The intent of the docks is for boaters to enjoy coming to St. Helens and not be harassed, intimidated, and worry about leaving their boat to be ransacked.
- Gas is being siphoned and stolen.
- Boaters do not feel safe.
- Enforcement should be required.
- You have to nip this in the bud now or you'll lose the waterfront.

Staff explained that you are allowed up to 10 days in a month but only five consecutive days.

Antonia encouraged staff to follow-up when warnings are given. These transient boaters consider themselves to be pirates.

Public Works Operations Director Sheppard has spoken with the State Marine Board about the problem. The transients are coming from Portland. It is being handled by the State Police but it's obviously not solving the problem.

Council President Morten is glad that Antonia is here to talk about this. It has to be fixed and Council has the power to do so. He directed staff to work with Antonia, Brad, the Police Chief, and the Sheriff to come up with an Ordinance to fix this.

Council thanked Antonia for reporting the problem.

♦Carmin Dunn. She attended the last meeting about the proposed subdivision. She asked if the Council has brainstormed ideas to ensure that greenspace in developments and sidewalks on Vernonia are not forgotten.

Councilor Locke said it has been discussed and is a priority.

Carmin talked about the awesome stuffed animal sleepover at the Library. She hopes they continue to do that.

Deliberations

Applicant: City of St. Helens

Request: Approval of St. Helens Urban Renewal Plan

Mayor Scholl said this is a good thing and a step in the right direction. It's a long-term plan and will take time.

Councilor Locke said the timing is good for this now.

Council President Morten agreed with the timing. He likes the flexibility. The accusation of not trusting the Council is false. This process has included community input and positive feedback.

Councilor Conn believes that the open process and good leadership has really helped.

Councilor Carlson appreciates Walsh's effort to include the public from the beginning. That's why there is minimal questions today.

City Administrator Walsh agreed that a lot of work has been done to get to this point. It has built trust from the affected agencies. A concern was raised about the makeup of the Board. The Board was created in 2008. The makeup simplifies the meeting and decision process. He does agree that it's important to have the stakeholders remain close.

Motion: Upon Conn's motion and Morten's second, the Council unanimously moved to adopt the St. Helens Urban Renewal Plan.

Ordinances – First Readings

- A. **Ordinance No. 3217:** An Ordinance Making Certain Determinations and Findings Relating to and Approving the St. Helens Urban Renewal Plan and Directing that Notice of Approval be Published

Mayor Scholl read Ordinance No. 3217 by title for the first time. The final reading will be held at the next regular session.

Resolutions

A. **Resolution No. 1793:** A Resolution to Appoint a Presiding Municipal Court Judge
Mayor Scholl read Resolution No. 1793 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1793. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

B. **Resolution No. 1794:** A Resolution of the Common Council of the City of St. Helens Adopting a Collective Bargaining Agreement with the St. Helens Police Association
Mayor Scholl read Resolution No. 1794 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1794. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

Award Purchase of Parks Mower to Chinook Sales & Rentals

Motion: Upon Morten's motion and Conn's second, the Council unanimously awarded the purchase of the parks mower to Chinook Sales & Rentals in the amount of \$11,969.00.

Award Contract for 2017 HMAC Overlay & Paving Project to TFT Construction, Inc.

Motion: Upon Morten's motion and Carlson's second, the Council unanimously awarded the contract for the 2017 Hot Mix Asphaltic Concrete (HMAC) Overlay & Paving Project to TFT Construction, Inc. in the amount of \$367,388.56.

Approve and/or Authorize for Signature

- A. Personal Services Agreement with Cindy Phillips for Judicial Services
- B. Personal Services Agreement with Clayton Lance for Prosecutorial Services
- C. Outcall Notification and Alerting Services Letter Agreement with Columbia 9-1-1 Communications District for Columbia Alert Network System Participation
- D. [RATIFY] Contract with Duke's Root Control, Inc. for Sanitary Sewer De-Rooting Project
- E. Contract Payments

Motion: Upon Locke's motion and Carlson's second, the Council unanimously approved 'A' through 'E' above.

Consent Agenda for Acceptance

- A. Library Board Minutes dated April 18 and May 16, 2017
- B. Planning Commission Minutes dated June 13, 2017
- C. Accounts Payable Bill List

Motion: Upon Conn's motion and Morten's second, the Council unanimously accepted 'A' through 'C' above.

Consent Agenda for Approval

- A. Declare Surplus Property
 - i. Two Police Vehicles
 - ii. Police Car Light Bars, Sirens and Control Boxes
 - iii. WWTP Equipment
- B. Exclusive Use Permit: Coed Softball @ McCormick Park Fields 1&2, June 6 – October 22
- C. Street Closure: Pride Parade, August 12, Close Milton Way from Dubois Lane to St. Helens Street, Close Columbia Blvd. from Milton Way to 1st Street, and Close 1st Street from Columbia Blvd. to Cowlitz Street
- D. OLCC License
- E. Accounts Payable Bill List

Discussion. Councilor Locke asked if Coed Softball gets the fields any time they want them during those dates? City Recorder pointed out their designated times.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously approved 'A' through 'E' above.

Council Reports

Mayor Scholl reported...

- Citizens Day in the Park is August 12th beginning at 11 a.m.
 - car show
 - free food donated by local businesses
 - DJ services
 - 200 free Frisbees
 - other play equipment

Councilor Locke reported...

- Reporting for Chief Moss while he attends the International Association of Chiefs of Police Institute for Youth Engagement.
 - Approximately 30 people applied for the police officer position. Twelve candidates will be interviewed on Monday.
 - Waiting for a car purchased during last year's budget to get lights and sirens.
 - Two cars ordered this year are at St. Helens Auto Center.
 - Body cameras arrived last week.
 - Sgt. Molden is on short term disability.
 - Applied for the school resource officer grant.
 - Anthony Boswell will be graduating from the academy soon.
- He got in trouble at the Boise plant today for passing through Cascade's property. He was showing the new tenants the training center and that's the only way to access it.
- Cascade has a new CEO.
- PGE came out to the Boise property yesterday and discovered that the electricity can't be split as it is now. It will take 9 months to a year.
- Council President Morten asked Locke to keep the Council and staff informed about the property.
- Suggested that the Building Official or another staff person take on the duty of compliance officer for the Boise property. Things are disappearing and he has no idea what's happening there.

Councilor Carlson reported...

- Planning Commission has had a lot of late nights and reviewed a lot of new development. She appreciates them. They're volunteers and have to make tough decisions for our community.
- Relay for Life is July 29. It's a one-day event this year.
- Columbia County Fair opened today.

Council President Morten reported...

- He really liked that the new chair and vice chair reported for the Parks Commission today. Rotating chairs and vice chairs builds leadership skills.
- They heard testimony during the work session and tonight about the need for sidewalks and safe passage. Staff is moving forward on improvements.
- He encouraged communication with kids to volunteer in the park system.
- He received a call from Wayne Weigandt wanting to meet with him. Locke's action is a bad reflection on the Council. It was very admiral that Locke apologized. Morten would like the

Council to write a letter saying those things won't happen again.

- When a decision is made going against the norm, he would like to make sure the entire Council is involved in the decision process.

Councilor Conn reported...

- She was in California attending her son-in-law's retirement from law enforcement after 28 years.
- She attended the swearing in of the new District Attorney. She believes he will do a great job.
- The Fair is this week.
- The Library Board just rotated their officers.

Department Reports

City Planner Graichen reported...

- He began working here right before the great recession hit. He could see how the activity was with the last boom. It's de ja vu now. He is grateful to have an associate planner.

Public Works Engineering Director Nelson reported...

- Thanked Jenny and Lorelei for their great work on the Urban Renewal Plan.

Public Works Operations Director Sheppard reported...

- Agreed with Nelson.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- He encouraged the Council to watch the two soda tax videos he emailed them, since they didn't work earlier today. They give perspectives from both sides. He also encouraged the Council to research other cities who have a soda tax.
- A study was done reporting how many tickets are written, how many officers we have, and the population. There was one idea to hire an additional officer with the understanding that a portion of their time would be spent more on enforcement, writing tickets, and traffic. Concurrence of Council for Brown to return with more information.

City Recorder Payne reported...

- She has been here for over 16 years. She has never seen such quality in our Council, staff, and hiring consultants. We have stellar staff in all departments. Good leadership is important. She is proud to be part of the City.

City Administrator Walsh reported...

- Kudos to the Urban Renewal Plan moving forward. It will make great things happen for our community.
- The concern about the docks is fairly alarming but he has heard it before. It's a pretty powerful statement for a yachting club to say they won't come here anymore. The City of Portland is able to clear their docks when the clubs come in. We don't seem to have that same type of ability but would like to pursue that possibility. Council President Morten suggested it be done with permits. Nelson added that the Marine Board does not allow the City to issue permits and reservations for the docks. We are not allowed to make people leave that are legally allowed to be there. Council would like Nelson to approach the Marine Board to see if that's changed in light of recent problems. Discussion ensued.

Other Business

Council concurred to hold a soda tax public forum on October 6.

Adjourn - There being no further business, the meeting adjourned at 8:18 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

DRAFT

City of St. Helens
Consent Agenda for Approval

EXCLUSIVE USE PERMITS

The following Exclusive Use Permit applications were received and approved by the Parks Commission:

2017 Season

<u>Applicant Name</u>	<u>Park/Field(s)</u>	<u>Dates</u>
• Columbia County Competitive Sports	Campbell Park Fields 1&2	8/2/17, 8/9/17 and 8/12/17
• St. Helens Women's Softball	Campbell Park Fields 1&2	8/14/17 to 10/4/17, Mons. & Weds.
• GOHBI	McCormick Park Field 1	8/18/17



City of St. Helens

265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051
Phone: (503)397-6272 ♦ Fax: (503)397-4016
www.ci.st-helens.or.us

Exclusive Use Permit

Group/Organization Name Col. Co. Comp. Sports Phone 503-757-9987
Authorized Agent Name Misty Casey Phone 503-757-9987
Address 59531 Yarmer Ln. City, State, Zip St. Helens, OR 97051
Mailing Address (if different) _____

Park/Field Campbell Park Fields 1 & 2
Activity Description Softball Practice
Term (Dates) August 2, 2017 to August 12, 2017
Days/Hours of Use: Monday _____
Tuesday _____
Wednesday Aug 2nd & 9th 6pm to 8pm – 2 fields
Thursday _____
Friday _____
Saturday Aug 12th 9am to 11am – 1 field
Sunday _____



AUTHORIZATION

Proof of Insurance Received ☐ Yes ☐ No
Commercial Use ☐ Authorized ☒ Not ☒ Concessions Authorized
Parks Commission ☒ Approved 8/3/17 ☐ Denied _____ Meeting Date _____
City Council ☐ Approved _____ ☐ Denied _____ Meeting Date _____
Notes Insurance not required – less than 50 people.



Approved Neal Sheppard, Public Works Supervisor 8-8-17
Date Signed

This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

Fee Schedule

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>1</u> fields x <u>5</u> days	\$50.00
Use of Field Lights (Add'l)	<input checked="" type="checkbox"/> \$10.00 per day x _____ fields x _____ days	\$0.00
TOTAL AMOUNT DUE:		\$50.00

Amount Paid \$ 50.00 Date Paid 7/26/17 Receipt No. 102522 Initials SLI



Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



SECTION 1 Applicant Information

(10u, 12u, 14u Fastpitch tryouts)

Group/Organization Name Columbia County Competitive Sports Inc. Phone 503-757-9987
 Authorized Agent Name Misty Casey Phone 503-757-9987
 Address 59531 Yarrow Ln City, State, Zip St. Helens, OR 97051
 Mailing Address (if different) _____

SECTION 2 Permit Information

Park/Field Campbell Park
 Activity Description (i.e. softball, soccer, etc.) Softball
 Dates August 2nd to August 9, August 12
 Days/Hours of Use:
 Monday _____
 Tuesday _____
 Wednesday August 2nd ÷ 9th 6-8pm 2 fields
 Thursday _____
 Friday _____
 Saturday August 12 9-11am 1 field
 Sunday _____

Do you intend to sell any merchandise or service? ☒ No ☐ Yes

If "yes", describe _____

Will you require use of the concessions stand? ☒ No ☐ Yes

Other Comments/Information _____

FOR OFFICE USE

Application date 7-26-17
☐ Insurance N/A
☐ Summary Report N/A
☒ Fee paid
 Receipt # 102522
☒ Calendar
☒ Parks → ☐ Council
Approval dates
☒ Parks 8-3-17
☐ Council _____
☐ Permit issued _____

DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Misty Casey
 Signature of Authorized Agent

7-26-17
 Date signed

FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>2</u> fields X <u>2</u> days =	\$ <u>40.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ <u>10.00</u>
TOTAL AMOUNT DUE		\$ <u>50.00</u>

8/12



Navigate using Bookmarks or by clicking on an agenda item.

City of St. Helens

265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051

Phone: (503)397-6272 ♦ Fax: (503)397-4016

www.ci.st-helens.or.us

Exclusive Use Permit

Group/Organization Name St. Helens Womens Softball Phone 503-757-9987
Authorized Agent Name Misty Casey Phone 503-757-9987
Address 59531 Yarmer Ln. City, State, Zip St. Helens, OR 97051
Mailing Address (if different) _____

Park/Field Campbell Park Fields 1 & 2

Activity Description Softball

Term (Dates) August 14, 2017 to October 4, 2017

Days/Hours of Use: Monday 5pm to 9:30pm
Tuesday _____
Wednesday 5pm to 9:30pm
Thursday _____
Friday _____
Saturday _____
Sunday _____



AUTHORIZATION

Proof of Insurance Received ☒ Yes ☐ No
Commercial Use ☐ Authorized ☒ Not ☒ Concessions Authorized
Parks Commission ☒ Approved 8/3/17 ☐ Denied _____ Meeting Date
City Council ☐ Approved _____ ☐ Denied _____ Meeting Date

Notes _____



Approved Neal Sheppard 8-8-17
Neal Sheppard, Public Works Supervisor Date Signed

This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

Fee Schedule

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>2</u> fields x <u>16</u> days	\$320.00
Use of Field Lights (Add'l)	<input checked="" type="checkbox"/> \$10.00 per day x <u>2</u> fields x <u>16</u> days	\$320.00
TOTAL AMOUNT DUE:		\$640.00

Amount Paid \$ 640.00 Date Paid 8/1/17 Receipt No. 102523 Initials SLI



Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



SECTION 1 Applicant Information

Group/Organization Name ST. Helens Women Softball Phone 503-757-9987
 Authorized Agent Name Misty Casey Phone 503-757-9987
 Address 59531 Varmer Ln. City, State, Zip ST. Helens, OR 97051
 Mailing Address (if different) _____

SECTION 2 Permit Information

Park/Field Campbell Park
 Activity Description (i.e. softball, soccer, etc.) Softball
 Dates August 14 2017 to Oct 4 2017
 Days/Hours of Use:
 Monday 5p - 9:30pm
 Tuesday _____
 Wednesday 5p - 9:30pm
 Thursday _____
 Friday _____
 Saturday _____
 Sunday _____

Do you intend to sell any merchandise or service? ☒ No ☐ Yes

If "yes", describe _____

Will you require use of the concessions stand? ☐ No ☒ Yes

Other Comments/Information _____

FOR OFFICE USE

Application date 7-26-17

☒ Insurance

☐ Summary Report

☒ Fee paid

Receipt # 102523

☒ Calendar

☒ Parks → ☐ Council

Approval dates

☒ Parks 8-3-17

☐ Council _____

☐ Permit issued _____

DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Misty Casey
 Signature of Authorized Agent

7-26-17
 Date signed

FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input type="checkbox"/> \$10.00 per day X <u>2</u> fields X <u>16</u> days =	\$ <u>320.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X <u>2</u> fields X <u>16</u> days =	\$ <u>320.00</u>
TOTAL AMOUNT DUE		\$ <u>640.00</u>

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
06/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
BOLLINGER, Inc.
150 JFK PARKWAY, 4TH FLOOR
PO Box 390
SHORT HILLS, NJ 07078
PHONE: 1-800-446-5311 FAX: 973-921-2876

CONTACT NAME:
PHONE:
(A/C, No. Ext): 800-446-5311 **FAX:**
(A/C, No.): 973-921-2876
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE **NAIC #**
INSURER A: Markel Insurance Company 35970

INSURED

Amateur Softball Association and Members of Oregon ASA Indiv
Reg Program
Mike Wells
7412 SW Beaverton-Hillsdale Hwy
Suite 112
Portland, OR 97225

INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES**POLICY CHANGE NUMBER: IRO154681****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participants Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X		3602AH230069 *Non-participants only	1/1/2017	1/1/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$2,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$10,000*</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$5,000,000</td></tr><tr><td>PRODUCTS - COMPROP AGG</td><td>\$2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000	MED EXP (Any one person)	\$10,000*	PERSONAL & ADV INJURY	\$2,000,000	GENERAL AGGREGATE	\$5,000,000	PRODUCTS - COMPROP AGG	\$2,000,000		\$
EACH OCCURRENCE	\$2,000,000																				
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MED EXP (Any one person)	\$10,000*																				
PERSONAL & ADV INJURY	\$2,000,000																				
GENERAL AGGREGATE	\$5,000,000																				
PRODUCTS - COMPROP AGG	\$2,000,000																				
	\$																				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
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EACH OCCURRENCE																					
AGGREGATE	\$																				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/M	N/A				<table border="1"><tr><td>WC STATU-TORY LIMITS</td><td>OTH-ER</td><td>\$</td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$</td></tr></table>	WC STATU-TORY LIMITS	OTH-ER	\$	E.L. EACH ACCIDENT		\$	E.L. DISEASE - EA EMPLOYEE		\$	E.L. DISEASE - POLICY LIMIT		\$		
WC STATU-TORY LIMITS	OTH-ER	\$																			
E.L. EACH ACCIDENT		\$																			
E.L. DISEASE - EA EMPLOYEE		\$																			
E.L. DISEASE - POLICY LIMIT		\$																			
	OTHER																				

DESCRIPTION OF OPERATION S / LOCATION S / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

COVERAGE UNDER THIS POLICY SHALL APPLY TO LIABILITY OF THE INSURED ARISING OUT OF THE ADMINISTRATION, PLAY OR PRACTICE OF AMATEUR SOFTBALL/BASEBALL, BUT ONLY FOR INCIDENTS INVOLVING BODILY INJURY, PERSONAL INJURY OR PROPERTY DAMAGE. CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED. THIS CERTIFICATE IS ISSUED ON BEHALF OF: St. Helen's Adult Slowpitch Softball League

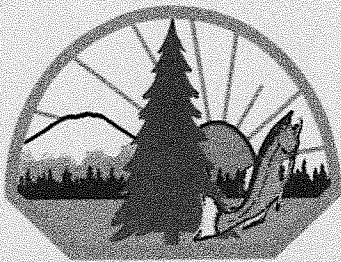
CERTIFICATE HOLDER

City of St. Helen's
Risk Management
PO Box 278
265 Strand Street
St. Helen's, Oregon 97051

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Navigate using Bookmarks or by clicking on an agenda item.

