



CITY COUNCIL WORK SESSION

Wednesday, September 05, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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. **Call Work Session to Order - 1:00 p.m.**
 2. **Visitor Comments - Limited to five (5) minutes per speaker**
 3. **Discussion Topics**
 - 3.A. Opposition to Proposed Barricade at Milton Way & Columbia Blvd. - Brian Gardner
 - 3.B. Spirit of Halloweentown Activities Update - Tina
 - 3.C. 4th Quarter Financial Report - Matt
[Financial 17-18 4th Qtr Report.pdf](#)
 - 3.D. 4th Quarter Municipal Court Report - Matt
[Municipal Court 17-18 4th Qtr Report.pdf](#)
 - 3.E. Review New Job Description for Youth Program Lead - Matt
[Youth Program Lead 090518.pdf](#)
 - 3.F. Assignment of Voting Delegate & Alternate for LOC Conference
 4. **Department Reports**
-

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.

**Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.**

- 4.A. Administration/Community Development Department Report
[ADMIN & CD Dept Report.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e) and Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h). Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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CITY OF ST. HELENS

Financial Report For The Quarter Ending JUNE 30, 2018

This is the 4th quarter of the City's fiscal year ending June 30, 2018. If revenues and expenditures were received and spent evenly throughout the year, they would be at 100% received or spent.

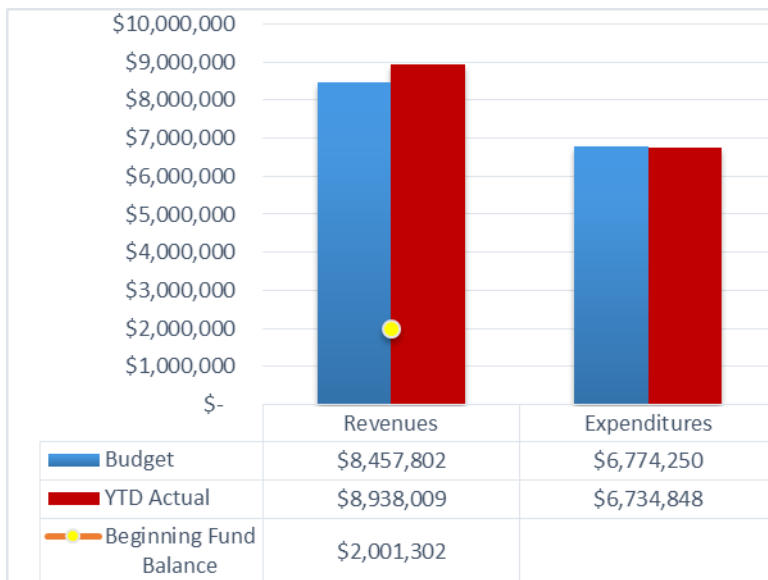
The quarterly report compares the budget to the year-to-date revenues and expenditures.

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance; that difference is Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; **BLUE** = Budget and **RED** = Actuals

For all funds/departments, the Revenue Graphs portion will show a **YELLOW** dot; this line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the yellow dot represents where the fund would be as far as a balance of available funds.