City of St. Helens

265 Strand Street • P.O. Box 278 • St. Helens, Oregon 97051

Phone: (503)397-6272 • Fax: (503)397-4016

www.ci.st-helens.or.us

Exclusive Use Permit

Group/Organization Name GOHBI Phone 503-397-7919

Authorized Agent Name Chris Larson Phone 503-442-2978

Address 445 Port Ave City, State, Zip St. Helens OR 97051

Mailing Address (if different) _____

Park/Field McCormick Park field 1

Activity Description Softball

Term (Dates) August 18, 2017

Days/Hours of Use: Monday _____

Tuesday _____

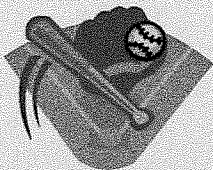
Wednesday _____

Thursday _____

Friday 12:30pm – 4:00pm

Saturday _____

Sunday _____



AUTHORIZATION

Proof of Insurance Received ☐ Yes ☐ No

Commercial Use ☐ Authorized ☒ Not ☐ Concessions Authorized

Parks Commission ☐ Approved 8/9/17 ☐ Denied _____

Meeting Date

Meeting Date

City Council ☐ Approved _____ ☐ Denied _____

Meeting Date

Meeting Date

Notes _____



Approved [Signature]
City of St. Helens Official

8-9-17
Date Signed

This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

Fee Schedule

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>1</u> fields x <u>1</u> days	\$10.00
Use of Field Lights (Add'l)	<input type="checkbox"/> \$10.00 per day x _____ fields x _____ days	
TOTAL AMOUNT DUE:		\$10.00

Amount Paid \$ 10.00 Date Paid 8-9-17 Receipt No. 102524 Initials SLI



Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



SECTION 1 Applicant Information

Group/Organization Name GOBHI Phone 503-397-7919
 Authorized Agent Name CHRIS LARSON Phone 503-442-2978
 Address 445 PORT AVE. City, State, Zip ST. HELENS OR 97051
 Mailing Address (if different) SAME

SECTION 2 Permit Information

Park/Field McCormick - Field 1
 Activity Description (i.e. softball, soccer, etc.) _____
 Dates Aug 18th to Aug 18th
 Days/Hours of Use:
 Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday 12:30 to 4:00pm
 Saturday _____
 Sunday _____

Do you intend to sell any merchandise or service? ☒ No ☐ Yes
 If "yes", describe _____

Will you require use of the concessions stand? ☒ No ☐ Yes
 Other Comments/Information _____

FOR OFFICE USE

Application date 8-9-17
☐ Insurance N/A
☐ Summary Report
☒ Fee paid
 Receipt # 102524
☐ Calendar
☐ Parks → ☐ Council
Approval dates
☐ Parks _____
☐ Council _____
☐ Permit issued _____

DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Signature of Authorized Agent _____

8/9/2017
 Date signed

FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>1</u> fields X <u>1</u> days =	\$ <u>10.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>10.00</u>

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

2017 NEW

A copy of the OLCC application documents submitted for the business listed below was emailed to the Police Department for review. No adverse response was received.

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Running Dogs Brewery	Jaron & Maggie Clayton	291 S. 1 st Street	2 nd Location
• Tap Into Wine	Tap Into Wine, LLC	245 S. 1 st Street	Add'l Privilege

City of St. Helens
Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
♦ Patricia Hopkins	58929 Alexandra Ln.	multiple dogs
♦ Tamara Lucas	121 Farmview Dr.	multiple dogs
♦ Amanda McFarland	124 Pine St.	multiple chickens
♦ Cindy Corbus	88 Salmon St.	multiple dogs
♦ Columbia Humane Society	2084 Oregon St.	multiple dogs

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

- You meet the requirements for an animal facility license; or
- You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept: 58929 Alexandra Ln.				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: Patricia Hopkins			Name: Dave Hopkins	
Mailing address: 58929 Alexandra Ln.			Mailing address: Same	
City/State/Zip: St. Helens, OR, 97051			City/State/Zip: " " "	
Cell phone:			Cell phone:	
Home phone:			Home phone:	
Email:			Day/time of week that works best for you: Thursday	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Dog, Chihuahua	Jack	M	13	2018
2. Dog, "	Maddie	F	10	2018
3. Dog, "	Emma	F	10	2018
4. Dog, Chihuahua mix	Perony	F	5	2018
5. Dog, Lab Lab	Boandy	F	10	2018
6. Dog, Terrier/chi.	Duchess	F	2	2019
Veterinarian Information				
Name: Robin Rieger DVM			Phone:	
Address: 35645 Firlock Park Blvd			City/State/Zip: St. Helens, OR, 97051	
Liability Insurance Information				
Agent's Name: Alstate Bob Dan Peterson			Phone:	
Insurance Company: Alstate			Policy No.:	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

AUTHORIZATION

I, Patricia Hopkins, understand that I am applying for an animal facility license to keep the above listed animal(s) at 58929 Alexandra Ln, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Patricia Hopkins
Applicant Signature

3-13-17
Date Signed

FOR OFFICE USE ONLY		
Date received: 4-3-2017	Officer assigned: Hartless	Date forwarded to City Recorder: 8-9-17
Received by: [Signature]	Date/Time of inspection: 5-26-17	Council meeting date: 8-16-17
Receipt No.: 01444496	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: 4-7-2017	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: [Signature]		Expiration date:

Owner Detail

Owner 11497

Name: HOPKINS, PATRICIA & DAVE

Senior Citizen: FALSE

Kennel: ☐ **Inspection Date:** **Expiration Date:** **Limit:**

Street Address:

58929 ALEXANDRA
ST. HELENS, OR 97051

Mailing Address:

Phone:

503-366-0805 (HOME)

Notes: *→ Dutchess*

DAIQUIRI; DOXY MIX, NOT LISTED AG 2/8/16

Adoption Notes:

Disallow Adoption: ☐

Animals:

ID	Name	Breed	Color	License	Issue Date	Exp. Date
18944	BRANDY	LABRADOR RETRIEVER X	YELLOW	SH03465	12/4/2014	12/31/2017
19520	EMMA	CHIHUAHUA	BROWN	SH03460	12/30/2015	12/31/2018
19756	JACK	CHIHUAHUA	BLACK	SH03461	10/31/2016	10/31/2019
20142	MADDIE	CHIHUAHUA	WHITE	SH03459	12/30/2015	12/31/2018
20564	PENNY	CHIHUAHUA	BROWN	SH05796	12/30/2015	12/31/2018
22973	DUTCHESS	CHIHUAHUA X	TAN	33816	1/2/2017	4/30/2019

Complaints:

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17038956

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 06/13/2017	
AUTHORIZED BY 33MDUR-DURAN, MALINDA R	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17038956

GENERAL OFFENSE									
REPORTED DATE/TIME 05/26/2017 1138		OCCURRED DATE/TIME 05/26/2017 1138			REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)				
LOCATION OF INCIDENT 58929 ALEXANDRA LN, ST HELENS								PLACE	
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 5108			
SEVERITY	FAMILY VIOLENCE NO		GANG INVOLVEMENT		BIAS NONE (no bias)		SPECIAL STUDY		
RELATED INCIDENT NUMBERS CP 33 2017-17038956									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL		
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY CASTILLEJA, JOSE (44420)				APPROVED ON 06/13/2017	
OFFENSES [1]									
OFFENSE INFORMATION					PREMISE TYPE Residence/Home				
PERSON - OWNER #1									
NAME (LAST, FIRST MIDDLE) HOPKINS, PATRICIA				SEX FEMALE	RACE WHITE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 58929 ALEXANDRA LN, ST HELENS OR 97051					HEIGHT	WEIGHT	HAIR COLOR	EYES	
HOME PHONE		CELL PHONE		WORK PHONE		EMAIL ADDRESS			
DRIVERS LICENSE (STATE)		SOCIAL SECURITY NUMBER		POB		ETHNICITY			
PERSON - OWNER #2									
NAME (LAST, FIRST MIDDLE) HOPKINS, DAVE				SEX MALE	RACE WHITE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 58929 ALEXANDRA LN, ST HELENS OR 97051					HEIGHT	WEIGHT	HAIR COLOR	EYES	
HOME PHONE		CELL PHONE		WORK PHONE		EMAIL ADDRESS			
DRIVERS LICENSE (STATE)		SOCIAL SECURITY NUMBER		POB		ETHNICITY			

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17038956

CASE SUMMARY

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 06/12/2017 1634
-------------------------------------	------------------------------

SUBJECT ANIMAL FACILITY INSPECTION

On 5/26/17 I inspected the Hopkins Family residence located at 58929 Alexandra Ln in regards to an animal facility license renewal.

NARRATIVE

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 06/12/2017 1622
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SUBJECT ANIMAL FACILITY INSPECTION

On Friday May 26, 2017 at approximately 0924 hours, I met with Mrs. Patricia Hopkins at her residence at 58929 Alexandra Ln, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with their application was their liability insurance rider information from Allstate Insurance Company _____ and information regarding where they seek veterinary care for their animals; Robin Rieger at 35645 Firlock Park Boulevard, St. Helens, OR.

I noticed their home is a single family, wood framed residence in a residential neighborhood. Patricia explained that the facility license is to allow them to have a larger number of family pets, not to run a shelter or boarding service. The Hopkins have a total of six family dogs, all of whom appeared to be well groomed and in good health.

I saw the residence had a spacious back yard encircled with a sturdy 6' high wooden fence. The fence was in good condition and was adequate to keep the animals on their property and to keep other animals from entering their yard. This space has adequate runoff to prevent water pooling. During inclement weather or days of excessive heat, the dogs have access to a "doggy door" to allow them into the home. Patricia said the dogs are primarily indoor dogs.

Patricia invited me into the home. The home was clean and orderly. The dogs were well-mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately) with both natural and artificial lighting illuminating the interior. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls that are up off of the floor. The dog's bedding was clean and dry, being located in the living room and other rooms on the main floor of the house.

The house and yard were clean. Patricia said they clean up regularly, putting feces into the garbage. While the Hopkins do not have a quarantine area for possible diseased animals, Patricia stressed they do not run a shelter or "rescue facility" and they do take their animals for veterinary care when needed.

St. Helens Police Department

COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2017-17038956

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding the Hopkins residence.

From everything I gathered during this inspection I believe the Hopkins residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

St. Helens Police Department
COMMUNITY PARTNER RELEASE

*** END OF HARDCOPY ***

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

04/07/2017 1:07 PM
Receipt No. 01444496

AFL	40.00
-----	-------

Total	40.00
-------	-------

Cash	0.00
Check 3797	40.00

PATRICIA HOPKINS
Customer #000000
58929 ALEXANDRA LN

ST HELENS, OR 97051-

Cashier: heidi
Station: CH-FRONTDESKW7

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

- You meet the requirements for an animal facility license; or
- You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept: 121 Farmview Dr.				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: Tamara Lucas			Name:	
Mailing address: 121 Farmview Dr.			Mailing address:	
City/State/Zip: St. Helens OR 97051			City/State/Zip:	
Cell phone:			Cell phone:	
Home phone:			Home phone:	
Email:			Day/time of week that works best for you: Any (Early afternoon)	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. See attached sheet				
2.				
3.				
4.				
5.				
6.				
Veterinarian Information				
Name: Melissa Norton place,			Phone:	
Address: 13241 NE 109th Rd			City/State/Zip: Redmond WA 98052	
Liability Insurance Information				
Agent's Name: Aaron Stoker			Phone:	
Insurance Company: American Family			Policy No.:	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

AUTHORIZATION

I, Tamara Lucas, understand that I am applying for an animal facility license to keep the above listed animal(s) at 121 Farmview Dr., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

T. Lucas

Applicant Signature

3/31/17

Date Signed

FOR OFFICE USE ONLY

Date received: 4-24-17	Officer assigned: Hartless	Date forwarded to City Recorder: 8-9-17
Received by: <u>Chris</u>	Date/Time of inspection: 5-18-17	Council meeting date: 8-16-17
Receipt No.: 01445032	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: 4-25-17	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: 8-16-17
Forwarded by: <u>Chris</u>		Expiration date: 8-16-19

Owner Detail

Owner 10238

Name: LUCAS, BRIAN & TAMARA

Senior Citizen: FALSE

Kennel: ☐ Inspection Date: Expiration Date: Limit:

Street Address:
121 FARMVIEW
ST. HELENS, OR 97051

Mailing Address:

Phone:

Notes:

Adoption Notes:

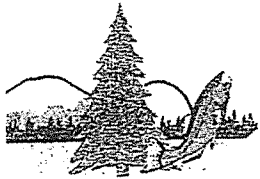
Disallow Adoption: ☐

Animals:

ID	Name	Breed	Color	License	Issue Date	Exp. Date
19454	DUI	CHINESE PUG	BLACK	SH05677	4/13/2017	12/31/2017
21004	SIMONE	FRENCH BULLDOG	WHITE	SH05661	4/13/2017	12/31/2017
22282	POP	FRENCH BULLDOG	BLACK	33340	4/3/2017	12/31/2017
22347	NAKITA	PUG	BLACK	33395	4/3/2017	4/30/2018
23875	TIPSY TWO	PUG	BLACK	34773	4/3/2017	12/31/2017
23876	BOURBON	PUG	BLACK	34774	4/13/2017	12/31/2017

Complaints:

uno	Pug	Fawn	4/24/17	2/2018
Karamel	Pug	Fawn	4/24/17	2/2018



City of St. Helens
P.O. Box 278
265 Strand Street
St. Helens, OR 97051
(503) 397-6272

CCPY



RECEIVED

APR 24 REC'D

Columbia County
Sheriff's Office

DOG LICENSE APPLICATION

As per Section 2(1)(a) of Ordinance No. 2899, every owner of a dog that has a set of permanent canine teeth or has attained the age of six (6) months, whichever comes first, shall **immediately** obtain a license for the dog. This includes newly acquired dogs. If a dog owner moves into the City, the owner must obtain a license within thirty (30) days of moving into the City. If you fail to license your dog as specified above, you will be assessed a \$5 late fee per month, up to \$25. You may also be cited into Municipal Court and subject to fines of up to \$250.

Please complete the application below. One dog per application.

You must submit a **current Rabies Vaccination Certificate** with this application.

If your dog is altered, you must also submit a **Spay/Neuter Certificate**.

pd \$30.00/cash
1yr license
Renew 2/2018

FOR CITY USE ONLY		Dog Licenses are issued to coincide with the month the dog's rabies vaccination expires	
Dog License: #SH0			
Owner's Name Tamara Lucas		Home Phone	Alternate Phone
Mailing Address 121 Farmview Dr.		Street Address Same	
City St. Helens		State OR	Zip Code 97051
Dog's Name Karamel	Breed Pug	Color Fawn	
Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Neutered <input checked="" type="checkbox"/> Female <input type="checkbox"/> Spayed <input type="checkbox"/> Unaltered	Approximate Age 1 3/4	Markings	
Date of Rabies Vaccination 2/20/2017	Expiration of Rabies Vaccination 2/20/2020	Veterinary Clinic	
Owner Signature T. Lucas		Date Signed 3/15/17 4/24/17	

FEE SCHEDULE				FOR CITY USE ONLY	
Prices are per dog	1 yr	2 yr	3 yr	Date Received	
Altered Dog	\$12	\$24	\$36	License Term (circle 1)	1 yr. 2 yr. 3 yr.
Unaltered Dog	\$30	\$60	\$90	Fee Paid	\$
Senior Rate* Altered (1 st dog only)	\$5	\$10	\$15	Receipt Number	
Senior Rate* Unaltered (all unaltered dogs)	\$15	\$30	\$45	License Exp /	Received by
Late fees are assessed at \$5 per month up to \$25				Valid Rabies Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Dog must be 65 years and older qualify for the Senior Rate (applies to)

P.O. Box 278
265 Strand Street
St. Helens, OR 97051
(503) 397-6272

COPY

APR 24 REC'D

Columbia County
Sheriffs Office

DOG LICENSE APPLICATION

As per Section 2(1)(a) of Ordinance No. 2899, every owner of a dog that has a set of permanent canine teeth or has attained the age of six (6) months, whichever comes first, shall **immediately** obtain a license for the dog. This includes newly acquired dogs. If a dog owner moves into the City, the owner must obtain a license within thirty (30) days of moving into the City. If you fail to license your dog as specified above, you will be assessed a \$5 late fee per month, up to \$25. You may also be cited into Municipal Court and subject to fines of up to \$250.

Please complete the application below. One dog per application.

You must submit a **current Rabies Vaccination Certificate** with this application. *1 yr license*

If your dog is altered, you must also submit a **Spay/Neuter Certificate**. *Renew 2/2018*

pd \$30.00/cash

FOR CITY USE ONLY		Dog Licenses are issued to coincide with the month the dog's rabies vaccination expires	
Dog License: #SH0			
Owner's Name <i>Tamara Lucas</i>		Home Phone	Alternate Phone
Mailing Address <i>121 Farmview Dr.</i>		Street Address <i>Same</i>	
City <i>St. Helens</i>		State <i>OR</i>	Zip Code <i>97051</i>
Dog's Name <i>Uno</i>	Breed <i>Pug</i>	Color <i>Fawn</i>	
Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Neutered <input checked="" type="checkbox"/> Spayed <input checked="" type="checkbox"/> Unaltered	Approximate Age <i>7 mo</i>	Markings	
Date of Rabies Vaccination <i>2/20/2017</i>	Expiration of Rabies Vaccination <i>2/20/2018</i>	Veterinary Clinic <i>425-822-7847</i>	
Owner Signature <i>T. Lucas</i>		Date Signed <i>3/3/17 4/24/17</i>	

FEE SCHEDULE				FOR CITY USE ONLY	
Prices are per dog	1 yr	2 yr	3 yr	Date Received	
Altered Dog	\$12	\$24	\$36	License Term (circle 1)	1 yr. 2 yr. 3 yr.
Unaltered Dog	\$30	\$60	\$90	Fee Paid	\$
Senior Rate* Altered (1 st dog only)	\$5	\$10	\$15	Receipt Number	
Senior Rate* Unaltered (all unaltered dogs)	\$15	\$30	\$45	License Exp /	Received by
Late fees are assessed at \$5 per month up to \$25				Valid Rabies Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Dog owners 65 years and older qualify for the Senior Rate (applies to

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17036740

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 06/14/2017	
AUTHORIZED BY 33MDUR-DURAN, MALINDA R	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	



Navigate using Bookmarks or by clicking on an agenda item.

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2017-17036740

GENERAL OFFENSE									
REPORTED DATE/TIME 05/18/2017 1112		OCCURRED DATE/TIME 05/18/2017 1112			REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)				
LOCATION OF INCIDENT 121 FARMVIEW DR, ST HELENS							PLACE		
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 5105			
SEVERITY	FAMILY VIOLENCE NO	GANG INVOLVEMENT		BIAS NONE (no bias)		SPECIAL STUDY			
RELATED INCIDENT NUMBERS CP 33 2017-17036740									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL		
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY MILTICH, ANTHONY J (49415)				APPROVED ON 06/14/2017	
OFFENSES [1]									
OFFENSE ALL OTHER OFFENSES					PREMISE TYPE Residence/Home				
PERSON - OWNER #1									
NAME (LAST, FIRST MIDDLE) LUCAS, TAMARA				SEX FEMALE	RACE WHITE		DOB []		AGE []
HOME ADDRESS - STREET, CITY ZIP 121 FARMVIEW DR, ST.HELENS OR 97051-					HEIGHT	WEIGHT	HAIR COLOR		EYES
HOME PHONE		CELL PHONE []		WORK PHONE		EMAIL ADDRESS []			
DRIVERS LICENSE (STATE)		SOCIAL SECURITY NUMBER		POB		ETHNICITY UNKNOWN			

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17036740

CASE SUMMARY

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 05/26/2017 1550
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SUBJECT ANIMAN FACILITY INSPECTION CS
--

On 5/18/17 at 1112 hours I conducted an Animal Facility License renewal inspection at 121 farmview drive for Tamara Lucas.

NARRATIVE

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 05/26/2017 1552
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SUBJECT ANIMAL FACILITY LICENSE INSPEC

On Thursday, 051817 at approximately 1112 hours, I met with Tamara Lucas at her residence, 121 Farmview Drive, St. Helens, OR to conduct an Animal Facility License Application renewal inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from American Family Insurance Company _____ and information regarding where she seeks veterinary care for her animals; Melissa Norton Place at 13241 NE 109th, Redmond, Washington 98052.

I noticed her home is a single family, wood framed structure in a residential neighborhood. Tamara explained that the facility license is to allow her to continue to have a larger number of family pets, not to run a shelter or boarding service. I counted a total of 12 family dogs and 2 small litters of puppies, all of whom appeared to be well groomed and in good health. Tamara told me that only 8 of the dogs and the puppies lived at her residence and the other dogs she was watching for some friends for a short time. Tamara also told me that she breeds her dogs and that she has a business license for the breeding; in which I checked and she does have a license.

I saw the residence had a spacious back yard encircled with a 6' high wooden fence as well as metal fencing to ensure the small dogs could not get through the wood fence. The fence was being repaired from a recent wind storm but otherwise seemed in good condition and was adequate to keep the animals on her property, and to keep other animals from entering her yard. This space has adequate runoff to prevent water pooling. During inclement weather or days of excessive heat, the dogs have access to two "doggy doors" to allow them into and out of the home.

Tamara invited me into the home. The home was clean and orderly. The dogs were well-mannered and did not appear to be aggressive. All the dogs had Columbia County Issued dog licenses. The home had working electricity, potable water and wash facilities to keep clean. The home was a comfortable 70 degrees (approximately) with both natural and artificial lighting illuminating the interior. The food was stored in a sealed plastic container that was off the ground to prevent vermin infestation. The food and water is served in bowls that are up off of the floor. The dog's bedding was clean and dry, being located in the garage and other rooms on the main floor of the house. there was fencing inside and out of the house that separated the males from the females and there was one " doggy door"

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17036740

for each.

The house and yard were clean. Tamara said she cleans up regularly, putting feces into the garbage. Tamara stressed she does not run a shelter or "rescue facility" and they do take their animals for veterinary care when needed, but she does occasionally breed her dogs and "shows" them.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding the Lucas residence. I also checked with CCOM where there were also no issues that showed regarding dogs at that residence.

From everything I gathered during this inspection I believe the Lucas residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit

St. Helens Police Department
COMMUNITY PARTNER RELEASE

*** END OF HARDCOPY ***

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

04/24/2017 2:11 PM
Receipt No. 01445032

AFL RENEWAL	40.00
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----- Total	40.00
----------------	-------

Cash	40.00
CASH	40.00

TAMARA LUCAS
Customer #000000
121 FARMVIEW DR

ST HELENS, OR 97051-

Cashier: heidi
Station: CH-FRONTDESKW7

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

- You meet the requirements for an animal facility license; or
- You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept: 124 Pine St.				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: Amanda McFarland			Name: Steve McFarland	
Mailing address: 124 Pine St			Mailing address: 124 Pine St	
City/State/Zip: St Helens OR 97051			City/State/Zip: St Helens OR 97051	
Cell phone:			Cell phone:	
Home phone:			Home phone:	
Email:			Day/time of week that works best for you: M-F 12:30-1:30 on th 5 Sat/Sun all day	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Chicken / Spickled Sussex	TBD	F	2 mos	
2. Chicken / Buff Orpington	Nugget 2.0	F	2 mos	
3. Chicken / Barred Rock	TBD	F	2 mos	
4. Chicken / Black Sex Link	Henry Penny	F	2 mos	
5. Chicken / Red Sex Link	TBD	F	2 mos	
6. Chicken / Easter Egger	TBD	F	2 mos	
Veterinarian Information				
Name:		Phone:		
Address: - see attached		City/State/Zip:		
Liability Insurance Information				
Agent's Name: Rita Samling		Phone:		
Insurance Company: Allstate		Policy No.:		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

AUTHORIZATION

I, Amanda McFarland, understand that I am applying for an animal facility license to keep the above listed animal(s) at 124 Pine St, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Amanda McFarland
Applicant Signature

5/17/17
Date Signed

FOR OFFICE USE ONLY		
Date received: 5-17-17	Officer assigned: Hartless	Date forwarded to City Recorder: 8-9-17
Received by: Harris	Date/Time of inspection: 6-23-17	Council meeting date: 8-16-17
Receipt No.: 01448624	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: 5-17-17	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: 8-16-17
Forwarded by: Harris		Expiration date: 8-16-19

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17046907

species / breed	Name	Sex	age
2. chicken / leghorn	TBD	F	1 month

RE: Veterinarian information > none
for these animals on this application as
I have not + do not intend to seek
veterinary attention for chickens, I have
and will continue to provide appropriate
treatment from my own knowledge +
experience having kept them for over 20 years

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17046907

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 07/05/2017	
AUTHORIZED BY 33MDUR-DURAN, MALINDA R	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	



Navigate using Bookmarks or by clicking on an agenda item.

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2017-17046907

GENERAL OFFENSE										
REPORTED DATE/TIME 06/23/2017 1236		OCCURRED DATE/TIME 06/23/2017 1236			REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)					
LOCATION OF INCIDENT 124 PINE ST, ST HELENS								PLACE		
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 5107				
SEVERITY	FAMILY VIOLENCE NO		GANG INVOLVEMENT		BIAS NONE (no bias)		SPECIAL STUDY			
RELATED INCIDENT NUMBERS CP 33 2017-17046907										
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL			
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY CASTILLEJA, JOSE (44420)				APPROVED ON 07/04/2017		
OFFENSES [1]										
OFFENSE ALL OTHER OFFENSES					PREMISE TYPE Residence/Home					
PERSON - OWNER #1										
NAME (LAST, FIRST MIDDLE) MCFARLAND, AMANDA				SEX FEMALE	RACE WHITE		DOB		AGE []	
HOME ADDRESS - STREET, CITY ZIP 124 PINE STREET, ST. HELENS OR 97051-					HEIGHT	WEIGHT	HAIR COLOR		EYES	
HOME PHONE []		CELL PHONE		WORK PHONE		EMAIL ADDRESS []				
DRIVERS LICENSE (STATE)		SOCIAL SECURITY NUMBER		POB		ETHNICITY []				

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17046907

CASE SUMMARY

AUTHOR

HARTLESS, ADAM J (33AHAR)

DATE/TIME

07/03/2017 1219

SUBJECT

ANIMAL FACILITY LICENSE

On 6/23/17 at 1236 hours I conducted and animal facility license inspection at 124 Pine Street in St. Helens, Oregon for Amanda McFarland. In my opinion Amanda should be issued the animal facility license.

NARRATIVE

AUTHOR

HARTLESS, ADAM J (33AHAR)

DATE/TIME

07/03/2017 1221

SUBJECT

ANIMAL FACILTY LICENSE

On 6/23/17 at approximately 1236 hours, I met with Mrs. Amanda McFarland at her residence at 124 Pine Street, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was a note explaining that she has been caring for chickens for over 20 years, and she does not have Veterinarian information though will provide appropriate treatment from her own knowledge and experience.

I noticed her home is a single family, wood framed structure in a residential neighborhood. Amanda explained that the facility license is to allow her to have a larger number of chickens, not to run a shelter or boarding service. Amanda has a total of seven Hens, all of whom appeared to be well groomed and in good health.

The residence had a spacious back yard encircled with a sturdy 6' high wooden fence. The fence was in good condition and was adequate to keep the animals on their property and to keep other animals from entering her yard. This space has adequate runoff to prevent water pooling. I also noticed a newly built chicken coop with an attached chicken run, that was fully inclosed with "chicken wire." the coop measured at four feet by eight feet and the run was measured at twelve feet by nine and half feet. I also noticed a "nest box" attached to the coop for the hens to nest in. The coop was orderly and easily accessible through a "Doggy" type door from the run. The run was orderly and had "deep litter" on the ground which consisted of bark, leaves, and grass.

The yard and coop/run were clean. Amanda said she cleans up regularly, putting feces and bad litter into the garbage. While Amanda does not have a quarantine area for possible diseased animals, she she told me she does not run a shelter and will treat the chickens when necessary. The chickens appeared to be in good health and well groomed, and there were no roosters in the Brood.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Amanda's residence.

From everything I gathered during this inspection I believe Amanda

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2017-17046907

McFarland's residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

St. Helens Police Department
COMMUNITY PARTNER RELEASE

*** END OF HARDCOPY ***

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

05/17/2017 3:14 PM
Receipt No. 01448624

2 YR ANIMAL FACILITY LICENSE	40.00
------------------------------	-------

----- Total	40.00
----------------	-------

Cash	0.00
Check 1053	40.00

STEVEN & AMANDA MCFARLAND
Customer #000000
124 PINE ST

ST HELENS , OR 97051-

Cashier: heidi
Station: CH-FRONTDESKW7

City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept: <u>88 Salmon St.</u>					
Applicant Information			Alternate Contact/In Case of Emergency		
Name: <u>Cindy Corbus</u>			Name: <u>Jacy Normine</u>		
Mailing address: <u>88 Salmon Street</u>			Mailing address: <u></u>		
City/State/Zip: <u>St. Helens OR 97051</u>			City/State/Zip: <u></u>		
Cell phone: <u></u>			Cell phone: <u></u>		
Home phone: <u></u>			Home phone: <u></u>		
Email: <u></u>			Day/time of week that works best for you: <u>any</u>		
List each animal to be kept at the above address (attach additional paper if more than 6 animals)					
Species/Breed	Name	Sex	Age	County Dog License Expiration Date	
1. <u>chihuahua</u>	<u>Cooper</u>	<u>M</u>	<u>12</u>	<u>19264</u>	<u>12/31/19</u>
2. <u>pug</u>	<u>Maggie</u>	<u>F</u>	<u>14</u>	<u>20150</u>	<u>12/31/18</u>
3. <u>spaniel</u>	<u>Nelly</u>	<u>F</u>	<u>14</u>	<u>20442</u>	<u>12/31/17</u>
4. <u>lab mix</u>	<u>Sadie</u>	<u>F</u>	<u>15</u>	<u>20818</u>	<u>12/31/17</u>
5. <u>chinese crested</u>	<u>Tucker</u>	<u>M</u>	<u>13</u>	<u>21269</u>	<u>12/31/18</u>
6. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
Veterinarian Information					
Name: <u>Midway</u>			Phone: <u></u>		
Address: <u>34453 McNary Lane</u>			City/State/Zip: <u>Warren OR 97053</u>		
Liability Insurance Information					
Agent's Name: <u>Aaron Stocker</u>			Phone: <u></u>		
Insurance Company: <u>American Family</u>			Policy No.: <u></u>		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.					

AUTHORIZATION

I, Cindy Corbus, understand that I am applying for an animal facility license to keep the above listed animal(s) at 88 Salmon St., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Applicant Signature

Date Signed

5/30/2017

FOR OFFICE USE ONLY		
Date received: <u>6/2/17</u>	Officer assigned: <u>Hartless</u>	Date forwarded to City Recorder: <u>8-9-17</u>
Received by: <u>CF</u>	Date/Time of inspection: <u>6-27-17</u>	Council meeting date: <u>8-16-17</u>
Receipt No.: <u>1449549</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>6-16-17</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: <u>8-16-17</u>
Forwarded by: <u>CD</u>		Expiration date: <u>8-16-19</u>

Owner Detail

Owner 10379

Name: CORBUS, CINDY & JIM

Senior Citizen: TRUE

Kennel: ☐

Inspection Date:

Expiration Date:

Limit:

Street Address:

88 SALMON
ST. HELENS, OR 97051

Mailing Address:

88 SALMON ST
ST. HELENS, OR 97051

Phone:

Notes:

Adoption Notes:

Disallow Adoption: ☐

Animals:

ID	Name	Breed	Color	License	Issue Date	Exp. Date
19264	COOPER	CHIHUAHUA	BLACK	SH03767	1/2/2017	12/31/2019
20150	MAGGIE	CHINESE PUG	BROWN	SH01514	11/5/2015	12/31/2018
20363	MOLLY	LABRADOR RETRIEVER X	BLACK	SH02028	7/22/2015	12/31/2017
20442	NELLI	SPANIEL	BROWN	SH03775	7/22/2015	12/31/2017
20818	SADIE	LABRADOR RETRIEVER X	BLACK	SH01517	7/22/2015	12/31/2017
21269	TUCKER	CHIHUAHUA X	TAN	SH03768	11/5/2015	12/31/2018

Complaints:

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17048060

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 07/05/2017	
AUTHORIZED BY 33MDUR-DURAN, MALINDA R	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17048060

GENERAL OFFENSE										
REPORTED DATE/TIME 06/27/2017 1310		OCCURRED DATE/TIME 06/27/2017 1310			REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)					
LOCATION OF INCIDENT 88 SALMON ST, ST HELENS								PLACE		
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 5105				
SEVERITY	FAMILY VIOLENCE NO		GANG INVOLVEMENT		BIAS NONE (no bias)		SPECIAL STUDY			
RELATED INCIDENT NUMBERS CP 33 2017-17048060										
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL			
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY CASTILLEJA, JOSE (44420)				APPROVED ON 07/04/2017		
OFFENSES [1]										
OFFENSE ALL OTHER OFFENSES					PREMISE TYPE Residence/Home					
PERSON - OWNER #1										
NAME (LAST, FIRST MIDDLE) CORBUS, CINDY				SEX FEMALE	RACE WHITE		DOB		AGE []	
HOME ADDRESS - STREET, CITY ZIP 88 SALMON STREET, ST. HELENS OR 97051-					HEIGHT	WEIGHT	HAIR COLOR		EYES	
HOME PHONE []		CELL PHONE		WORK PHONE		EMAIL ADDRESS []				
DRIVERS LICENSE (STATE)		SOCIAL SECURITY NUMBER		POB			ETHNICITY []			

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17048060

CASE SUMMARY

AUTHOR

HARTLESS, ADAM J (33AHAR)

DATE/TIME

07/03/2017 1136

SUBJECT

ANIMAL FACILITY INSPETION

On 6/27/17 at 1310 hours I conducted an animal facility license renewal inspection at 88 salmon street in St. Helens, Oregon for Cindy Corbus. In my opinion the license should be renewed.

NARRATIVE

AUTHOR

HARTLESS, ADAM J (33AHAR)

DATE/TIME

07/03/2017 1140

SUBJECT

ANIMAL FACILTY LICENSE

On 6/27/17 at approximately 1310 hours, I met with Mrs. Cindy Corbus at her residence at 88 Salmon, St. Helens, OR to conduct a pre-scheduled Animal Facility License Application renewal inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from American family Insurance Company _____ and information regarding where they seek veterinary care for their animals; Midway Veterinary Clinic at 34453 McNary Lane, St. Helens, OR.

I noticed her home is a single family, wood framed structure in a residential neighborhood. Cindy explained that the facility license is to allow her to have a larger number of family pets, not to run a shelter or boarding service. Cindy has a total of five family dogs, all of whom appeared to be well groomed and in good health.

I saw the residence had a spacious back yard encircled with a sturdy 6' high wooden fence. The fence was in good condition and was adequate to keep the animals on their property and to keep other animals from entering her yard. This space has adequate runoff to prevent water pooling. During inclement weather or days of excessive heat, the dogs are allowed inside the house and Cindy said the dogs are primarily indoor dogs.

Cindy invited me into the home. The home was clean and orderly. The dogs were well-mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately) with both natural and artificial lighting illuminating the interior. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls that are up off of the floor. The dog's bedding was clean and dry, and located in the living area of the house.

The house and yard were clean. Cindy said she cleans up regularly, putting feces into the garbage. While Cindy does not have a quarantine area for possible diseased animals, she said she does not run a shelter and she does take her animals for veterinary care when needed.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Cindy's

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2017-17048060

residence.

From everything I gathered during this inspection I believe Cindy Corbus's residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

St. Helens Police Department
COMMUNITY PARTNER RELEASE

*** END OF HARDCOPY ***

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

[Navigate using Bookmarks or by clicking on an agenda item.](#)

06/02/2017 2:28 PM
Receipt No. 01449549

ANIMAL FACILITY LIC
ENSE 88 SALMON STRE
ET 40.00

Total 40.00

Cash 0.00
Check 1711 40.00

CINDY CORBUS
Customer #000000
88 SALMON STREET

ST HELENS, OR 97051-

Cashier: crystalf
Station: CH-FRONTCOUNTER

City of St. Helens

P.O. Box 278 ♦ 265 Strand Street ♦ St. Helens, OR 97051 ♦ 503-397-6272

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

Renewal

Application Fee: \$40.00

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

1. You meet the requirements for an animal facility license; or
2. You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept: 2084 Oregon St.				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: Columbia Humane Society			Name: Lisa Beggio	
Mailing address: Box 845			Mailing address: Box 845	
City/State/Zip: St. Helens OR 97051			City/State/Zip: St. Helens, OR 97051	
Cell phone:			Cell phone:	
Home phone:			Home phone:	
Email:			Day/time of week that works best for you: Tues-Thursday 12-5	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Varies				
2.				
3.				
4.				
5.				
6.				
Veterinarian Information				
Name: Midway Vet Hospital			Phone: 503-397-6470	
Address:			City/State/Zip: St. Helens, OR 97051	
Liability Insurance Information				
Agent's Name: Chris Iverson			Phone: 503-397-0123	
Insurance Company: Haggan Hamilton			Policy No.: 41939	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

AUTHORIZATION

I, Lisa Beggio/CHS, understand that I am applying for an animal facility license to keep the above listed animal(s) at 2084 Oregon St, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Lisa Beggio
Applicant Signature

2-21-2017
Date Signed

FOR OFFICE USE ONLY

Date received: 3-15-17	Officer assigned: Coy	Date forwarded to City Recorder: 8-9-17
Received by: Haggan	Date/Time of inspection: 3-21-17	Council meeting date: 8-16-17
Receipt No.: N/A - waived	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: 3-16-17	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: 8-16-17
Forwarded by: Haggan		Expiration date: 8-16-19

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17020937

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 04/06/2017	
AUTHORIZED BY 55362-COY, JAMIN W	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	

**St. Helens Police Department**
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17020937

GENERAL OFFENSE									
REPORTED DATE/TIME 03/21/2017 1523		OCCURRED DATE/TIME 03/21/2017 1523			REPORTING OFFICER/DEPUTY NAME & # COY, JAMIN W (55362)				
LOCATION OF INCIDENT 2084 OREGON ST, Apt. 1, ST HELENS								PLACE	
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 05104			
SEVERITY	FAMILY VIOLENCE NO		GANG INVOLVEMENT		BIAS NONE (no bias)		SPECIAL STUDY		
RELATED INCIDENT NUMBERS CP 33 2017-17020937									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL		
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY MILTICH, ANTHONY J (49415)				APPROVED ON 03/31/2017	
OFFENSES [1]									
OFFENSE ANIMAL VIOLATION/ORD					PREMISE TYPE Other/Unknown				
PERSON - OTHER #1									
NAME (LAST, FIRST MIDDLE) BEGGIO, LISA A				SEX FEMALE	RACE WHITE		DOB _____	AGE ____	
HOME ADDRESS - STREET, CITY ZIP 35386 HELENS WAY, ST HELENS OR 97051					HEIGHT	WEIGHT	HAIR COLOR		EYES
HOME PHONE _____		CELL PHONE _____		WORK PHONE _____		EMAIL ADDRESS _____			
DRIVERS LICENSE (STATE) _____		SOCIAL SECURITY NUMBER _____		POB _____		ETHNICITY _____			

St. Helens Police Department
COMMUNITY PARTNER RELEASECASE NUMBER
GO 33 2017-17020937**CASE SUMMARY****AUTHOR**

COY, JAMIN W (55362)

DATE/TIME

03/21/2017 1523

SUBJECT

CASE SUMMARY

On 03/21/2017 at approximately 1523 hours, officers conducted an Animal Facility License Application Inspection at 2084 Oregon St. #1 in St. Helens (Columbia Humane Society).