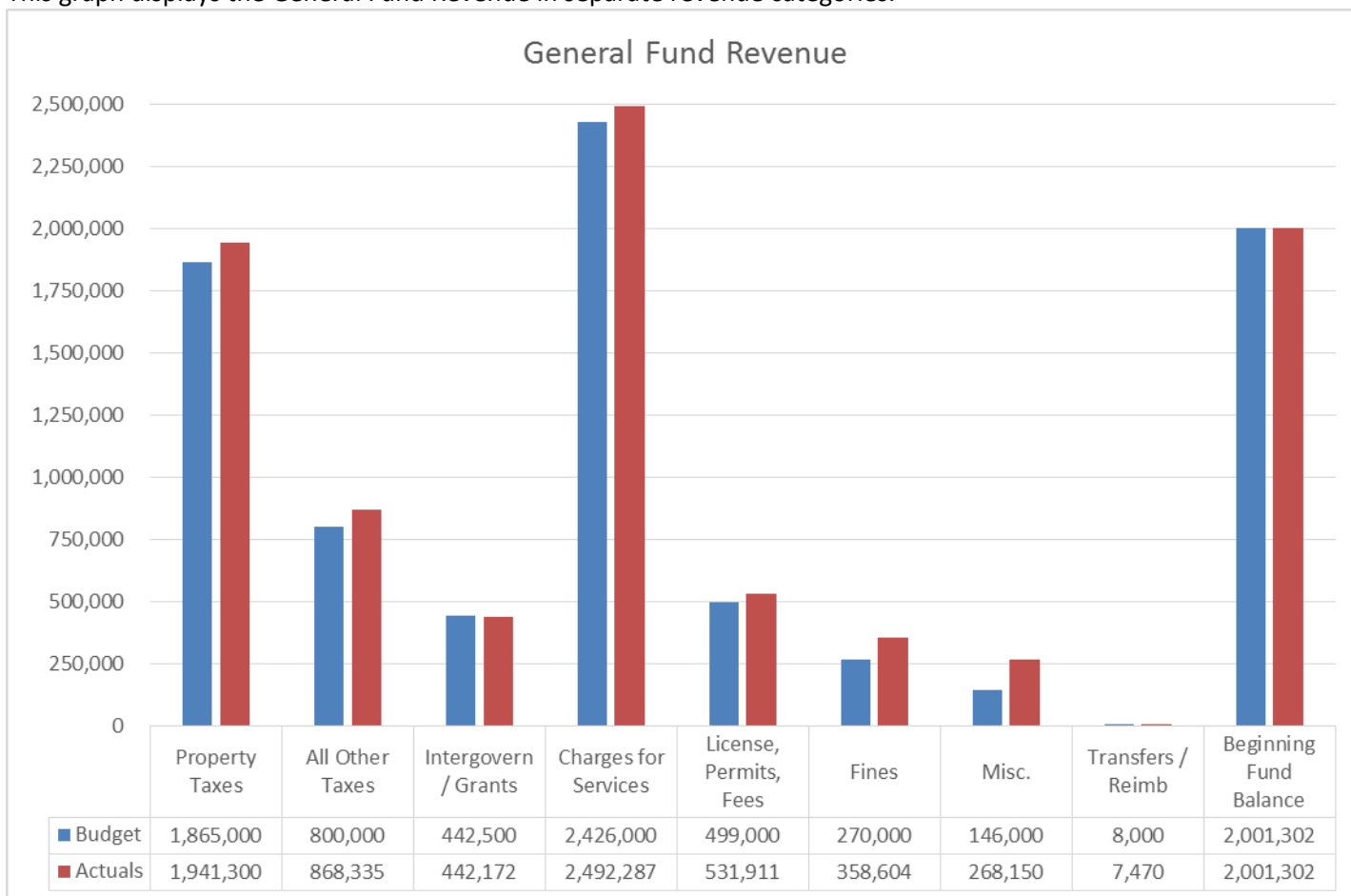


General Fund – Overview

The City has received 106% of the budgeted revenues for 2017/18.

General Fund – Revenue by Category

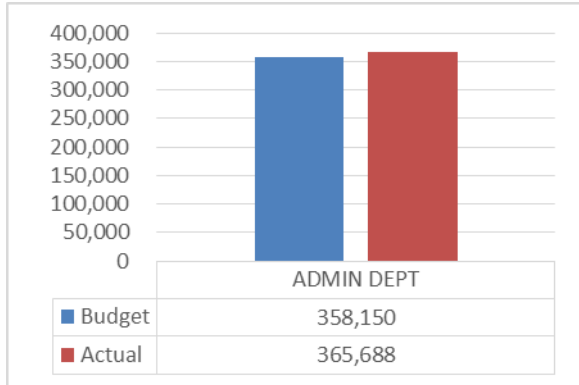
This graph displays the General Fund Revenue in separate revenue categories.



General Fund Expenditures

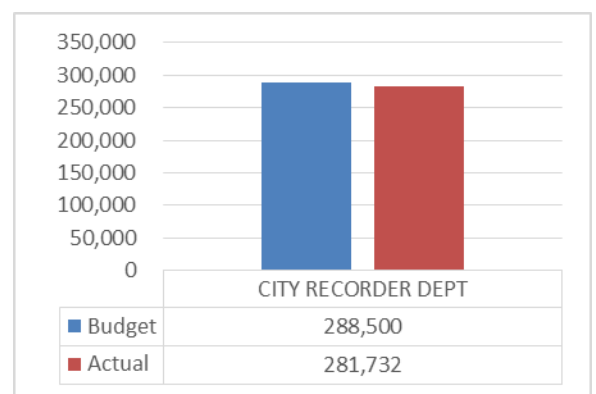
Admin Department

Percentage of Budgeted Expenses Spent: 102.1%



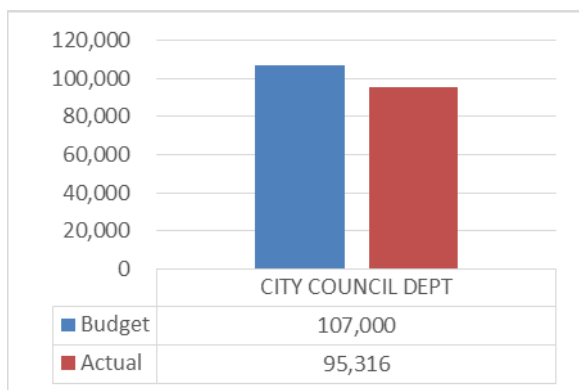
City Recorder Department

Percentage of Budgeted Expenses Spent: 97.7%



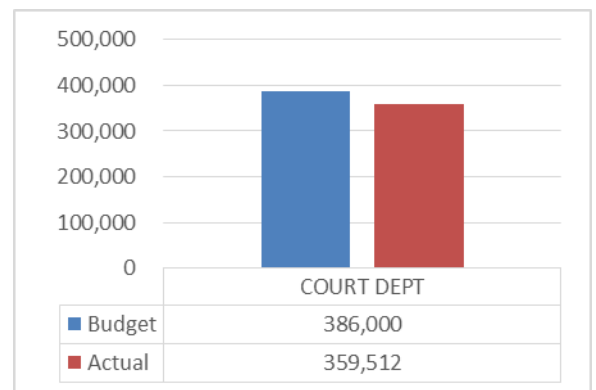
City Council Department

Percentage of Budgeted Expenses Spent: 89.1%



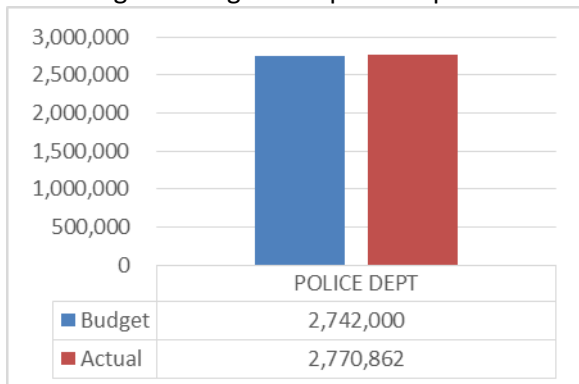
Court Department

Percentage of Budgeted Expenses Spent: 93.1%



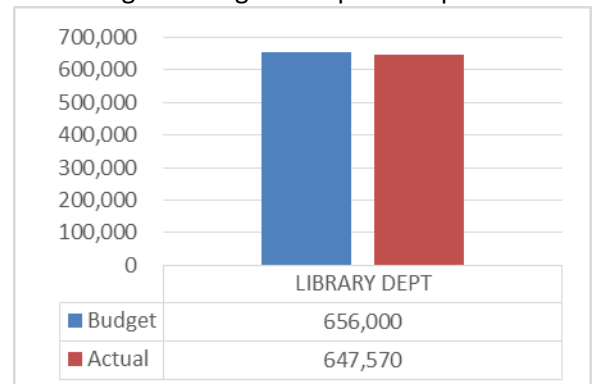