NARRATIVE**AUTHOR**

COY, JAMIN W (55362)

DATE/TIME

03/21/2017 1523

SUBJECT

ACTION TAKEN

On 03/21/2017 at approximately 1 523 hours, Officer Eggers and I went to 2084 Oregon Street (Columbia Humane Society) to conduct an Animal Facility License Application Inspection.

This inspection is to ensure the facility is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was the facility's liability insurance information (Hagan Hamilton Insurance) and information regarding where they seek veterinary care for the animals in case of emergencies (Midway Veterinary Hospital, 34453 McGary Ln, Warren OR).

I noticed the facility consisted of a single story brick building surrounded and confined within a chain link fence. Along these fences on both the east and west side of the building are chain link spaces for individual dogs. There are approximately 10 individual spaces on each side. At the rear of the property, is a smaller solitary building with 4 individual spaces.

The majority of the property these two buildings is gravel. I did not notice any feces or smell of urine anywhere on the property. There was adequate runoff to prevent water pooling and the fenced spaces are covered along the sides and top by thick tarping material to provide reasonable shelter from sun, rain, snow, wind and other weather conditions.

I did a walk through of the interior of the main building. In the main lobby on the south side of the building there is a reception office, as well as a small room devoted to cats and other miscellaneous animals. I was told by staff that they rarely have animals besides dogs and cats anymore.

The cat cages appeared clean and there were no feces or smell of urine present. The cats appeared healthy, groomed and were very friendly. At the rear of the lobby, the building is separated into two sides. Staff informed me that one side is for the intake animals that are brought in by police and citizens. The second side is for animals that have been put up for adoption.

On the intake side (east side), there were approximately 10 chain link individual spaces along the east wall, all with cement flooring. At the rear of each space, there is a drain which the floor slopes slightly toward. The staff informed me this is for quick and easy cleanup if the

COMMUNITY PARTNER RELEASE

animals urinate or defecate. The spaces appeared to be well cleaned and the animals appeared healthy.

On the adoption side (west side), there are two rows of chain link individual spaces, also with cement flooring. These spaces also had drains in the rear and appeared very clean. The dogs appeared healthy.

The staff informed me that the back building is used for aggressive or dangerous dogs, but is also used as a quarantine area if one of the dogs becomes ill.

Approximately 50 feet east of the facility, there is another chain link fenced off area with an obstacle course and many toys for the dogs. Staff informed me the dogs are given time to exercise on a regular basis.

I called the manager of the Columbia Humane Society, Lisa Beggio, and spoke with her regarding the facility. She told me there is almost always an employee coming in to care for the animals. She said they are well fed and cleaned and they do their best to get the animals proper homes.

From everything I gathered during this inspection, I believe the Columbia Humane Society is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

ACTION RECOMMENDED

AUTHOR	DATE/TIME
COY, JAMIN W (55362)	03/21/2017 1523

SUBJECT
ACTION RECOMMENDED

Refer to City Council for Facility License issuance.

IMAGE ATTACHMENT (1362387) OFFICER NOTES

Midway ~~Jerie~~ Gal Fowler
Dogs for adoption
Intake dogs
cats separate

30 dogs in (high)
hose off at least once/day.
no feces, clean every morning
exercise area obstacle course
closed days, ~~for~~ activity.

St. Helens Police Department
COMMUNITY PARTNER RELEASE

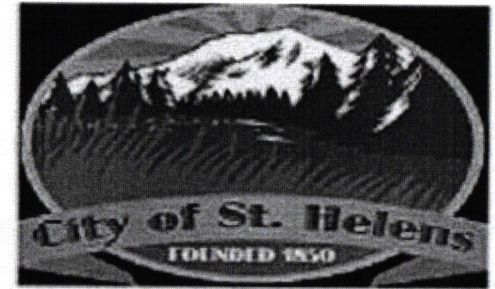
*** END OF HARDCOPY ***

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/18/2017 - 10:44AM
 Batch: 00017.07.2017 - AP 7/18/17 FY 16-17

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALEXIN ANALYTICAL LABS, INC.									
001650									
30632	6/30/2017	1,070.00	0.00	07/18/2017				False	0
017-017-472000 Lab Testing				TESTING MAY JUNE 2017					
30632 Total:		1,070.00							
ALEXIN ANALYTICAL L		1,070.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201706CSH	7/7/2017	1,300.00	0.00	07/18/2017				False	0
001-005-554000 Contractual Services				PARKS WORK CREW					
201706CSH	7/7/2017	1,625.00	0.00	07/18/2017				False	0
013-403-554000 Contractual/consulting serv				PUBLIC WORKS WORK CREW					
201706CSH Total:		2,925.00							
COLUMBIA CO. DEPT. O		2,925.00							
DND ELECTRICAL CONTRACTORS									
010649									
19963	7/6/2017	1,294.36	0.00	07/18/2017				False	0
018-022-501000 Materials and supplies				INSTALL MISSION CONTROL UNIT PUMP STATION N					
19963 Total:		1,294.36							
19964	7/6/2017	1,483.72	0.00	07/18/2017				False	0

Navigate using Bookmarks or by clicking on an agenda item.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
018-022-501000 Materials and supplies					INSTALL MISSION CONTROL UNIT PUMP STATION M				
19964 Total:		1,483.72							
DND ELECTRICAL CON		2,778.08							
GRANTS PASS WATER LAB									
01414									
16714	4/13/2017	42.00	0.00	07/18/2017				False	0
017-417-472000 Lab testing					TESTING				
16714 Total:		42.00							
GRANTS PASS WATER L		42.00							
HAMER ELECTRIC, INC.									
014475									
39738	7/7/2017	2,999.50	0.00	07/18/2017				False	0
017-417-501000 Operating materials and suppli					REPLACE MCC SSD				
39738 Total:		2,999.50							
HAMER ELECTRIC, INC		2,999.50							
K.L. & C. INC.									
01755									
77643	5/25/2017	7,322.00	0.00	07/18/2017				False	0
010-300-653000 Fenced dog park					DOG PARK FENCE LINE				
77643 Total:		7,322.00							
K.L. & C. INC. Total:		7,322.00							
LANG, ATTORNEY AT LAW, MARK J.									
018006									

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
1684	6/6/2017	60.00	0.00	07/18/2017				False	0
001-103-554000 Contractual/consulting serv				CHRISTOPHER RICHARDS					
1684 Total:		60.00							
LANG, ATTORNEY AT LA		60.00	✓						
NORTHWEST ATTC									
021444									
04102017	7/17/2017	75.00	0.00	07/18/2017				False	0
001-002-490000 Police Training/Supplies				RE ISSUE CK 117859 STALE DATED WHEN REC.					
04102017 Total:		75.00							
NORTHWEST ATTC Tota		75.00	✓						
NORTHWEST NATURAL GAS									
021400									
07122017	7/12/2017	7.91	0.00	07/18/2017				False	0
017-017-459000 Utilities				7720 HALF					
07122017	7/12/2017	7.91	0.00	07/18/2017				False	0
018-018-459000 Utilites				7720 HALF					
07122017	7/12/2017	15.82	0.00	07/18/2017				False	0
017-417-459000 Utilities				2942					
07122017	7/12/2017	48.27	0.00	07/18/2017				False	0
001-004-459000 Utilities				7673					
07122017	7/12/2017	15.82	0.00	07/18/2017				False	0
001-002-459000 Utilities				5638					
07122017	7/12/2017	15.82	0.00	07/18/2017				False	0
013-403-459000 Utilities				8675					
07122017	7/12/2017	16.82	0.00	07/18/2017				False	0
012-107-459000 Utilitites				5285					
07122017	7/12/2017	17.74	0.00	07/18/2017				False	0
012-107-459000 Utilitites				2848					
07122017	7/12/2017	18.94	0.00	07/18/2017				False	0
018-019-459000 Utilites				5750 HALF					
07122017	7/12/2017	18.94	0.00	07/18/2017				False	0

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
018-020-459000 Utilities				5750 HALF					
07122017	7/12/2017	35.15	0.00	07/18/2017				False	0
001-005-459000 Utilities				8563					
07122017	7/12/2017	18.82	0.00	07/18/2017				False	0
001-005-459000 Utilities				3047					
07122017 Total:		237.96							
NORTHWEST NATURAL		237.96							
OLSON LLC									
021777									
07122017	7/12/2017	40.00	0.00	07/18/2017				False	0
001-000-311000 Business License				REFUND BUS LIC OVERPAYMENT					
07122017 Total:		40.00							
OLSON LLC Total:		40.00							
PACIFIC STAINLESS PRODUCTS, INC.									
PACIFICS									
11650TR-IN	6/29/2017	260.00	0.00	07/18/2017				False	0
010-302-653207 2 mg reservoir rehab				LONG SS TUBING					
11650TR-IN Total:		260.00							
PACIFIC STAINLESS PRO		260.00							
POLAR REFRIGERATION INC									
02565									
WO-440675	6/23/2017	671.50	0.00	07/18/2017				False	0
018-019-501000 Operating Materials				SERVICE / LABOR WWTP					
WO-440675 Total:		671.50							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	POLAR REFRIGERATION	671.50							
PORTLAND GENERAL ELECTRIC									
025702									
07172017	7/17/2017	48.12	✓	0.00	07/18/2017			False	0
004-412-554000 Contract Services					7687				
07172017	7/17/2017	16.72	✓	0.00	07/18/2017			False	0
004-412-554000 Contract Services					9275				
	07172017 Total:	64.84							
	PORTLAND GENERAL E	64.84							
ST. HELENS AUTO BODY, WALTER E. CROSS									
028470									
3928	7/18/2017	2,513.04		0.00	07/18/2017			False	0
001-002-510000 Automobile Expense					POLICE CAR AUTO REPAIRS 2014 CAPRICE				
	3928 Total:	2,513.04							
	ST. HELENS AUTO BOD	2,513.04	✓						
TVW INC									
033827									
0030132-IN	6/30/2017	1,354.31		0.00	07/18/2017			False	0
012-107-554000 Contractual/consulting serv					CITY HALL JANITORIAL				
	0030132-IN Total:	1,354.31	✓						
0030133-IN	6/30/2017	1,318.70		0.00	07/18/2017			False	0
001-004-508000 Janitorial Services					COL CENTER JANITORIAL				
	0030133-IN Total:	1,318.70	✓						
0030134-IN	6/30/2017	475.14	✓	0.00	07/18/2017			False	0
001-002-508000 Janitorial Services					POLICE DEPT JANITORIAL				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

0030134-IN Total:	475.14								
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TVW INC Total:	3,148.15								
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Report Total:	24,207.07								
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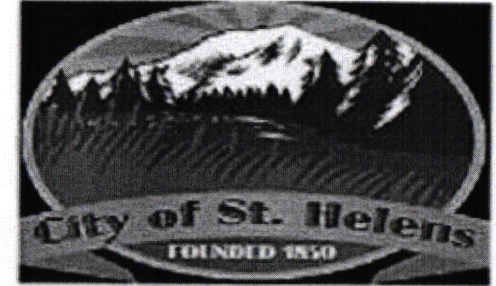
Accounts Payable

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
Boise White Paper, LLC 003720									
07152017	7/15/2017	12,500.00	0.00	07/18/2017				False	0
202-722-055001 Principal				AUGUST 2017 NOTE PAYMENT					
07152017 Total:		12,500.00							
Boise White Paper, LLC To		12,500.00	✓						
<hr/>									
CENTURY LINK 034002									
07062017	7/6/2017	9.30	0.00	07/18/2017				False	0
702-000-052010 Telephone				WWTP 637B					
07062017	7/6/2017	67.90	0.00	07/18/2017				False	0
702-000-052010 Telephone				CITY HALL 798B					
07062017	7/6/2017	63.52	0.00	07/18/2017				False	0
702-000-052010 Telephone				WATER 909B					
07062017	7/6/2017	39.41	0.00	07/18/2017				False	0
702-000-052010 Telephone				WWTP 600B					
07062017	7/6/2017	95.96	0.00	07/18/2017				False	0
702-000-052010 Telephone				CITY HALL 967B					
07062017	7/6/2017	39.41	0.00	07/18/2017				False	0
702-000-052010 Telephone				WWTP 654B					
07062017	7/6/2017	47.00	0.00	07/18/2017				False	0
702-000-052010 Telephone				CITY HALL 130B					
07062017	7/6/2017	321.02	0.00	07/18/2017				False	0
702-000-052010 Telephone				LIBRARY 488B					
07062017	7/6/2017	39.41	0.00	07/18/2017				False	0
702-000-052010 Telephone				WWTP 688B					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
07062017	7/6/2017	39.41	0.00	07/18/2017				False	0
702-000-052010 Telephone					PUBLIC WORKS 579B				
07062017 Total:		762.34							
CENTURY LINK Total:		762.34							
CINTAS CORPORATION-463									
006830									
463121653	7/10/2017	48.61	0.00	07/18/2017				False	0
703-734-052023 Facility Maintenance					MATS				
463121653 Total:		48.61							
CINTAS CORPORATION		48.61							
COMCAST									
COMCAST									
07072017	7/7/2017	94.85	0.00	07/18/2017				False	0
702-000-052003 Utilities					PUBLIC WORKS 9144				
07072017 Total:		94.85							
07092017	7/9/2017	124.90	0.00	07/18/2017				False	0
702-000-052003 Utilities					WWTP 0082				
07092017 Total:		124.90							
COMCAST Total:		219.75							
CONSOLIDATED SUPPLY									
009000									
S8306719.002	7/6/2017	2,522.77	0.00	07/18/2017				False	0
601-731-052001 Operating Supplies					STEEL COUPLING / GSKT/ BRS STREET				
S8306719.002 Total:		2,522.77							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
CONSOLIDATED SUPPL		2,522.77							
DAILY JOURNAL OF COMMERCE, INC 009900									
743348416	7/3/2017	637.10	0.00	07/18/2017				False	0
601-000-053007 Waterproof 2 MG Reservoir					W-456 2MG CONCRETE RES EXT WATERPROOFING				
743348416 Total:		637.10							
DAILY JOURNAL OF CO		637.10							
DON'S RENTAL 010700									
501578	7/11/2017	25.00	0.00	07/18/2017				False	0
601-731-052001 Operating Supplies					CONCRETE VIB BATTERY				
501578 Total:		25.00							
DON'S RENTAL Total:		25.00							
DUNN, DIANE 010939									
07112017	7/11/2017	121.96	0.00	07/18/2017				False	0
203-716-052069 Summer Arts in the Park					PAINT BURSHES FOR TRASH CAN PAINING 2017				
07112017 Total:		121.96							
DUNN, DIANE Total:		121.96							
E2C CORPORATION E2C									
4098	7/13/2017	500.00	0.00	07/18/2017				False	0
201-000-052074 Events - 13 Nights					13 NIGHTS ON THE RIVER MARK OSTERBAUER				
4098	7/13/2017	2,650.00	0.00	07/18/2017				False	0
201-000-052057 Events - Fireworks					4TH OF JULY TUXEDO / BART HAFEMAN				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
4098 Total:		3,150.00							
E2C CORPORATION Tota		3,150.00							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
32679	7/7/2017	120.50	0.00	07/18/2017				False	0
100-708-052001 Operating Supplies				PARKS ROCK					
32679 Total:		120.50	✓						
32681	7/10/2017	275.32	0.00	07/18/2017				False	0
202-722-052023 Facility Maintenance				BOISE ROCK					
32681 Total:		275.32	✓						
32685	7/11/2017	142.39	0.00	07/18/2017				False	0
601-000-056101 Water Main Replacement				DOG PARK ROCK					
32685 Total:		142.39	✓						
EAGLE STAR ROCK PRO		538.21							
INEXPENSIVE TREE CARE									
016160									
165495	7/11/2017	1,500.00	0.00	07/18/2017				False	0
205-000-052019 Professional Services				PLYMOUTH STREET TREE TRIMMING					
165495 Total:		1,500.00							
INEXPENSIVE TREE CA		1,500.00	✓						
JOHNSTON, ROBERT									
0170									
07172017	7/17/2017	495.00	0.00	07/18/2017				False	0
100-711-052018 Professional Development				REIMB. NAT FIRE SPRINKLER MEMBER. NFSA CLAS					