Police Department

Percentage of Budgeted Expenses Spent: 101.1%



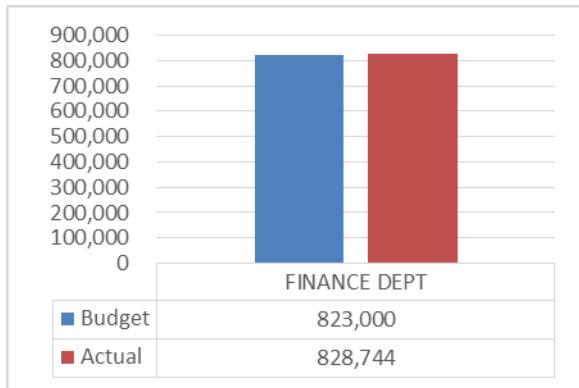
Library Department

Percentage of Budgeted Expenses Spent: 98.7%



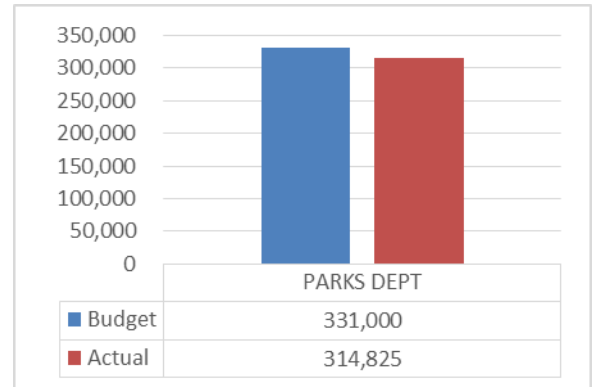
Finance Department

Percentage of Budgeted Expenses Spent: 100.7%



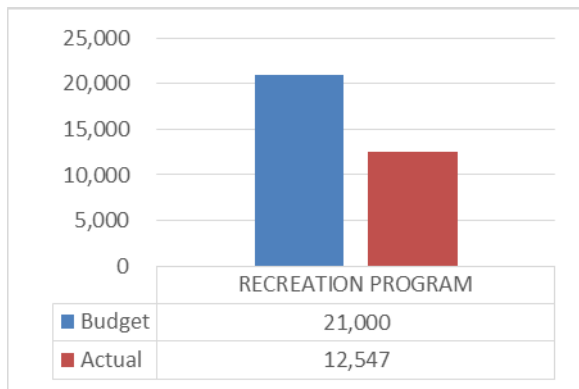
Parks Department

Percentage of Budgeted Expenses Spent: 95.1%



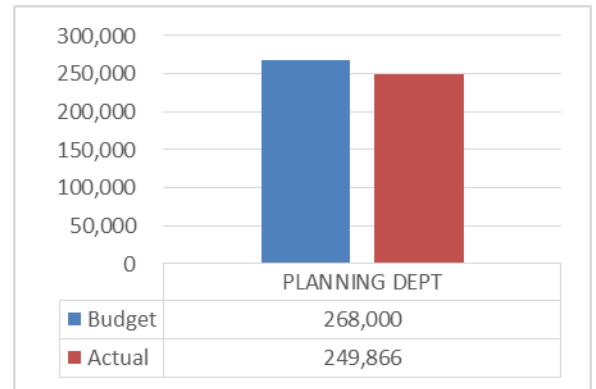
Recreation Program

Percentage of Budgeted Expenses Spent: 59.7%