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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
07172017 Total:		495.00							
JOHNSTON, ROBERT To		495.00							
MAUL FOSTER ALONGI, INC.									
019555									
29031	7/12/2017	755.30	0.00	07/18/2017				False	0
202-722-052019 Professional Services		PROJECT 0830.02.03 0830.03.03 0830.05.01 BWP ON CA							
29031	7/12/2017	3,117.50	0.00	07/18/2017				False	0
202-721-052019 Professional Services		PROJECT 0830.02.03 0830.03.03 0830.05.01 BWP ON CA							
29031 Total:		3,872.80							
MAUL FOSTER ALONGI		3,872.80							
METRO PLANNING INC.									
020291									
4078	7/13/2017	112.50	0.00	07/18/2017				False	0
100-710-052027 IT Fund Charges		WEB HOSTING							
4078	7/13/2017	37.50	0.00	07/18/2017				False	0
703-733-052026 Equipment Fund Charges		WEB HOSTING							
4078 Total:		150.00							
METRO PLANNING INC		150.00							
NICK S. CLARK MASONRY, INC									
51125									
235	7/13/2017	8,100.00	0.00	07/18/2017				False	0
704-000-052028 Projects & Programs		CITY HALL ROCK NORTH FACADE							
235 Total:		8,100.00							
NICK S. CLARK MASON		8,100.00							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
NORTHWEST DELI DISTRIBUTION INC									
021184									
303902	7/14/2017	3,322.28	0.00	07/18/2017				False	0
100-708-052001	Operating Supplies				MATERIALS HAND SOAP GRAFFITI REMOVER SHO				
	303902 Total:	3,322.28							
	NORTHWEST DELI DIST	3,322.28							
OREGON ASSOC. OF MUNICIPAL RECORDERS									
OAMR									
00832	7/17/2017	35.00	0.00	07/18/2017				False	0
100-702-052018	Professional Development				2017 OAMR ACADEMY AND CONF K. PAYNE				
	00832 Total:	35.00							
	OREGON ASSOC. OF MU	35.00							
OREGON DMV									
023150									
61018-063017	6/30/2017	1.50	0.00	07/18/2017				False	0
100-704-052024	Miscellaneous				METER SKIP				
	61018-063017 Total:	1.50							
	OREGON DMV Total:	1.50							
PHILLIPS, CYNTHIA									
025515									
07182017	7/18/2017	1,190.00	0.00	07/18/2017				False	0
100-704-052019	Professional Services				7/17-7/18 14 HOURS JUDICIAL SERVICES				
	07182017 Total:	1,190.00							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PHILLIPS, CYNTHIA Tot		1,190.00							
ROGERS MACHINERY COMPANY, INC									
027589									
1087365	7/12/2017	1,216.51	0.00	07/18/2017				False	0
601-732-052001 Operating Supplies				MATERIALS					
1087365 Total:		1,216.51							
ROGERS MACHINERY C		1,216.51	✓						
SOLUTIONS YES									
013581									
INV11375	7/7/2017	24.01	0.00	07/18/2017				False	0
702-000-052008 Printing				CONTRACT C11461-01					
INV11375 Total:		24.01							
SOLUTIONS YES Total:		24.01	✓						
STEVE CLARK MASONRY, INC.									
032350									
234	7/13/2017	8,100.00	0.00	07/18/2017				False	0
704-000-052028 Projects & Programs				CITY HALL ROCK NORTH FACADE					
234 Total:		8,100.00							
STEVE CLARK MASONR		8,100.00	✓						
Report Total:		48,532.84							

Accounts Payable

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User: jenniferj
 Printed: 07/27/2017 - 1:12PM
 Batch: 00018.07.2017 - AP 7/28/17 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
BEAVER BARK, INC.									
002520									
179153	7/12/2017	600.00	0.00	07/28/2017				False	0
100-708-052001 Operating Supplies				50/50 3 UNITS BARK					
179153 Total:		600.00							
BEAVER BARK, INC. Tot		600.00							
BEMIS PRINTING									
002701									
7601	7/6/2017	469.50	0.00	07/28/2017				False	0
100-715-052004 Office Supplies				WINDOW ENVELOPES					
7601 Total:		469.50							
BEMIS PRINTING Total:		469.50							
BURTON, HOWARD									
H.BURTON									
07132017	7/13/2017	215.97	0.00	07/28/2017				False	0
601-732-052018 Professional Development				MILEAGE REIMB / LODGING H. BURTON PALL MICR					
07132017 Total:		215.97							
BURTON, HOWARD Tota		215.97							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CENTERLOGIC, INC.									
011595									
41267	7/18/2017	476.99	0.00	07/28/2017	NAS SERVER			False	0
702-000-052005 Small Equipment									
41267 Total:		476.99							
41280	7/13/2017	205.00	0.00	07/28/2017	TONER POLICE / CITY HALL			False	0
702-000-052001 Operating Supplies									
41280 Total:		205.00							
41403	7/18/2017	810.00	0.00	07/28/2017	IT SUPPORT			False	0
702-000-052019 Professional Services									
41403	7/18/2017	129.71	0.00	07/28/2017	HDD FOR CRYSTAL F			False	0
702-000-052001 Operating Supplies									
41403 Total:		939.71							
CENTERLOGIC, INC. To		1,621.70							
CENTURY LINK									
034002									
07172017	7/17/2017	40.71	0.00	07/28/2017	WWTP 025B			False	0
702-000-052010 Telephone									
07172017	7/17/2017	40.71	0.00	07/28/2017	WATER PW 369B			False	0
702-000-052010 Telephone									
07172017 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S17195	7/14/2017	82.22	0.00	07/28/2017	01S3 WFF			False	0
702-000-052010 Telephone									
3263X201S17195 Total:		82.22							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
3263X284S17192	7/11/2017	82.22	0.00	07/28/2017				False	0
702-000-052010 Telephone				04S3 POLICE					
3263X284S17192 Total:		82.22							
CENTURY LINK- ACCES		164.44							
CITY OF PORTLAND									
025636									
10251023	7/18/2017	12,877.44	0.00	07/28/2017				False	0
100-705-052021 Equipment Maintenance				FY 17-18 ANNUAL BILLING POLICE REGJIN ACCESS					
10251023 Total:		12,877.44							
CITY OF PORTLAND Tot		12,877.44							
COASTAL ENTERPRISES									
00715									
659181	7/19/2017	18.78	0.00	07/28/2017				False	0
100-715-052004 Office Supplies				BOTTLED WATER					
659181 Total:		18.78							
COASTAL ENTERPRISES		18.78							
COLUMBIA 911 COMMUNICATION DISTRICT									
007260									
06282017	6/28/2017	550.00	0.00	07/28/2017				False	0
100-705-052019 Professional Services				7/1/17 TO 6/30/2018 EVERBRIDGE OUTCALL NOTIFIC					
06282017	6/28/2017	550.00	0.00	07/28/2017				False	0
601-731-052019 Professional Services				7/1/17 TO 6/30/2018 EVERBRIDGE OUTCALL NOTIFIC					
06282017 Total:		1,100.00							
COLUMBIA 911 COMMU		1,100.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
COMCAST									
COMCAST									
07122017	7/12/2017	136.93	0.00	07/28/2017	WFF 3238			False	0
702-000-052003 Utilities									
07122017 Total:		136.93							
07142017	7/14/2017	96.99	0.00	07/28/2017	PARKS 9228			False	0
702-000-052003 Utilities									
07142017 Total:		96.99							
COMCAST Total:		233.92							
CONSOLIDATED SUPPLY									
009000									
S8318334.001	7/11/2017	1,188.98	0.00	07/28/2017	MATERIALS			False	0
202-722-052023 Facility Maintenance									
S8318334.001 Total:		1,188.98							
CONSOLIDATED SUPPL		1,188.98							
E2C CORPORATION									
E2C									
4099	7/18/2017	518.54	0.00	07/28/2017	2C'S VEN MALL / 3NIGHTS / 4TH OF JULY SIGNAGE			False	0
201-000-052019 Professional Services									
4099 Total:		518.54							
4100	7/26/2017	1,930.00	0.00	07/28/2017	13 NIGHTS HELP L. PYKONEN M. OSTERBAUER THE			False	0
201-000-052019 Professional Services									
4100 Total:		1,930.00							
E2C CORPORATION Tota		2,448.54							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
EVERBANK COMMERCIAL FINANCE INC									
03522									
4589048	7/21/2017	150.00	0.00	07/28/2017				False	0
100-715-052021	Equipment Maintenance			KYOCERA 30151CL					
	4589048 Total:	150.00							
	EVERBANK COMMERC	150.00							
GASTON, DYLAN J.									
013083									
07242017	7/24/2017	49.50	0.00	07/28/2017				False	0
100-705-052018	Professional Development			D.GASTON MEASL REIMB. FIELD TRAINING COURS					
	07242017 Total:	49.50							
	GASTON, DYLAN J. Tota	49.50							
INGRAM LIBRARY SERVICES, INC.									
016240									
99171939	7/5/2017	16.13	0.00	07/28/2017				False	0
100-706-052033	Printed Materials			BOOKS					
	99171939 Total:	16.13							
99171940	7/5/2017	18.94	0.00	07/28/2017				False	0
100-706-052033	Printed Materials			BOOKS					
	99171940 Total:	18.94							
99207130	7/7/2017	802.05	0.00	07/28/2017				False	0
100-706-052033	Printed Materials			BOOKS					
	99207130 Total:	802.05							
99213975	7/9/2017	26.35	0.00	07/28/2017				False	0
100-706-052033	Printed Materials			BOOKS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
99213975 Total:		26.35							
99213976	7/9/2017	219.43	0.00	07/28/2017				False	0
100-706-052033 Printed Materials	BOOKS								
99213976 Total:		219.43	✓						
99213977	7/9/2017	22.91	0.00	07/28/2017				False	0
100-706-052033 Printed Materials	BOOKS								
99213977 Total:		22.91	✓						
99213978	7/9/2017	98.85	0.00	07/28/2017				False	0
100-706-052033 Printed Materials	BOOKS								
99213978 Total:		98.85	✓						
INGRAM LIBRARY SERV		1,204.66							
INTERNATIONAL CODE COUNCIL, ATTN; MEMBERSHIP									
016600									
3166253	7/26/2017	135.00	0.00	07/28/2017				False	0
100-711-052018 Professional Development	GOVERNMENTAL MEMBER DUES								
3166253 Total:		135.00							
INTERNATIONAL CODE		135.00	✓						
JOHNSON, JENNIFER A.									
017039									
07242017	7/24/2017	14.25	0.00	07/28/2017				False	0
100-707-052018 Professional Development	PARKING FEE FOR ACCELLA TRAINING J. JOHNSON								
07242017 Total:		14.25							
JOHNSON, JENNIFER A.		14.25	✓						

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
LANCE, CLAYTON J.									
007544									
1 -2017-2018	7/27/2017	2,720.00	0.00	07/28/2017				False	0
100-704-052019 Professional Services					PRE TEM CITY PROSECUTOR				
	1 -2017-2018 Total:	2,720.00							
	LANCE, CLAYTON J. Tot	2,720.00							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
1692	7/18/2017	72.00	0.00	07/28/2017				False	0
100-000-037009 Reimb - Courts					ADAM WILBURN				
	1692 Total:	72.00							
	LANG, ATTORNEY AT LA	72.00							
LAWSON PRODUCTS, INC.									
018040									
9305084412	7/13/2017	224.11	0.00	07/28/2017				False	0
701-000-052001 Operating Supplies					DRILL BITS . NYLON CABLE TIES				
	9305084412 Total:	224.11							
	LAWSON PRODUCTS, IN	224.11							
LEAGUE OF OREGON CITIES									
018100									
2,936	7/24/2017	450.00	0.00	07/28/2017				False	0
100-703-052018 Professional Development					LOC CONFERENCE 9/28-9/30 SUSAN CONN				
	2,936 Total:	450.00							
	LEAGUE OF OREGON C	450.00							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
MASON, BRUCE, & GIRARD, INC.									
019413									
22402	7/14/2017	17,032.50	0.00	07/28/2017				False	0
202-724-052019 Professional Services					PROJECT 0100308 MILTON CR FOREST INV PLANNIN				
22402 Total:		17,032.50							
MASON, BRUCE, & GIR		17,032.50							
MEDORA CORPORATION									
031521									
78490	7/6/2017	989.00	0.00	07/28/2017				False	0
603-737-052001 Operating Supplies					BATTERY LG				
78490 Total:		989.00							
MEDORA CORPORATIO		989.00							
MICHAEL J HOOVER DRYWALL									
5221									
07202017	7/20/2017	40.00	0.00	07/28/2017				False	0
100-000-035002 Business Licenses					REFUND OVERPAYMENT BUS LIC				
07202017 Total:		40.00							
MICHAEL J HOOVER DR		40.00							
MIDWEST TAPE									
020427									
95208703	7/6/2017	334.84	0.00	07/28/2017				False	0
100-706-052034 Visual Materials					DVD				
95208703 Total:		334.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
MIDWEST TAPE Total:		334.84							
NORTHSTAR CHEMICAL, INC.									
021556									
106086	7/19/2017	5,093.90	0.00	07/28/2017				False	0
601-732-052083 Chemicals					SODIUM HYDROXIDE25%				
106086 Total:		5,093.90	✓						
106996	7/12/2017	387.37	0.00	07/28/2017				False	0
601-732-052083 Chemicals					SODIUM HYDROXIDE 12.5				
106996 Total:		387.37	✓						
NORTHSTAR CHEMICAL		5,481.27							
NORTHWEST SIGN RECYCLING									
021481									
2755	7/18/2017	680.40	0.00	07/28/2017				False	0
205-000-052001 Operating Supplies					STOP SIGNS				
2755 Total:		680.40							
NORTHWEST SIGN REC		680.40	✓						
OGFOA									
022600									
61915	7/25/2017	110.00	0.00	07/28/2017				False	0
100-707-052018 Professional Development					DUES 2017-2018 MATT BROWN				
61915 Total:		110.00	✓						
62088	7/25/2017	110.00	0.00	07/28/2017				False	0
100-707-052018 Professional Development					DUES 2017-2018 JENNIFER JOHNSON				
62088 Total:		110.00	✓						

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
OGFOA Total:		220.00							
OPUS:INTERACTIVE, INC.									
021979									
287990	7/17/2017	39.00	0.00	07/28/2017				False	0
702-000-052006 Computer Maintenance				5951					
287990 Total:		39.00	✓						
288125	7/17/2017	5.00	0.00	07/28/2017				False	0
702-000-052006 Computer Maintenance				4775					
288125 Total:		5.00	✓						
OPUS:INTERACTIVE, IN		44.00							
OREGON ASSOC. OF MUNICIPAL RECORDERS									
OAMR									
07212017	7/21/2017	60.00	0.00	07/28/2017				False	0
100-702-052018 Professional Development				OAMR ANNUAL CONF FEE FOR LISA SCHOLL					
07212017 Total:		60.00							
OREGON ASSOC. OF MU		60.00	✓						
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/									
031685									
15909475	7/19/2017	402.00	0.00	07/28/2017				False	0
100-701-052040 Communications				CITIZENS DAY AUG 12TH ADD					
15909475 Total:		402.00							
PAMPLIN MEDIA GROU		402.00	✓						
PEAK ELECTRIC GROUP, LLC									

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PEAK.ELE									
170205	6/20/2017	3,220.00	0.00	07/28/2017				False	0
704-000-052028 Projects & Programs					50A GFCI PROTEDED CIRCUIT 1ST FLOOR PANEL				
170205 Total:		3,220.00	✓						
170346	6/23/2017	3,358.00	0.00	07/28/2017				False	0
704-000-052028 Projects & Programs					CITY HALL ELECTRICAL WORK				
170346 Total:		3,358.00	✓						
PEAK ELECTRIC GROU		6,578.00							
S-2 CONTRACTORS, INC.									
028399									
1705E2	7/11/2017	4,457.25	0.00	07/28/2017				False	0
605-000-053011 Storm Main Replacement					PREP AND PAVE PATCHES				
1705E2	7/11/2017	2,059.31	0.00	07/28/2017				False	0
601-000-056101 Water Main Replacement					PREP AND PAVE PATCHES				
1705E2	7/11/2017	1,648.50	0.00	07/28/2017				False	0
205-000-053005 Street Patching					PREP AND PAVE PATCHES				
1705E2 Total:		8,165.06							
S-2 CONTRACTORS, INC		8,165.06	✓						
SCHOLL, LISA									
L.SCHOLL									
07202017	7/20/2017	89.35	0.00	07/28/2017				False	0
100-702-052018 Professional Development					OAMR REG 1 MEETING L. SCHOLL MILEAGE REIMB				
07202017 Total:		89.35							
SCHOLL, LISA Total:		89.35	✓						
SECURE PACIFIC CORPORATION									
001384									

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
133466	7/10/2017	106.88	0.00	07/28/2017				False	0
603-736-052001 Operating Supplies				WWTP SERVICE CALL					
133466	7/10/2017	106.87	0.00	07/28/2017				False	0
603-737-052001 Operating Supplies				WWTP SERVICE CALL					
133466 Total:		213.75							
SECURE PACIFIC CORP		213.75							
SHERWIN-WILLIAMS									
031345									
5545-6	7/7/2017	138.50	0.00	07/28/2017				False	0
100-708-052001 Operating Supplies				PAINT DURACRAFT EXTRA					
5545-6 Total:		138.50							
SHERWIN-WILLIAMS To		138.50							
STAPLES BUSINESS ADVANTAGE									
031983									
3345794376	7/8/2017	57.52	0.00	07/28/2017				False	0
100-715-052004 Office Supplies				OFFICE SUPPLIES					
3345794376	7/8/2017	51.21	0.00	07/28/2017				False	0
100-707-052004 Office Supplies				OFFICE SUPPLIES					
3345794376	7/8/2017	22.26	0.00	07/28/2017				False	0
100-704-052004 Office Supplies				OFFICE SUPPLIES					
3345794376 Total:		130.99							
3345794377	7/8/2017	9.15	0.00	07/28/2017				False	0
100-715-052004 Office Supplies				FILE POCKET					
3345794377 Total:		9.15							
3346372743	7/15/2017	40.79	0.00	07/28/2017				False	0
100-701-052040 Communications				OFFICE SUPPLIES					
3346372743	7/15/2017	68.36	0.00	07/28/2017				False	0
100-715-052004 Office Supplies				OFFICE SUPPLIES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
3346372743 Total:		109.15	✓						
STAPLES BUSINESS AD		249.29							
THE LAW OFFICE OF NICHOLAS WOOD P.S.									
018419									
07132017	7/13/2017	892.50	0.00	07/28/2017				False	0
100-704-052019 Professional Services					PRO TEM JUDGE 6/20/17 AND 7/11/17				
07132017 Total:		892.50							
THE LAW OFFICE OF NI		892.50	✓						
U.S. BANK EQUIPMENT FINANCE									
033955									
335196267	7/14/2017	150.00	0.00	07/28/2017				False	0
100-715-052021 Equipment Maintenance					KYOCERA M12531				
335196267 Total:		150.00	✓						
335543443	7/20/2017	99.00	0.00	07/28/2017				False	0
100-715-052021 Equipment Maintenance					KYOCERA M12495				
335543443 Total:		99.00	✓						
U.S. BANK EQUIPMENT		249.00							
WILCOX & FLEGEL									
037003									
C020898-IN	7/13/2017	2,509.47	0.00	07/28/2017				False	0
703-734-052022 Fuel / Oil					PW SHOP FUEL				
C020898-IN Total:		2,509.47	✓						
C020901-IN	7/13/2017	498.04	✓	0.00	07/28/2017			False	0
100-708-052022 Fuel / Oil					PARKS FUEL 286. GAL				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			

C020901-IN Total:	498.04
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WILCOX & FLEGEL Tota	3,007.51
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Report Total:	70,907.18
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Accounts Payable