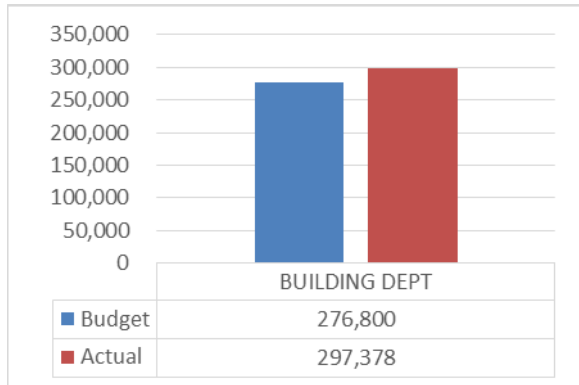
Planning Department

Percentage of Budgeted Expenses Spent: 93.2%



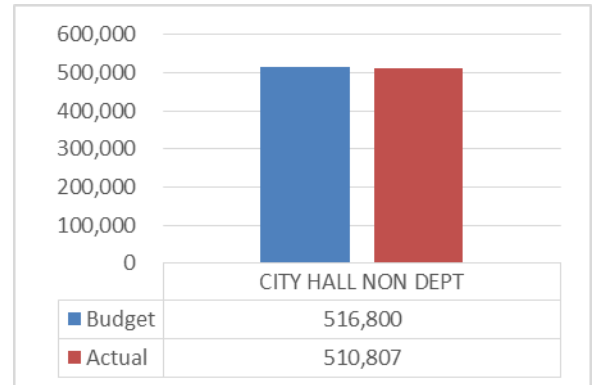
Building Department

Percentage of Budgeted Expenses Spent: 107.4%



City Hall Non-Department

Percentage of Budgeted Expenses Spent: 98.8%

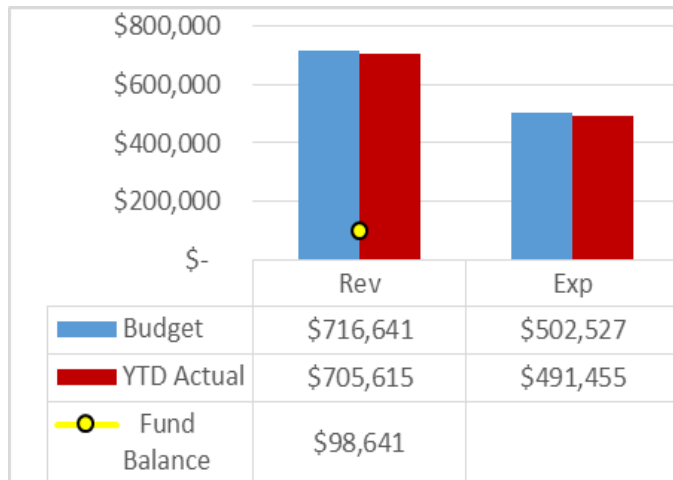


SPECIAL REVENUE FUNDS

Visitor Tourism Fund

Revenues: 98%

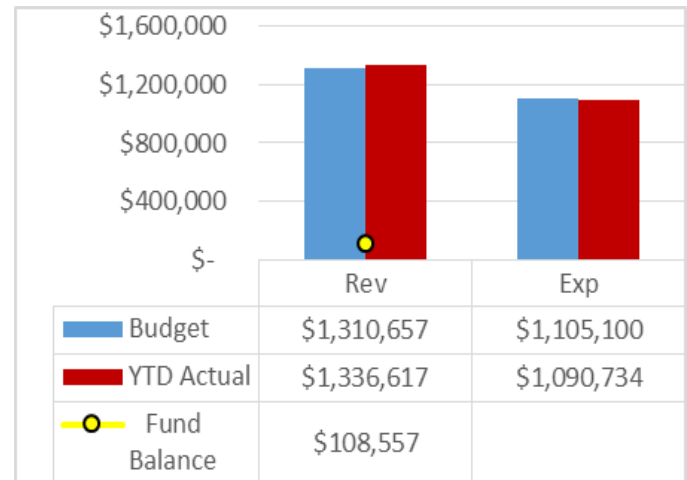
Expenses: 98%



Community Development

Revenues: 102%

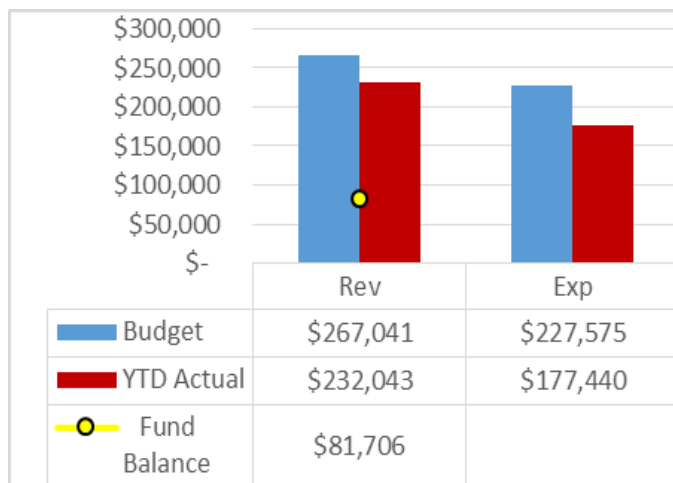
Expenses: 99%



Community Enhance Fund

Revenues: 87%

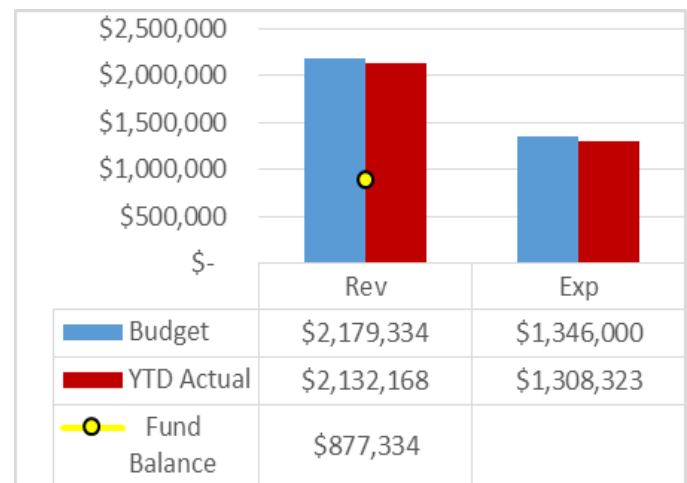
Expenses: 78%



Street Fund

Revenues: 98%

Expenses: 97%



ENTERPRISE FUNDS

Water Fund

Revenues: 100%

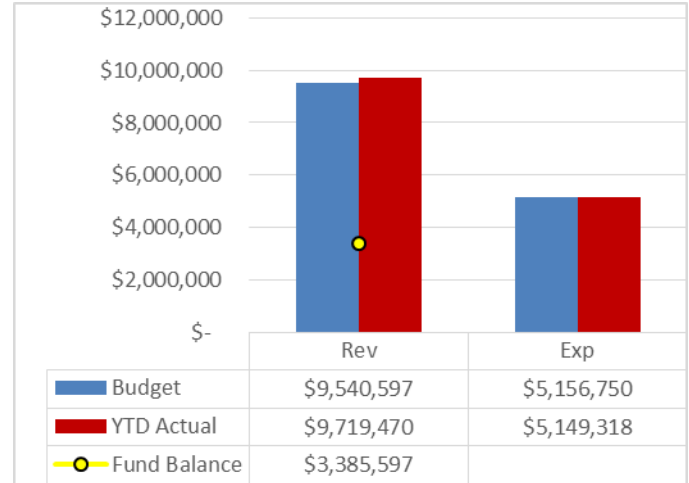
Expenses: 98%



Sewer Fund

Revenues: 102%

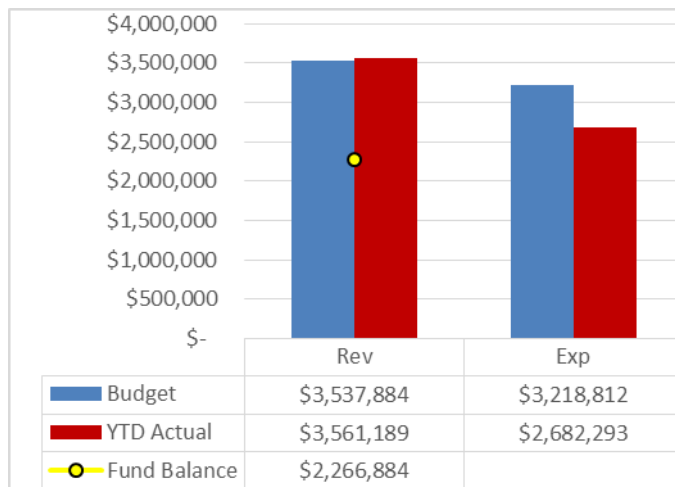
Expenses: 100%



Storm Fund

Revenues: 101%

Expenses: 83%

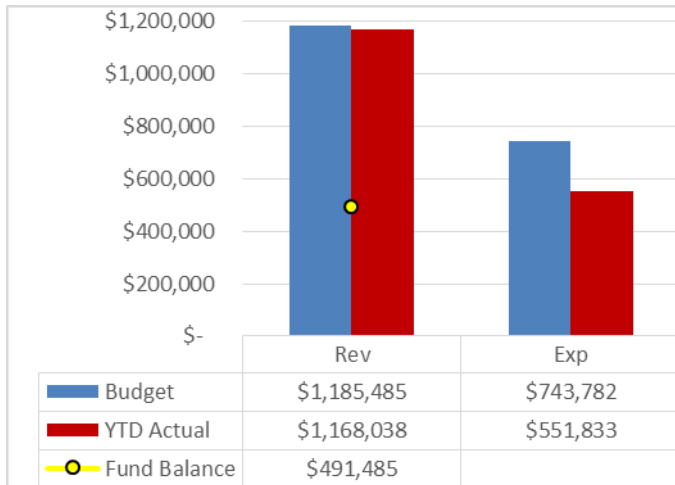


INTERNAL SERVICE FUNDS

Equipment Fund

Revenues: 99%

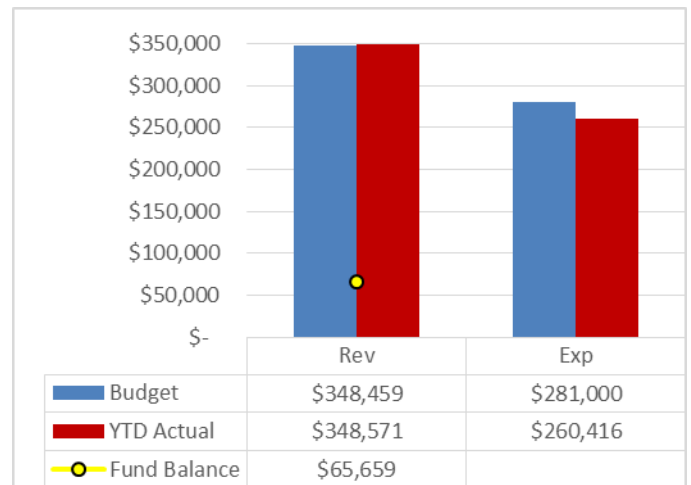