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ADVANCED ELECTRICAL TECHNOLOGIES									
000693								False	0
206626	7/10/2017	535.93	0.00	07/28/2017	WTP RAW WATER				
017-417-501000 Operating materials and suppli									
206626 Total:		535.93							
ADVANCED ELECTRICA		535.93							
BULLARD LAW									
004880								False	0
29303	7/20/2017	11,830.21	0.00	07/28/2017	LEGAL SERVICES GENERAL LABOR / BARGAINING				
001-002-454000 Attorney									
29303 Total:		11,830.21							
BULLARD LAW Total:		11,830.21							
CINTAS CORPORATION-463									
006830								False	0
463107609	6/26/2017	106.56	0.00	07/28/2017	MATS				
018-019-470000 Building Expense									
463107609 Total:		106.56							
463114636	6/26/2017	106.56	0.00	07/28/2017	MATS			False	0
018-020-470000 Building Expense									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
463114636 Total:		106.56							
CINTAS CORPORATION		213.12							
COLLINS, JOSEPH LEE COL								False	0
05222017	5/22/2017	200.00	0.00	07/28/2017	BAIL REFUND OVERPAID				
001-000-205000 Court's Unapplied									
05222017 Total:		200.00							
COLLINS, JOSEPH LEE T		200.00							
COLUMBIA RIVER P.U.D. 008325								False	0
07142017	7/14/2017	519.29	0.00	07/28/2017	7493			False	0
001-002-459000 Utilities								False	0
07142017	7/14/2017	838.71	0.00	07/28/2017	7493			False	0
001-004-459000 Utilities								False	0
07142017	7/14/2017	1,308.36	0.00	07/28/2017	7493			False	0
001-005-459000 Utilities								False	0
07142017	7/14/2017	208.74	0.00	07/28/2017	7493			False	0
001-005-509000 Marine board expense								False	0
07142017	7/14/2017	2,317.46	0.00	07/28/2017	7493			False	0
011-011-453000 Street Lighting								False	0
07142017	7/14/2017	1,026.52	0.00	07/28/2017	7493			False	0
012-107-459000 Utilitites								False	0
07142017	7/14/2017	331.42	0.00	07/28/2017	7493			False	0
013-403-459000 Utilities								False	0
07142017	7/14/2017	2,928.50	0.00	07/28/2017	7493			False	0
017-017-459000 Utilities								False	0
07142017	7/14/2017	5,472.74	0.00	07/28/2017	7493			False	0
017-417-459000 Utilities								False	0
07142017	7/14/2017	1,567.51	0.00	07/28/2017	7493			False	0
018-019-534000 Electrical Energy								False	0
07142017	7/14/2017	4,702.53	0.00	07/28/2017					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
018-020-534000 Electrical Energy				7493				False	0
07142017	7/14/2017	29.96	0.00	07/28/2017					
018-021-459000 Utilites				7493				False	0
07142017	7/14/2017	506.21	0.00	07/28/2017					
018-022-459000 Utilities				7493					
07142017 Total:		21,757.95							
COLUMBIA RIVER P.U.D		21,757.95							
EMMERT MOTORS, INC.									
020693								False	0
15745	5/5/2017	564.43	0.00	07/28/2017					
015-015-501000 Operating Materials & Supp				2004 CHEV T BLAZER REPAIR					
15745 Total:		564.43							
EMMERT MOTORS, INC		564.43							
ENNIS PAINT INC									
011409								False	0
330957	6/23/2017	1,932.07	0.00	07/28/2017					
011-011-549980 Street striping				WHITE / YELLOW PAINT					
330957 Total:		1,932.07							
ENNIS PAINT INC Total:		1,932.07							
HAEBE, HOLLY									
014222								False	0
05112017	5/11/2017	1,115.84	0.00	07/28/2017					
001-002-460000 CERT				CERT SUPPLIES REIMB. H. HAEBE					
05112017 Total:		1,115.84							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
HAEBE, HOLLY Total:		1,115.84							
HAMER ELECTRIC, INC.									
014475									
39742	7/7/2017	1,551.50	0.00	07/28/2017	REPAIR CONDUIT ON DOCK			False	0
001-005-509000 Marine board expense									
39742 Total:		1,551.50							
HAMER ELECTRIC, INC		1,551.50							
INTIME SERVICES INC									
016061									
8457	1/1/2017	2,280.00	0.00	07/28/2017	INTIME SERVICES 2/1/2017-1/31/2018			False	0
001-002-554000 Contractual Services									
8457 Total:		2,280.00							
INTIME SERVICES INC T		2,280.00							
OREGON DEPT. OF ENVIRONMENTAL QUALITY, ATTN: ACCOU									
010137									
HSRAF17-3530	7/20/2017	106.76	0.00	07/28/2017	BOISE VENEER PLAN PROJECT 163815-00			False	0
004-400-554110 Area Wide Planning									
HSRAF17-3530 Total:		106.76							
OREGON DEPT. OF ENV		106.76							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
128104	5/8/2017	115.41	0.00	07/28/2017	GREEN STAKE FLAG / BLUE STAKE FLAG			False	0
013-403-501000 Operating materials/supplies									

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				

128104 Total:	115.41
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TRAFFIC SAFETY SUPP	115.41
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WESTERN PARTITIONS INC
036555

03	7/17/2017	23,876.86	0.00	07/28/2017				False	0
010-302-653207 2 mg reservior rehab				2MG RES REH PROJECT W-449					

03 Total:	23,876.86	✓
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WESTERN PARTITIONS	23,876.86
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Report Total:	66,080.08
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Accounts Payable

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
ACCELA, INC. #774375									
000496									
INV-ACC32952	7/31/2017	496.00	0.00	08/04/2017				False	0
702-000-052006 Computer Maintenance				WEB PAYMENTS TRAN FEE 7/1-7/31					
		<hr/>							
INV-ACC32952 Total:		496.00							
		<hr/>							
ACCELA, INC. #774375 T		496.00							
BEMIS PRINTING									
002701									
7600	7/7/2017	58.00	0.00	08/04/2017				False	0
100-705-052001 Operating Supplies				VEHICLE TOW REPROT					
		<hr/>							
7600 Total:		58.00							
		<hr/>							
BEMIS PRINTING Total:		58.00							
BUREAU OF LABOR & INDUSTRIES, BOLI									
004930									
08022017	8/2/2017	367.39	0.00	08/04/2017				False	0
205-000-053002 Unimproved Paving & Overlays				R-658 HMAC PAVING AND OVERLAY PROJECT					
		<hr/>							
08022017 Total:		367.39							
		<hr/>							
BUREAU OF LABOR & I		367.39							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CALPORTLAND COMPANY									
005860									
93346558	7/11/2017	457.50	0.00	08/04/2017				False	0
601-000-056101	Water Main Replacement			CONCRETE 3 CY W-449 2MG RES REHAB					
	93346558 Total:	457.50							
	CALPORTLAND COMPA	457.50							
CENTRAL CITY CONCERN									
006279									
06302017	6/30/2017	145.00	0.00	08/04/2017				False	0
100-705-052019	Professional Services			VIVIAN M BROWN DETOX					
	06302017 Total:	145.00							
	CENTRAL CITY CONCE	145.00							
CINTAS CORPORATION									
037620									
5008501963	7/25/2017	56.04	0.00	08/04/2017				False	0
703-734-052001	Operating Supplies			CABINET REFILL ITEM 119260 REMOVED PER SHEIF					
	5008501963 Total:	56.04							
	CINTAS CORPORATION	56.04							
CINTAS CORPORATION-463									
006830									
463107608	6/12/2017	35.00	0.00	08/04/2017				False	0
100-705-052023	Facility Maintenance			SAFEWASHER					
	463107608 Total:	35.00							
463114635	6/26/2017	35.00	0.00	08/04/2017				False	0
100-705-052023	Facility Maintenance			SAFEWASHER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
463114635 Total:		35.00							
463128649	7/24/2017	48.61	0.00	08/04/2017				False	0
703-734-052023	Facility Maintenance				MATS				
463128649 Total:		48.61							
463132259	7/31/2017	51.61	0.00	08/04/2017				False	0
100-705-052023	Facility Maintenance				MATS				
463132259 Total:		51.61							
CINTAS CORPORATION		170.22							
CITY OF COLUMBIA CITY									
007370									
07262017	7/26/2017	75.47	0.00	08/04/2017				False	0
601-732-052003	Utilities				001754-001				
07262017 Total:		75.47							
CITY OF COLUMBIA CIT		75.47							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
170309	8/2/2017	259.14	0.00	08/04/2017				False	0
100-702-052019	Professional Services				MONTHLY USER FEE OR 0486 ERMS SAAS				
170309 Total:		259.14							
CLOUD RECORDS MAN		259.14							
COLUMBIA COUNTY CLERK									
007500									
07312017	7/31/2017	61.00	0.00	08/04/2017				False	0
603-735-052001	Operating Supplies				CLAIM OF LIEN 293 SUNSET BLVD				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	07312017 Total:	61.00							
	COLUMBIA COUNTY CL	61.00							
COLUMBIA COUNTY RIDER									
007766									
16-1790	7/6/2017	8.00	0.00	08/04/2017				False	0
100-705-052019 Professional Services				VOUCHERS ST. HELENS TO PORTLAND / SCAPPOOS					
	16-1790 Total:	8.00							
	COLUMBIA COUNTY RI	8.00							
COLUMBIA RIVER P.U.D.									
008325									
07262017	7/26/2017	1,113.00	0.00	08/04/2017				False	0
203-716-052076 Gateway Project - Phase 2				NEW SERVICE GATEWAY PROJECT					
	07262017 Total:	1,113.00							
	COLUMBIA RIVER P.U.D	1,113.00							
COMCAST									
COMCAST									
07212017	7/21/2017	1,071.63	0.00	08/04/2017				False	0
702-000-052003 Utilities				4669 POL/ LIB / CITY HALL /					
	07212017 Total:	1,071.63							
07252017	7/25/2017	102.85	0.00	08/04/2017				False	0
702-000-052003 Utilities				MARINE DOCKS 3930					
	07252017 Total:	102.85							
	COMCAST Total:	1,174.48							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
CONSOLIDATED SUPPLY									
009000									
S8306719.003	7/20/2017	487.55	0.00	08/04/2017				False	0
601-731-052001	Operating Supplies			STEEL COUPLING WYE BRANCH CONN / RED GASK					
	S8306719.003 Total:	487.55							
S8322405.001	7/13/2017	42.81	0.00	08/04/2017				False	0
202-722-052023	Facility Maintenance			CLOSET SPUD / URINAL SPUD					
	S8322405.001 Total:	42.81							
	CONSOLIDATED SUPPL	530.36							
CORPORATION DIVISION - NOTARY, STATE OF OREGON									
025908									
08032017	8/3/2017	40.00	0.00	08/04/2017				False	0
100-702-052018	Professional Development			NOTARY PUBLIC - KATHRYN JOY PAYNE					
	08032017 Total:	40.00							
	CORPORATION DIVISIO	40.00							
COUNTRY MEDIA INC.									
006800									
286776	7/26/2017	212.77	0.00	08/04/2017				False	0
100-710-052011	Public Information			PLANNING PUBLIC HEARING					
	286776 Total:	212.77							
	COUNTRY MEDIA INC. T	212.77							
DONOVAN ENTERPRISES INC									
010744									
1182	8/2/2017	2,379.59	0.00	08/04/2017				False	0
602-000-052019	Professional Services			PROFESSIONAL SERVICES JULY 2017					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	1182 Total:	2,379.59							
	DONOVAN ENTERPRISE	2,379.59							
<hr/>									
ECONORTHWEST 011130									
18235	3/31/2017	1,025.00	0.00	08/04/2017				False	0
202-721-052019 Professional Services				PROJECT 22781.00 RFQ ASSISTANCE					
	18235 Total:	1,025.00							
	ECONORTHWEST Total:	1,025.00							
<hr/>									
ETTER, TERRI R. ETTER.T									
07312017	7/31/2017	1,150.00	0.00	08/04/2017				False	0
100-705-052019 Professional Services				JULY 2017 EV ROOM INV. 46 HOURS					
	07312017 Total:	1,150.00							
	ETTER, TERRI R. Total:	1,150.00							
<hr/>									
FEDEX / WHOLESALE COLLECTIONS % SRG 011878									
810125349	12/19/2016	67.58	0.00	08/04/2017				False	0
601-732-052064 Lab Testing				SHIPPING FEES					
	810125349 Total:	67.58							
	FEDEX / WHOLESALE C	67.58							
<hr/>									
FLASHALERT NEWSWIRE 012248									
9401	8/1/2017	230.00	0.00	08/04/2017				False	0

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
100-702-052019 Professional Services				NEWS DISTRIB. SEPT 2017-AUG 2017					
9401 Total:		230.00							
FLASHALERT NEWSWIR		230.00							
GRANICUS INC									
014033									
87998	6/1/2017	9,000.00	0.00	08/04/2017				False	0
702-000-052006 Computer Maintenance				PEAK AGENDA MANAGEMENT / GOVE TRANS/ MON					
87998 Total:		9,000.00							
GRANICUS INC Total:		9,000.00							
GRANTS PASS WATER LAB									
01414									
17576	7/20/2017	42.00	0.00	08/04/2017				False	0
601-732-052064 Lab Testing				TESTING					
17576 Total:		42.00							
301218	7/31/2017	350.00	0.00	08/04/2017				False	0
601-732-052064 Lab Testing				TESTING					
301218 Total:		350.00							
GRANTS PASS WATER L		392.00							
H.D. FOWLER CO.									
012650									
14572946	7/20/2017	71.43	0.00	08/04/2017				False	0
601-731-052001 Operating Supplies				COMPANION FLANGE PLATED BOLT					
14572946 Total:		71.43							
14574612	7/21/2017	709.50	0.00	08/04/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
601-731-052001 Operating Supplies					TAPPING SLEEVE / SALES TAX REMOVED				
I4574612 Total:		709.50							
H.D. FOWLER CO. Total:		780.93							
INGRAM LIBRARY SERVICES, INC. 016240									
99367511	7/19/2017	32.02	0.00	08/04/2017				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
99367511 Total:		32.02							
99367512	7/19/2017	26.57	0.00	08/04/2017				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
99367512 Total:		26.57							
99367513	7/19/2017	726.89	0.00	08/04/2017				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
99367513 Total:		726.89							
99440745	7/25/2017	147.99	0.00	08/04/2017				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
99440745 Total:		147.99							
99440746	7/25/2017	93.78	0.00	08/04/2017				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
99440746 Total:		93.78							
INGRAM LIBRARY SERV		1,027.25							
JORDAN RAMIS PC 030274									
134723	7/25/2017	890.00	0.00	08/04/2017				False	0
603-735-052019 Professional Services					BINGS RESTAURANT BANKRUPTCY				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
134723 Total:		890.00							
134769	7/25/2017	115.00	0.00	08/04/2017				False	0
202-722-052019 Professional Services				BOISE CASCADE PROP LEASE					
134769 Total:		115.00							
134985	7/25/2017	640.00	0.00	08/04/2017				False	0
100-715-052019 Professional Services				GENREAL LEGAL SERVICES					
134985 Total:		640.00							
135132	7/25/2017	814.00	0.00	08/04/2017				False	0
202-722-052019 Professional Services				BOISE WHITE PAPER REAL ESTATE TRANS					
135132 Total:		814.00							
JORDAN RAMIS PC Tota		2,459.00							
KNIFE RIVER									
017628									
1732023	7/10/2017	130.32	0.00	08/04/2017				False	0
202-722-052023 Facility Maintenance				ROCK					
1732023 Total:		130.32							
1732024	7/10/2017	132.93	0.00	08/04/2017				False	0
202-722-052023 Facility Maintenance				ROCK					
1732024 Total:		132.93							
KNIFE RIVER Total:		263.25							
LANCE, CLAYTON J.									
007544									
3	8/2/2017	1,147.00	0.00	08/04/2017				False	0
100-704-052019 Professional Services				PRO TEM CITY PROSECUTOR 7/28-8/2					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
3 Total:		1,147.00							
LANCE, CLAYTON J. Tot		1,147.00							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
1694	7/21/2017	272.00	0.00	08/04/2017				False	0
100-704-052018 Professional Development				ROBERT STRANGE					
1694 Total:		272.00							
1695	7/24/2017	80.00	0.00	08/04/2017				False	0
100-704-052018 Professional Development				NAOMI HOLINBECK					
1695 Total:		80.00							
LANG, ATTORNEY AT LA		352.00							
LEAGUE OF OREGON CITIES									
018100									
200375	7/26/2017	450.00	0.00	08/04/2017				False	0
100-703-052018 Professional Development				DOUG MORTEN REG COUNCILORS WORKSHOP					
200375 Total:		450.00							
LEAGUE OF OREGON C		450.00							
METROPRESORT									
020292									
494753	7/28/2017	555.34	0.00	08/04/2017				False	0
100-707-052019 Professional Services				UB BILL PRINTING SERVICES 16690					
494753 Total:		555.34							
METROPRESORT Total:		555.34							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #					
Account Number	Description				Reference									
MIDWEST TAPE														
020427														
95228173	7/13/2017	409.91	0.00	08/04/2017				False	0					
100-706-052035	Audio Materials			ABD BOOKS										
95228173 Total:		409.91												
95228175	7/13/2017	91.96	0.00	08/04/2017				False	0					
100-706-052034	Visual Materials			DVD										
95228175 Total:		91.96												
95244167	7/20/2017	74.98	0.00	08/04/2017				False	0					
100-706-052035	Audio Materials			ABD BOOKS										
95244167 Total:		74.98												
95244169	7/20/2017	56.98	0.00	08/04/2017				False	0					
100-706-052034	Visual Materials			DVD										
95244169 Total:		56.98												
95260312	7/27/2017	8.99	0.00	08/04/2017				False	0					
100-706-052034	Visual Materials			DVD										
95260312 Total:		8.99												
MIDWEST TAPE Total:		642.82												
NELSON, SUSAN														
020935														
08012017	8/1/2017	51.92	0.00	08/04/2017				False	0					
703-734-052028	Projects & Programs			DOOR PRIZE AND SPEAKER GIFT FOR SAFETY MEE'										
08012017 Total:		51.92												
NELSON, SUSAN Total:		51.92												