Expenses: 74%



IT Fund

Revenues: 100%

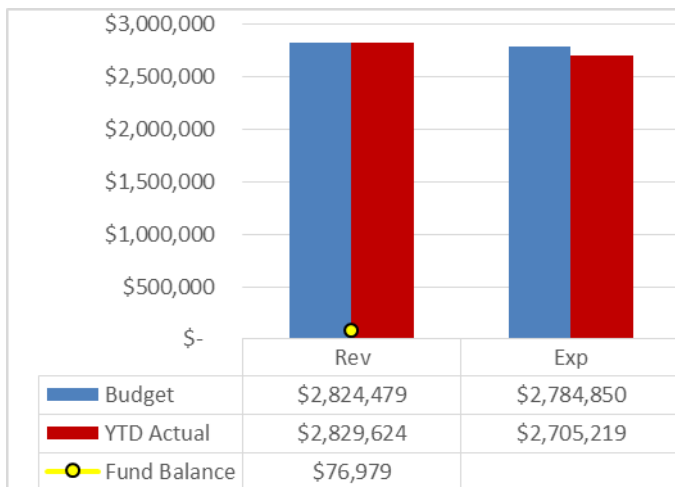
Expenses: 93%



PW Operations Fund

Revenues: 100%

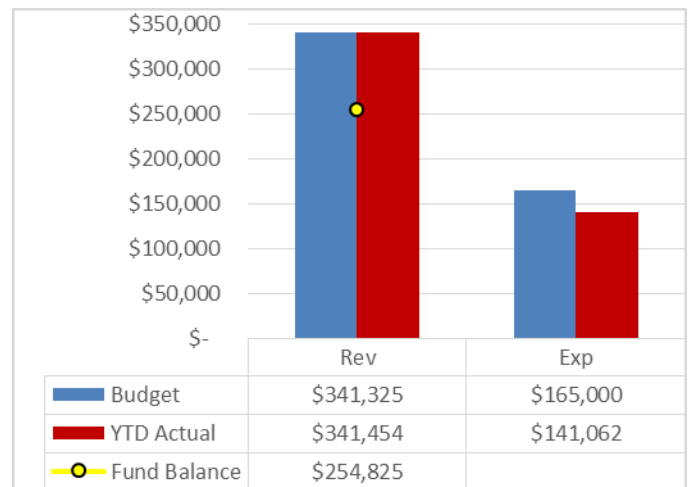
Expenses: 97%



Facility Major Maintenance Fund

Revenues: 100%

Expenses: 85%

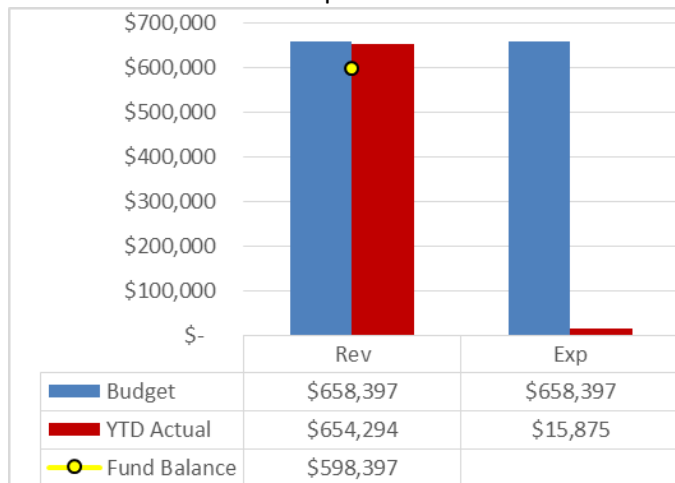


SDC FUNDS

Water SDC Fund

Revenues: 99%

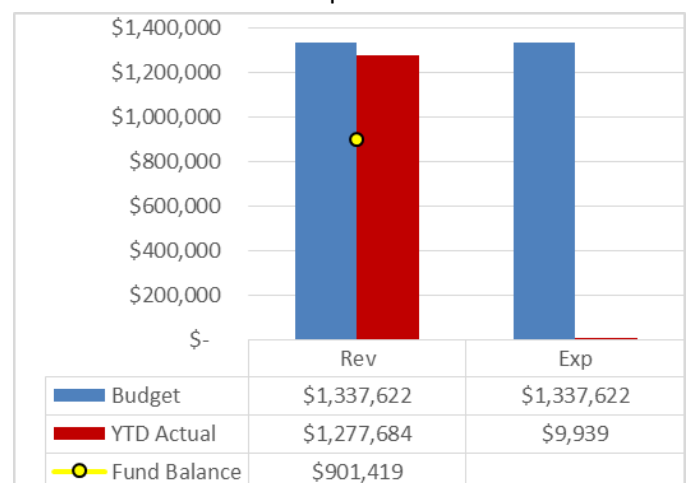
Expenses: 2%



Sewer SDC Fund

Revenues: 96%

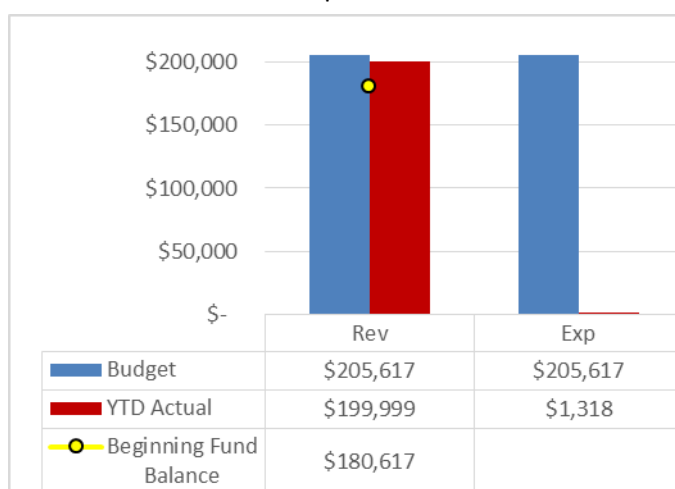
Expenses: 1%



Storm SDC Fund