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
NORTHWEST APPAREL									
021558									
11673	6/19/2017	180.00	0.00	08/04/2017				False	0
100-703-052045 Youth Council				TSHIRTS					
	11673 Total:	180.00							
	NORTHWEST APPAREL	180.00							
NORTHWEST DELI DISTRIBUTION INC									
021184									
303902-2	7/21/2017	809.20	0.00	08/04/2017				False	0
100-708-052001 Operating Supplies				LINERS					
	303902-2 Total:	809.20							
	NORTHWEST DELI DIST	809.20							
OCCUPATIONAL SAFETY, HEALTH & WELLNESS, LLC									
OSHW									
564	7/11/2017	380.00	0.00	08/04/2017				False	0
100-705-052019 Professional Services				2017-2018 EXPOSURE ACCESS FEE					
	564 Total:	380.00							
	OCCUPATIONAL SAFET	380.00							
ONE CALL CONCEPTS, INC.									
021950									
7070495	7/31/2017	17.36	0.00	08/04/2017				False	0
601-731-052019 Professional Services				52 TICKETS					
7070495	7/31/2017	17.37	0.00	08/04/2017				False	0
603-735-052019 Professional Services				52 TICKETS					
	7070495 Total:	34.73							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
ONE CALL CONCEPTS,		34.73							
OPUS:INTERACTIVE, INC.									
021979									
288077	7/17/2017	5.00	0.00	08/04/2017				False	0
702-000-052006	Computer Maintenance			5022	POLICE				
288077 Total:		5.00							
<hr/>									
OPUS:INTERACTIVE, IN		5.00							
OREGON DEPT. OF TRANSPORTATION									
023301									
07272017	7/27/2017	270.00	0.00	08/04/2017				False	0
205-000-052060	Lease			LEASE 7/1/17-6/30/2018 5A-PM/LO-00736/27.60					
07272017 Total:		270.00							
<hr/>									
OREGON DEPT. OF TRA		270.00							
OREGON DMV									
023150									
67431-063017	6/30/2017	23.00	0.00	08/04/2017				False	0
100-705-052001	Operating Supplies			SUSPENSION PACKAGE					
67431-063017 Total:		23.00							
<hr/>									
OREGON DMV Total:		23.00							
ORKIN									
ORKIN									
160233703	8/2/2017	89.04	0.00	08/04/2017				False	0
100-705-052023	Facility Maintenance			PEST CONTROL					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
160233703 Total:		89.04							
ORKIN Total:		89.04							
OVERDRIVE INC 024059									
H-0042664	7/1/2017	4,045.96	0.00	08/04/2017				False	0
100-706-052032 Digital Resources					LIBRARY PARTICIPATION MAINT FEE / FUTURE CON				
H-0042664 Total:		4,045.96							
OVERDRIVE INC Total:		4,045.96							
PAGEFREEZER SOFTWARE, INC. 024630									
INV-3803	8/2/2017	900.00	0.00	08/04/2017				False	0
100-702-052019 Professional Services					SOCIAL MEDIA ARCHIVING FOR GOVERNMENT AG				
INV-3803 Total:		900.00							
PAGEFREEZER SOFTWA		900.00							
PEAK ELECTRIC GROUP, LLC PEAK.ELE									
170343	7/5/2017	1,378.00	0.00	08/04/2017				False	0
704-000-052028 Projects & Programs					POWER TO GAZEBO MCCORMICK PARK				
170343 Total:		1,378.00							
170376	6/23/2017	404.00	0.00	08/04/2017				False	0
205-000-052001 Operating Supplies					TRIANLE AT 13TH AND COL ELECTRIC WORK				
170376 Total:		404.00							
170388	6/23/2017	1,922.00	0.00	08/04/2017				False	0
704-000-052028 Projects & Programs					CITY HALL MEETING ROOM ELECTRIC WORK				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
170388 Total:		1,922.00							
PEAK ELECTRIC GROU		3,704.00							
PETTY CASH- JAMIE EDWARDS									
018757									
07312017	7/31/2017	38.75	0.00	08/04/2017				False	0
100-715-052004 Office Supplies					BREAK ROOM MEETING COFFEE				
07312017	7/31/2017	3.97	0.00	08/04/2017				False	0
100-708-052001 Operating Supplies					SOAP FOR COL VIEW PARK RESTROOMS				
07312017	7/31/2017	16.86	0.00	08/04/2017				False	0
100-703-052041 Council Discrenary					TOTE FOR CITIZENS DAY AT THE PARK				
07312017	7/31/2017	14.81	0.00	08/04/2017				False	0
100-702-052028 Projects & Programs					EMP. BBQ SUPPLIES				
07312017	7/31/2017	25.09	0.00	08/04/2017				False	0
603-735-052001 Operating Supplies					WWTP LUNCH REIMB				
07312017	7/31/2017	5.00	0.00	08/04/2017				False	0
100-702-052018 Professional Development					REFUN PEDESTAL AT DOCKS				
07312017	7/31/2017	15.00	0.00	08/04/2017				False	0
100-702-052018 Professional Development					OAMR LUNCH MEETING				
07312017	7/31/2017	11.00	0.00	08/04/2017				False	0
603-737-052064 Lab Testing					LUNCH WHILE DELIVERING SAMPLES				
07312017	7/31/2017	25.00	0.00	08/04/2017				False	0
100-703-052041 Council Discrenary					PIZZA FOR RELAY FOR LIFE				
07312017	7/31/2017	24.00	0.00	08/04/2017				False	0
703-733-052018 Professional Development					DONUST FOR SAFETY TRAINING				
07312017	7/31/2017	18.96	0.00	08/04/2017				False	0
100-703-052041 Council Discrenary					RELAY FOR LIFE SUPPLIES				
07312017 Total:		198.44							
PETTY CASH- JAMIE ED		198.44							
PETTY CASH LIBRARY- JAMIE EDWARDS									
018754									
07112017	8/3/2017	30.00	0.00	08/04/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
100-000-021300 Library Replacement Fines					REIMB FOR LOST BOOK				
07112017	8/3/2017	15.00	0.00	08/04/2017				False	0
100-000-021300 Library Replacement Fines					REIMB FOR LOST BOOK				
07112017	8/3/2017	30.00	0.00	08/04/2017				False	0
100-000-021300 Library Replacement Fines					REIMB FOR LOST BOOK				
07112017	8/3/2017	30.00	0.00	08/04/2017				False	0
100-000-021300 Library Replacement Fines					REIMB FOR LOST BOOK				
07112017	8/3/2017	20.00	0.00	08/04/2017				False	0
100-706-052028 Projects & Programs					PROGRAM REIMB.				
07112017 Total:		125.00							
PETTY CASH LIBRARY-		125.00							
PHILLIPS, CYNTHIA									
025515									
08012017	8/1/2017	2,125.00	0.00	08/04/2017				False	0
100-704-052019 Professional Services					JUDICIAL SERVICES 7/24/17-8/1/17				
08012017 Total:		2,125.00							
PHILLIPS, CYNTHIA Tot		2,125.00							
REIGN AUDIO, BREAK OF DAY RECORDS									
027111									
08032017	8/3/2017	5,000.00	0.00	08/04/2017				False	0
201-000-052059 Events - General					RE ISSUE CK 118204 SOUND FOR 13NIGHT ON THE R				
08032017 Total:		5,000.00							
REIGN AUDIO, BREAK O		5,000.00							
SANCHEZ, RITCHIE									
21563									
08012017	8/1/2017	800.00	0.00	08/04/2017				False	0
100-703-052041 Council Discrenary					DJ SERVICES CITZENS DAY AT THE PARK				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
08012017 Total:		800.00							
SANCHEZ, RITCHIE Tota		800.00							
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STAPLES BUSINESS ADVANTAGE									
031983									
3346956591	7/22/2017	144.80	0.00	08/04/2017				False	0
100-715-052004 Office Supplies				COPY PAPER					
3346956591 Total:		144.80							
3346956592	7/22/2017	199.62	0.00	08/04/2017				False	0
100-715-052004 Office Supplies				TP / ROLL TOWEL					
3346956592 Total:		199.62							
3346956593	7/22/2017	49.96	0.00	08/04/2017				False	0
100-715-052004 Office Supplies				WHITE POSTCARD STOCK 100CT					
3346956593 Total:		49.96							
STAPLES BUSINESS AD		394.38							
<hr/>									
TERRITORIAL SUPPLIES INC.									
033015									
13559	7/17/2017	135.94	0.00	08/04/2017				False	0
100-705-052001 Operating Supplies				NK TEST					
13559 Total:		135.94							
TERRITORIAL SUPPLIE		135.94							
<hr/>									
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
130451	7/26/2017	54.58	0.00	08/04/2017				False	0
100-708-052001 Operating Supplies				DOG PARK SIGNS					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	130451 Total:	54.58							
	TRAFFIC SAFETY SUPP	54.58							
<hr/>									
UPS									
033900									
00006550XW297	7/22/2017	53.59	0.00	08/04/2017				False	0
601-732-052064 Lab Testing					SHIPPING GRANTS PASS WATER LAB				
	00006550XW297 Total:	53.59							
	UPS Total:	53.59							
<hr/>									
VERIZON WIRELESS									
000720									
9789565007	7/20/2017	1,563.99	0.00	08/04/2017				False	0
702-000-052010 Telephone					POLICE 271826771-00001				
	9789565007 Total:	1,563.99							
9789617299	7/20/2017	852.37	0.00	08/04/2017				False	0
702-000-052010 Telephone					871458396-00001				
9789617299	7/20/2017	36.20	0.00	08/04/2017				False	0
603-736-052010 Telephone					871458396-00001				
9789617299	7/20/2017	36.20	0.00	08/04/2017				False	0
603-737-052010 Telephone					871458396-00001				
	9789617299 Total:	924.77							
	VERIZON WIRELESS To	2,488.76							
<hr/>									
WILCOX & FLEGEL									
037003									
C021279-IN	7/27/2017	1,292.42	0.00	08/04/2017				False	0
100-705-052022 Fuel / Oil					POLICE FUEL 536.9 GAL EG				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			

C021279-IN Total: 1,292.42

WILCOX & FLEGEL Tota 1,292.42

Report Total: 50,307.09

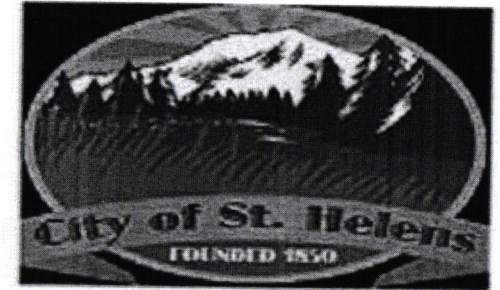
Accounts Payable

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User: jenniferj
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 Batch: 00002.08.2017 - AP 8/4/17 FY 17-18 (2)



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
A+ ENGRAVING LLC									
45875									
847	7/29/2017	150.00	0.00	08/04/2017				False	0
100-703-052024 Miscellaneous					PLAQUE FOR CITIZENS DAY IN THE PARK				
847 Total:		150.00							
A+ ENGRAVING LLC To		150.00							
Report Total:		150.00							

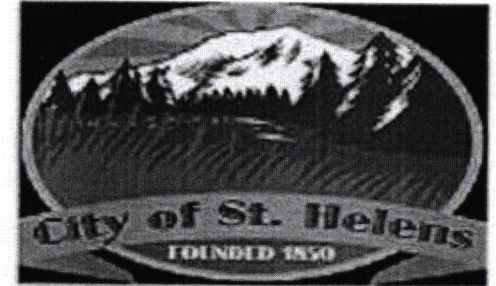
Accounts Payable


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 Batch: 00004.08.2017 - AP 8/11/17 FY 16-17

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
07252017	7/25/2017	492.23	0.00	08/11/2017				False	0
001-004-470000 Building Expense				MATERIALS FOR LIBRARY					
07252017 Total:		492.23							
DAHLGRENS DO IT BES		492.23							
KENNEDY/JENKS CONSULTANTS INC									
017440									
113867	7/23/2017	750.77	0.00	08/11/2017				False	0
010-302-653207 2 mg reservior rehab				PROJECT 1676012*00 2MG RES REHAB					
113867 Total:		750.77							
KENNEDY/JENKS CONS		750.77							
Report Total:		1,243.00							

THV

Accounts Payable

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 Batch: 00003.08.2017 - AP 8/11/17 FY 17-18

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ACE HARDWARE									
000500									
1211	7/31/2017	35.32	0.00	08/11/2017				False	0
205-000-052001 Operating Supplies				MATERIALS					
1211	7/31/2017	-3.54	0.00	08/11/2017				False	0
205-000-052001 Operating Supplies				MATERIALS DISCOUNT					
1211 Total:		31.78							
1213	7/31/2017	225.24	0.00	08/11/2017				False	0
100-708-052001 Operating Supplies				MATERIALS PARKS					
1213	7/31/2017	-22.55	0.00	08/11/2017				False	0
100-708-052001 Operating Supplies				MATERIALS PARKS DISCOUNT TAKEN					
1213 Total:		202.69							
1214	7/31/2017	8.98	0.00	08/11/2017				False	0
100-705-052001 Operating Supplies				BATTERY LITH					
1214 Total:		8.98							
1217	7/31/2017	224.00	0.00	08/11/2017				False	0
603-737-052001 Operating Supplies				MATERIALS					
1217	7/31/2017	106.55	0.00	08/11/2017				False	0
603-736-052001 Operating Supplies				MATERIALS					
1217	7/31/2017	106.56	0.00	08/11/2017				False	0
603-737-052001 Operating Supplies				MATERIALS					
1217	7/31/2017	-42.19	0.00	08/11/2017				False	0
603-737-052001 Operating Supplies				DISCOUNT TAKEN					
1217 Total:		394.92							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
1218	7/31/2017	315.00	0.00	08/11/2017				False	0
601-731-052001 Operating Supplies				MATERIALS					
1218	7/31/2017	53.53	0.00	08/11/2017				False	0
601-000-056101 Water Main Replacement				MATERIALS					
1218	7/31/2017	43.65	0.00	08/11/2017				False	0
202-722-052023 Facility Maintenance				MATERIALS					
1218	7/31/2017	70.53	0.00	08/11/2017				False	0
601-732-052001 Operating Supplies				MATERIALS					
1218	7/31/2017	-49.31	0.00	08/11/2017				False	0
601-731-052001 Operating Supplies				MATERIALS DISCOUNT TAKEN					
1218 Total:		433.40							
ACE HARDWARE Total:		1,071.77							
ADVANCED ELECTRICAL TECHNOLOGIES									
000693									
206713	8/2/2017	5,535.94	0.00	08/11/2017				False	0
601-732-052023 Facility Maintenance				SERVICE FOR WFF					
206713 Total:		5,535.94							
ADVANCED ELECTRICA		5,535.94							
ALONZO YARD MAINTENANCE LLC									
000115									
05102017	5/10/2017	387.79	0.00	08/11/2017				False	0
703-734-052084 Abatement Expense				920 PLYMOUTH ST / NUISANCE ABATEMENT					
05102017 Total:		387.79							
05172017	5/17/2017	273.79	0.00	08/11/2017				False	0
703-734-052084 Abatement Expense				215 N 5TH ST / NUISANCE ABATEMENT					
05172017 Total:		273.79							
05242017	5/24/2017	272.49	0.00	08/11/2017				False	0
703-734-052084 Abatement Expense				375 S 13TH / NUISANCE ABATEMENT					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	05242017 Total:	272.49							
05312017	5/31/2017	235.70	0.00	08/11/2017				False	0
703-734-052084	Abatement Expense				375 S 13TH ST / NUISANCE ABATEMENT				
	05312017 Total:	235.70							
06072017	6/7/2017	322.49	0.00	08/11/2017				False	0
703-734-052084	Abatement Expense				375 S 13TH ST/ NUISANCE ABATEMENT				
	06072017 Total:	322.49							
	ALONZO YARD MAINTENANCE	1,492.26							
ALPHA ENVIRONMENTAL SERVICES, ATTN CASEY WARD									
00011									
08092017	8/9/2017	20.00	0.00	08/11/2017				False	0
100-000-037004	Miscellaneous - General				REFUND PUBLIC RECORDS REQUEST DEPOSIT				
	08092017 Total:	20.00							
	ALPHA ENVIRONMENT	20.00							
BABAITSEV, ANTON A.									
BAB									
0002765	8/8/2017	360.00	0.00	08/11/2017				False	0
100-000-036002	Fines - Court				OVERAGE REFUND ANTON BABAITSEV 0054493				
	0002765 Total:	360.00							
	BABAITSEV, ANTON A.	360.00							
CANON SOLUTIONS AMERICA, INC									
021694									
4023287823	7/31/2017	25.73	0.00	08/11/2017				False	0
100-706-052024	Miscellaneous				CONTRACT 1539734				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
4023287823 Total:		25.73							
CANON SOLUTIONS AM		25.73							
CENTERLOGIC, INC.									
011595									
41416	8/3/2017	33.99	0.00	08/11/2017				False	0
702-000-052001 Operating Supplies				APPLE USB ETHERNET ADAPTER					
41416 Total:		33.99							
41443	8/1/2017	5,702.00	0.00	08/11/2017				False	0
702-000-052006 Computer Maintenance				MSP AGREEMENT SONICWALL FAAS / FIREWALL					
41443 Total:		5,702.00							
41639	8/3/2017	325.00	0.00	08/11/2017				False	0
702-000-052006 Computer Maintenance				SECURE BACKUP					
41639 Total:		325.00							
41716	8/3/2017	14.97	0.00	08/11/2017				False	0
702-000-052001 Operating Supplies				MOUSE FOR AB					
41716	8/3/2017	1,643.75	0.00	08/11/2017				False	0
702-000-052019 Professional Services				MOUSE FOR AB					
41716 Total:		1,658.72							
CENTERLOGIC, INC. To		7,719.71							
CENTURY LINK									
034002									
07252017	7/25/2017	346.12	0.00	08/11/2017				False	0
702-000-052010 Telephone				966B CITY HALL					
07252017 Total:		346.12							
08042017	8/4/2017	20.16	0.00	08/11/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
603-736-052010 Telephone					654B WWTP				
08042017	8/4/2017	85.96	0.00	08/11/2017				False	0
702-000-052010 Telephone					798B CITY HALL				
08042017	8/4/2017	40.33	0.00	08/11/2017				False	0
702-000-052010 Telephone					579B				
08042017	8/4/2017	201.05	0.00	08/11/2017				False	0
702-000-052010 Telephone					228B PUBLIC WORKS				
08042017	8/4/2017	214.76	0.00	08/11/2017				False	0
702-000-052010 Telephone					488B LIBRARY				
08042017	8/4/2017	64.49	0.00	08/11/2017				False	0
702-000-052010 Telephone					909B PUBLIC WORKS				
08042017	8/4/2017	100.39	0.00	08/11/2017				False	0
702-000-052010 Telephone					967B CITY HALL				
08042017	8/4/2017	47.92	0.00	08/11/2017				False	0
702-000-052010 Telephone					130B CITY HALL				
08042017	8/4/2017	20.17	0.00	08/11/2017				False	0
603-737-052010 Telephone					654B WWTP				
08042017	8/4/2017	38.66	0.00	08/11/2017				False	0
603-737-052010 Telephone					293B WWTP				
08042017	8/4/2017	38.64	0.00	08/11/2017				False	0
603-736-052010 Telephone					293B WWTP				
08042017	8/4/2017	20.16	0.00	08/11/2017				False	0
603-736-052010 Telephone					600B WWTP				
08042017	8/4/2017	20.17	0.00	08/11/2017				False	0
603-737-052010 Telephone					600B WWTP				
08042017	8/4/2017	20.16	0.00	08/11/2017				False	0
603-737-052010 Telephone					688B WWTP				
08042017	8/4/2017	20.17	0.00	08/11/2017				False	0
603-736-052010 Telephone					688B WWTP				
08042017 Total:		953.19							
CENTURY LINK Total:		1,299.31							
CINTAS CORPORATION									
037620									
5008501965	7/25/2017	43.15	0.00	08/11/2017				False	0
100-715-052019 Professional Services					CABINET REFILL / CLEANED CITY HALL				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
5008501965 Total:		43.15							
CINTAS CORPORATION		43.15							
CINTAS CORPORATION-463 006830									
463121655	7/10/2017	53.28	0.00	08/11/2017				False	0
603-737-052023 Facility Maintenance					MATS				
463121655	7/10/2017	53.28	0.00	08/11/2017				False	0
603-736-052023 Facility Maintenance					MATS				
463121655 Total:		106.56							
463128651	7/24/2017	53.28	0.00	08/11/2017				False	0
603-736-052023 Facility Maintenance					MATS				
463128651	7/24/2017	53.28	0.00	08/11/2017				False	0
603-737-052023 Facility Maintenance					MATS				
463128651 Total:		106.56							
CINTAS CORPORATION		213.12							
CITY OF COLUMBIA CITY 007370									
07262017	7/26/2017	130.17	0.00	08/11/2017				False	0
601-731-052003 Utilities					001754-002 WELL HOUSE WATER				
07262017 Total:		130.17							
CITY OF COLUMBIA CIT		130.17							
CITY OF ST. HELENS ST.HELEN									
08042017	8/4/2017	100.00	0.00	08/11/2017				False	0
100-703-052041 Council Discrenary					RELAY FOR LIFE COUPON FOR WATER ACCT S. DUC				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	08042017 Total:	100.00							
	CITY OF ST. HELENS To	100.00							
CNA SURETY									
007157									
08092017	8/9/2017	175.00	0.00	08/11/2017				False	0
100-702-052018 Professional Development				K. PAYNE BOND 70604085 COMAPNY 0601					
	08092017 Total:	175.00							
	CNA SURETY Total:	175.00							
CODE PUBLISHING, INC.									
007162									
57371	8/4/2017	813.85	0.00	08/11/2017				False	0
100-702-052019 Professional Services				MUNICIPAL CODE UPDATE					
	57371 Total:	813.85							
	CODE PUBLISHING, INC	813.85							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201707CSH	8/1/2017	2,250.00	0.00	08/11/2017				False	0
100-708-052019 Professional Services				PARKS WORK CREW					
201707CSH	8/1/2017	750.00	0.00	08/11/2017				False	0
703-734-052019 Professional Services				PW WORK CREW					
	201707CSH Total:	3,000.00							
	COLUMBIA CO. DEPT. O	3,000.00							
COLUMBIA FEED & SUPPLY									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
008120									
22354	7/26/2017	229.00	0.00	08/11/2017				False	0
100-705-052044 K9				DOG FOOD					
	22354 Total:	229.00							
	COLUMBIA FEED & SUP	229.00							
COLUMBIA RIVER P.U.D.									
008325									
08012017	8/1/2017	42,747.03	0.00	08/11/2017				False	0
603-737-052003 Utilities				38633					
	08012017 Total:	42,747.03							
	COLUMBIA RIVER P.U.D	42,747.03							
CONSOLIDATED SUPPLY									
009000									
S8306719.001	7/6/2017	10,841.75	0.00	08/11/2017				False	0
601-731-052001 Operating Supplies				MATERIALS					
	S8306719.001 Total:	10,841.75							
S8325800.001	8/2/2017	211.37	0.00	08/11/2017				False	0
601-731-052001 Operating Supplies				MATERIALS					
	S8325800.001 Total:	211.37							
	CONSOLIDATED SUPPL	11,053.12							
COUNTRY MEDIA INC.									
006800									
287980	8/2/2017	266.16	0.00	08/11/2017				False	0
100-701-052040 Communications				CITIZENS DAY ADVERTISING					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
287980 Total:		266.16							
288034	8/2/2017	266.16	0.00	08/11/2017				False	0
100-701-052040 Communications		CITIZENS DAY ADVERTISING							
288034 Total:		266.16							
288040	8/2/2017	45.00	0.00	08/11/2017				False	0
100-702-052011 Public Information		POLICE OFFICER							
288040 Total:		45.00							
COUNTRY MEDIA INC. T		577.32							
DAY WIRELESS SYSTEMS									
010117									
441052	7/28/2017	3,797.51	0.00	08/11/2017				False	0
701-000-053001 Capital Outlay		INSTALL EMERGENCY LIGHTING AND RADIO							
441052 Total:		3,797.51							
441059	7/31/2017	3,763.64	0.00	08/11/2017				False	0
701-000-053001 Capital Outlay		INSTALL EMERGENCY LIGHTING AND RADIO							
441059 Total:		3,763.64							
DAY WIRELESS SYSTEM		7,561.15							
DOCKSIDE STEAK & PASTA									
DOCKSIDE									
1270	8/6/2017	200.00	0.00	08/11/2017				False	0
203-716-052076 Gateway Project - Phase 2		PARTY APPETIZERS GATEWAY PHASE 2							
1270 Total:		200.00							
DOCKSIDE STEAK & PA		200.00							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
DON'S RENTAL									
010700									
501585	7/11/2017	9.90	0.00	08/11/2017				False	0
100-708-052001 Operating Supplies				PROPANE PARKS					
501585 Total:		9.90							
DON'S RENTAL Total:		9.90							
E2C CORPORATION									
E2C									
4102	8/1/2017	533.50	0.00	08/11/2017				False	0
201-000-052019 Professional Services				SHIPPING MISFITS PROPS MUSEUM PROPS PROPOS.					
4102 Total:		533.50							
4104	8/9/2017	1,940.00	0.00	08/11/2017				False	0
201-000-052074 Events - 13 Nights				13 NIGHTS BANDS					
4104 Total:		1,940.00							
E2C CORPORATION Tota		2,473.50							
HAMER ELECTRIC, INC.									
014475									
39825	7/31/2017	1,061.53	0.00	08/11/2017				False	0
603-737-052001 Operating Supplies				PURCHASE STARTER					
39825 Total:		1,061.53							
HAMER ELECTRIC, INC		1,061.53							
HARRINGTON INDUSTRIAL PLASTICS LLC									
014640									
009H6548	7/25/2017	328.60	0.00	08/11/2017				False	0
601-732-052001 Operating Supplies				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
009H6548 Total:		328.60							
HARRINGTON INDUSTR		328.60							
HART RADIATOR, INC. 014658 104372	7/31/2017	778.14	0.00	08/11/2017				False	0
701-000-052001 Operating Supplies				RC GENSET					
104372 Total:		778.14							
HART RADIATOR, INC. T		778.14							
HD SUPPLY WATERWORKS, LTD 020916 H493024	7/26/2017	544.32	0.00	08/11/2017				False	0
601-731-052001 Operating Supplies				METER BOX LIDS					
H493024 Total:		544.32							
HD SUPPLY WATERWOR		544.32							
HUDSON GARBAGE SERVICE 015875 9407752	8/1/2017	54.03	0.00	08/11/2017				False	0
100-706-052003 Utilities				1554					
9407752 Total:		54.03							
9407870	8/1/2017	110.99	0.00	08/11/2017				False	0
603-737-052003 Utilities				8333					
9407870	8/1/2017	111.00	0.00	08/11/2017				False	0
603-736-052003 Utilities				8333					
9407870 Total:		221.99							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
9408025	8/1/2017	87.07	0.00	08/11/2017				False	0
100-715-052003 Utilities				7539					
9408025 Total:		87.07							
9408026	8/1/2017	87.07	0.00	08/11/2017				False	0
100-705-052003 Utilities				7547					
9408026 Total:		87.07							
9408027	8/1/2017	81.75	0.00	08/11/2017				False	0
703-734-052003 Utilities				7555					
9408027 Total:		81.75							
9408028	8/1/2017	490.02	0.00	08/11/2017				False	0
100-708-052003 Utilities				7598					
9408028 Total:		490.02							
9408029	8/1/2017	323.13	0.00	08/11/2017				False	0
100-715-052003 Utilities				7601					
9408029 Total:		323.13							
9408030	8/1/2017	177.90	0.00	08/11/2017				False	0
100-708-052003 Utilities				7636					
9408030 Total:		177.90							
9408516	8/1/2017	70.65	0.00	08/11/2017				False	0
202-722-052023 Facility Maintenance				1026					
9408516 Total:		70.65							
9408568	8/1/2017	457.00	0.00	08/11/2017				False	0
201-000-052057 Events - Fireworks				2134 EVENT PICK UP					
9408568 Total:		457.00							
HUDSON GARBAGE SER		2,050.61							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
KOLDERUP, GRETCHEN									
007249									
08092017	8/9/2017	46.04	0.00	08/11/2017				False	0
100-706-052024 Miscellaneous					SHIPPING ARCS BACK FROM ALA ANNUAL				
	08092017 Total:	46.04							
	KOLDERUP, GRETCHEN	46.04							
LANCE, CLAYTON J.									
007544									
4	8/9/2017	1,742.00	0.00	08/11/2017				False	0
100-704-052019 Professional Services					CITY PROSECUTOR				
	4 Total:	1,742.00							
	LANCE, CLAYTON J. Tot	1,742.00							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
APR-MAYJUNE2017	7/28/2017	680.00	0.00	08/11/2017				False	0
100-711-052019 Professional Services					MIKE SMITH BUILDING INSPECTIONS				
	APR-MAYJUNE2017 Tota	680.00							
	LAND DEVELOPMENT S	680.00							
LEWIS AUDIO VIDEO INC.									
018220									
6084	7/31/2017	29,462.82	0.00	08/11/2017				False	0
702-000-052005 Small Equipment					STREAMING EQUIPMENT INTERGRTION II				
	6084 Total:	29,462.82							

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[Description](#)
[Reference](#)

	LEWIS AUDIO VIDEO IN	29,462.82							
MAILBOXES NORTHWEST									
019366									
07122017	7/12/2017	187.99	0.00	08/11/2017				False	0
603-737-052064	Lab Testing			SHIPPING TRE ENVIROMENTAL CUST ID 4390 ACCT					
07122017 Total:		187.99							
MAILBOXES NORTHWE		187.99							
MALNASI, DUMITRI									
MAL									
0002764	7/31/2017	340.00	0.00	08/11/2017				False	0
100-000-020300	Court Unapplied Payments			BAIL REFUND DUMITRI MALNASI					
0002764 Total:		340.00							
MALNASI, DUMITRI Tot		340.00							
MOTOROLA SOLUTIONS INC									
020690									
13171753	7/21/2017	496.40	0.00	08/11/2017				False	0
701-000-053001	Capital Outlay			DASH REMOTE MOUNT					
13171753 Total:		496.40							
13171754	7/21/2017	248.20	0.00	08/11/2017				False	0
701-000-053001	Capital Outlay			DASH REMOTE MOUNT					
13171754 Total:		248.20							
MOTOROLA SOLUTION		744.60							

MUDD DAWG CONCRETE PUMPING

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
4526									
853462	7/27/2017	450.00	0.00	08/11/2017				False	0
601-000-056101	Water Main Replacement			CONCRETE					
	853462 Total:	450.00							
	MUDD DAWG CONCRET	450.00							
NORTHSTAR CHEMICAL, INC.									
021556									
106894	7/31/2017	469.20	0.00	08/11/2017				False	0
601-732-052083	Chemicals			SODIUM HYPOCHLORITE 12.5					
	106894 Total:	469.20							
	NORTHSTAR CHEMICAL	469.20							
OCLC, INC.									
021704									
0000549464	7/31/2017	1,511.06	0.00	08/11/2017				False	0
100-706-052019	Professional Services			CATEXPRESS 1000 TITLES / EXCESS USAGE					
0000549464	7/31/2017	-1.21	0.00	08/11/2017				False	0
100-706-052019	Professional Services			DISCOUNT TAKEN					
	0000549464 Total:	1,509.85							
	OCLC, INC. Total:	1,509.85							
OREGON DEQ, BUSINESS OFFICE									
022011									
08102017-1	8/10/2017	58,397.00	0.00	08/11/2017				False	0
603-000-055001	Principle			LOAN R80162 PRINCIPAL AND INTEREST LOAN PAY					
08102017-1	8/10/2017	1,474.00	0.00	08/11/2017				False	0
603-000-055002	Interest			LOAN R80162 PRINCIPAL AND INTEREST LOAN PAY					
	08102017-1 Total:	59,871.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
08102017-2	8/10/2017	22,790.00	0.00	08/11/2017				False	0
603-000-055003 Loan Fee					LOAN R80163 ANNUAL FEE LOAN PAYMENT 2				
08102017-2 Total:		22,790.00							
08102017-3	8/10/2017	88,380.00	0.00	08/11/2017				False	0
603-000-055001 Principle					LOAN R80163 PRINCIPAL AND INTEREST LOAN PAYM				
08102017-3	8/10/2017	64,496.00	0.00	08/11/2017				False	0
603-000-055002 Interest					LOAN R80163 PRINCIPAL AND INTEREST LOAN PAYM				
08102017-3 Total:		152,876.00							
08102017-4	8/10/2017	50,000.00	0.00	08/11/2017				False	0
603-000-055001 Principle					LOAN R6801 PRINCIPAL LOAN PAYMENT 12				
08102017-4 Total:		50,000.00							
08102017-5	8/10/2017	7,250.00	0.00	08/11/2017				False	0
603-000-055003 Loan Fee					LOAN R6801 ANNUAL FEE LOAN PAYMENT NUMBE				
08102017-5 Total:		7,250.00							
OREGON DEQ, BUSINES		292,787.00							
PORTLAND GENERAL ELECTRIC									
025702									
08062017	8/9/2017	42.94	0.00	08/11/2017				False	0
205-000-052003 Utilities					9724				
08062017 Total:		42.94							
PORTLAND GENERAL E		42.94							
SCAPPOOSE SAND & GRAVEL									
030050									
T18981	8/1/2017	264.98	0.00	08/11/2017				False	0
100-708-052001 Operating Supplies					SAND FOR PARKS				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
T18981 Total:		264.98							
SCAPPOOSE SAND & GR		264.98							
SHOP EQUIPMENT CO INC									
0313									
37235	7/21/2017	881.69	0.00	08/11/2017				False	0
701-000-052001 Operating Supplies				ROLLING JACK PUMP					
37235 Total:		881.69							
SHOP EQUIPMENT CO I		881.69							
SHRED-IT USA, LLC									
SHRED-IT									
8122860143	7/31/2017	89.90	0.00	08/11/2017				False	0
100-702-052019 Professional Services				CITY HALL SHRED 13627551					
8122860143 Total:		89.90							
8122863929	7/31/2017	134.39	0.00	08/11/2017				False	0
100-705-052019 Professional Services				POLICE SHRED 13664225					
8122863929 Total:		134.39							
SHRED-IT USA, LLC Tot		224.29							
SOLUTIONS YES									
013581									
INV113943	7/31/2017	62.86	0.00	08/11/2017				False	0
100-715-052005 Small Equipment				C11460-01					
INV113943 Total:		62.86							
INV113967	7/31/2017	444.28	0.00	08/11/2017				False	0
100-715-052005 Small Equipment				C10184-01 CONTRACT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
INV113967 Total:		444.28							
SOLUTIONS YES Total:		507.14							
SUNSET AUTO PARTS, INC. 020815									
07312017	7/31/2017	18.71	0.00	08/11/2017				False	0
601-731-052001 Operating Supplies					AUTO PARTS ACCT 6355				
07312017 Total:		18.71							
SUNSET AUTO PARTS, I		18.71							
SUNSET EQUIPMENT CO. 032700									
47008	8/2/2017	6.45	0.00	08/11/2017				False	0
100-705-052001 Operating Supplies					EMBLEM DECAL				
47008 Total:		6.45							
SUNSET EQUIPMENT C		6.45							
SUPERIOR TIRE SERVICES 032774									
6437710	7/28/2017	-302.64	0.00	08/11/2017				False	0
701-000-052001 Operating Supplies					CORRECTION FOR INVOICE 6435670				
6437710 Total:		-302.64							
6440221	7/28/2017	1,200.58	0.00	08/11/2017				False	0
701-000-052001 Operating Supplies					TRUCK WHEEL CHANGE				
6440221 Total:		1,200.58							
6448559	7/28/2017	-356.35	0.00	08/11/2017				False	0
701-000-052001 Operating Supplies					RETURNED TO STOCK				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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6448559 Total:		-356.35							
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SUPERIOR TIRE SERVIC		541.59							
<hr/>									
TAP INTO WINE LLC									
0333									
000101	8/7/2017	140.40	0.00	08/11/2017				False	0
203-716-052075 Gateway Project - Phase 1					GATEWAY SCULPTURE DONOR EVENT WINE				
<hr/>									
000101 Total:		140.40							
000102	8/7/2017	20.00	0.00	08/11/2017				False	0
203-716-052075 Gateway Project - Phase 1					GATEWAY SCULPTURE DONOR EVENT WINE				
<hr/>									
000102 Total:		20.00							
<hr/>									
TAP INTO WINE LLC Tot		160.40							
<hr/>									
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
016708	8/1/2017	1,085.25	0.00	08/11/2017				False	0
100-715-052023 Facility Maintenance					C10625 8/1-10/31 SENIOR CENTER				
<hr/>									
016708 Total:		1,085.25							
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TCMS, TEMP CONTROL		1,085.25							
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TITAN UTILITIES LLC									
0334									
17-153	7/29/2017	7,370.00	0.00	08/11/2017				False	0
601-000-056101 Water Main Replacement					ABANDON EXISTING 12 PIPE				
<hr/>									
17-153 Total:		7,370.00							
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TITAN UTILITIES LLC T		7,370.00							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
TVW INC									
033827									
0030589-IN	7/31/2017	1,616.22	0.00	08/11/2017				False	0
100-715-052023 Facility Maintenance				JANITORIAL SERVICE CITY HALL					
0030589-IN Total:		1,616.22							
0030590-IN	7/31/2017	1,472.16	0.00	08/11/2017				False	0
100-706-052023 Facility Maintenance				JANITORIAL SERVICE COL CENTER					
0030590-IN Total:		1,472.16							
0030591-IN	7/31/2017	570.37	0.00	08/11/2017				False	0
100-705-052023 Facility Maintenance				JANITORIAL SERVICE POLICE					
0030591-IN Total:		570.37							
TVW INC Total:		3,658.75							
U.S. BANCORP GOVERNMENT LEASING AND FINANCE INC									
03388									
077-0020126-001	8/9/2017	42,320.03	0.00	08/11/2017				False	0
205-000-055001 Principle				PAYMENT #1 LED STREET LIGHT PROJECT					
077-0020126-001	8/9/2017	17,154.40	0.00	08/11/2017				False	0
205-000-055002 Interest				PAYMENT #1 LED STREET LIGHT PROJECT					
077-0020126-001 Total:		59,474.43							
U.S. BANCORP GOVERN		59,474.43							
WILCOX & FLEGEL									
037003									
C021759-IN	8/1/2017	106.10	0.00	08/11/2017				False	0
703-734-052022 Fuel / Oil				SHOP FUEL 52.80 GAL D5					
C021759-IN Total:		106.10							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				

WILCOX & FLEGEL Tota	106.10
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Report Total:	494,376.45
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