Revenues: 97%

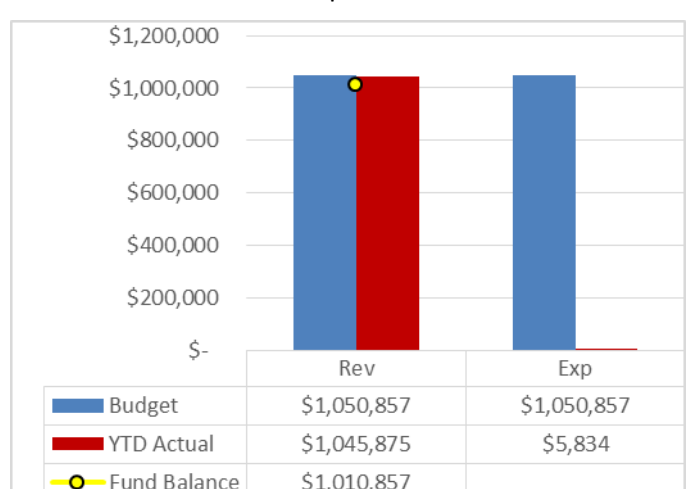
Expenses: 1%



Street SDC Fund

Revenues: 100%

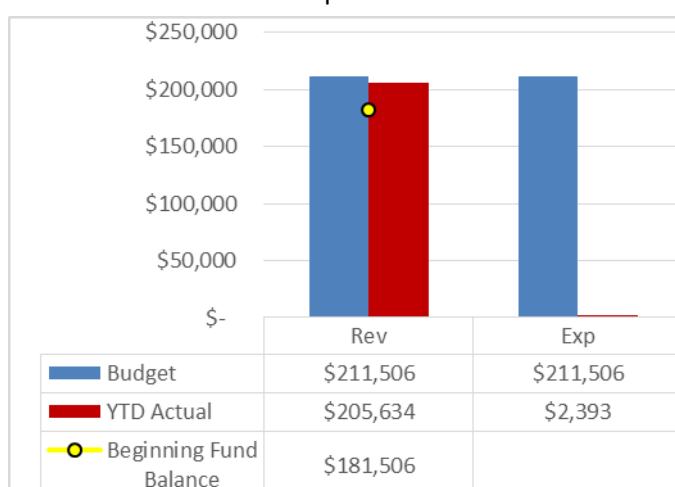
Expenses: 1%



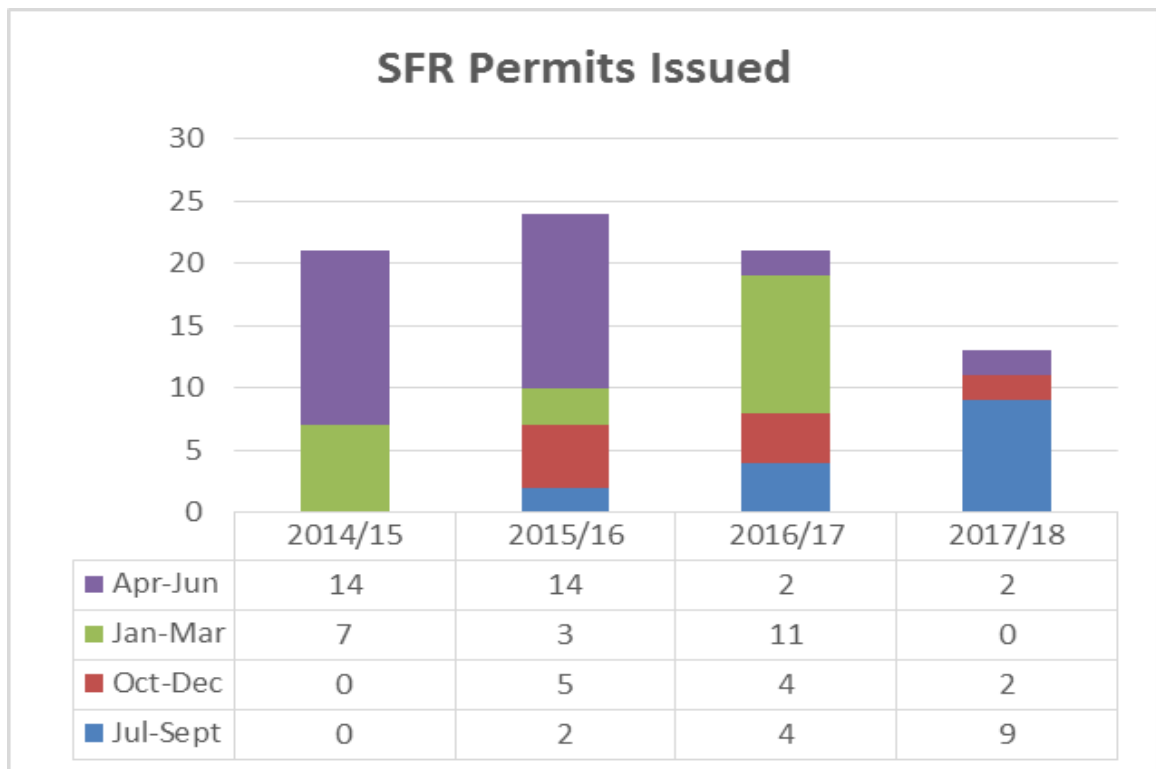
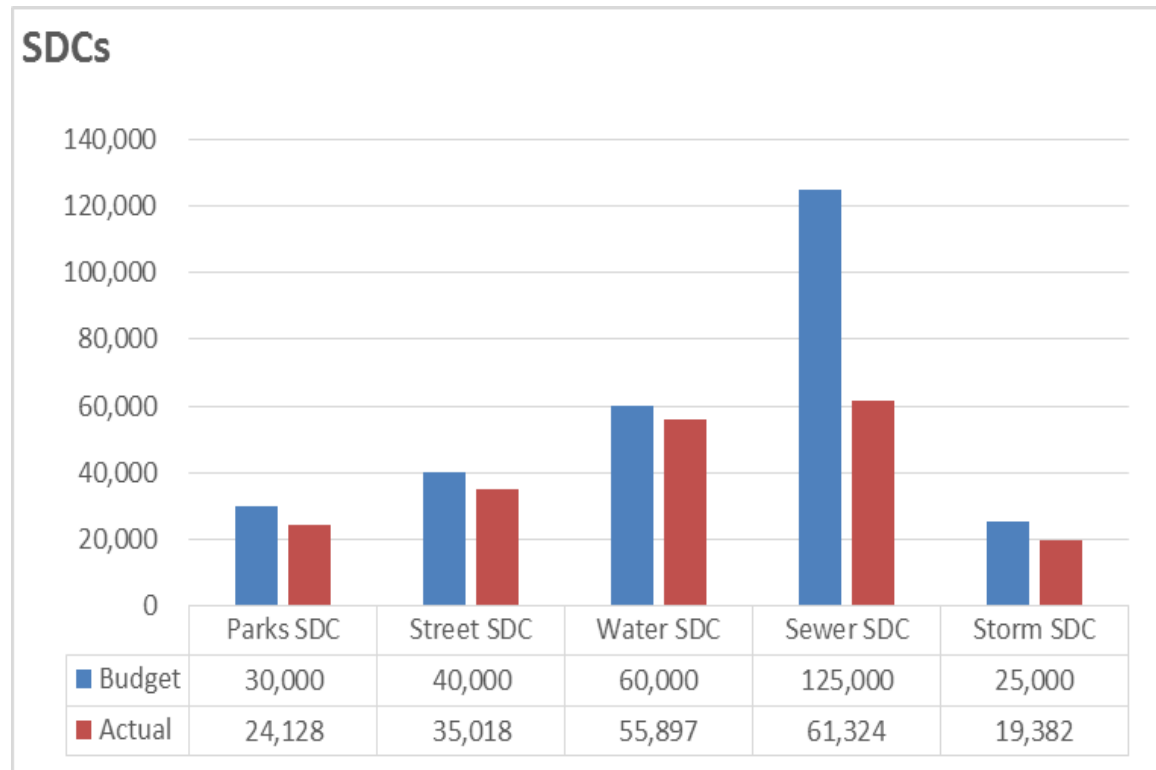
Parks SDC Fund

Revenues: 97%

Expenses: 1%

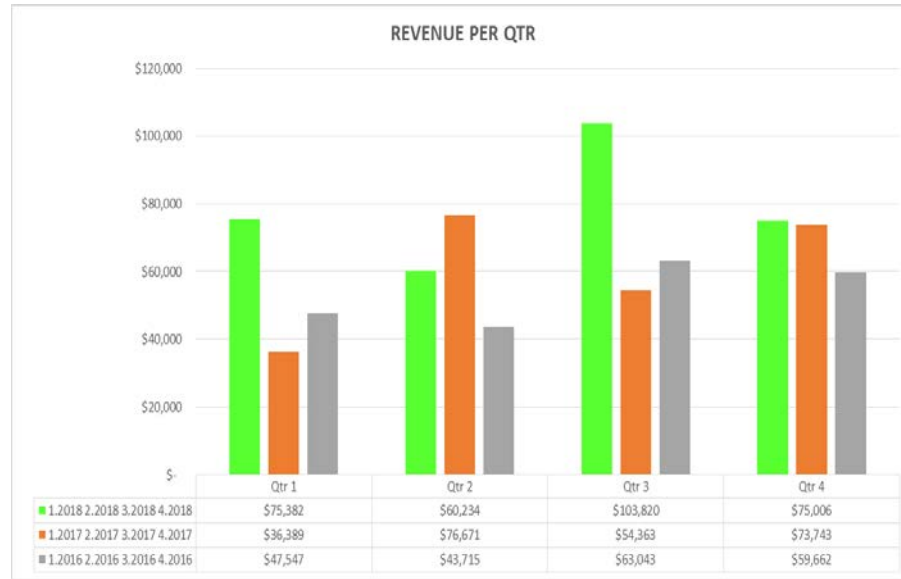


SDC & DEVELOPMENT OVERVIEW



TO: City Councilors & City Administrator
 RE: Municipal Court Report – 7/1/17 through 6/30/18

REVENUE: *FY Total =* \$345,230
 Monthly Avg. = \$28,769



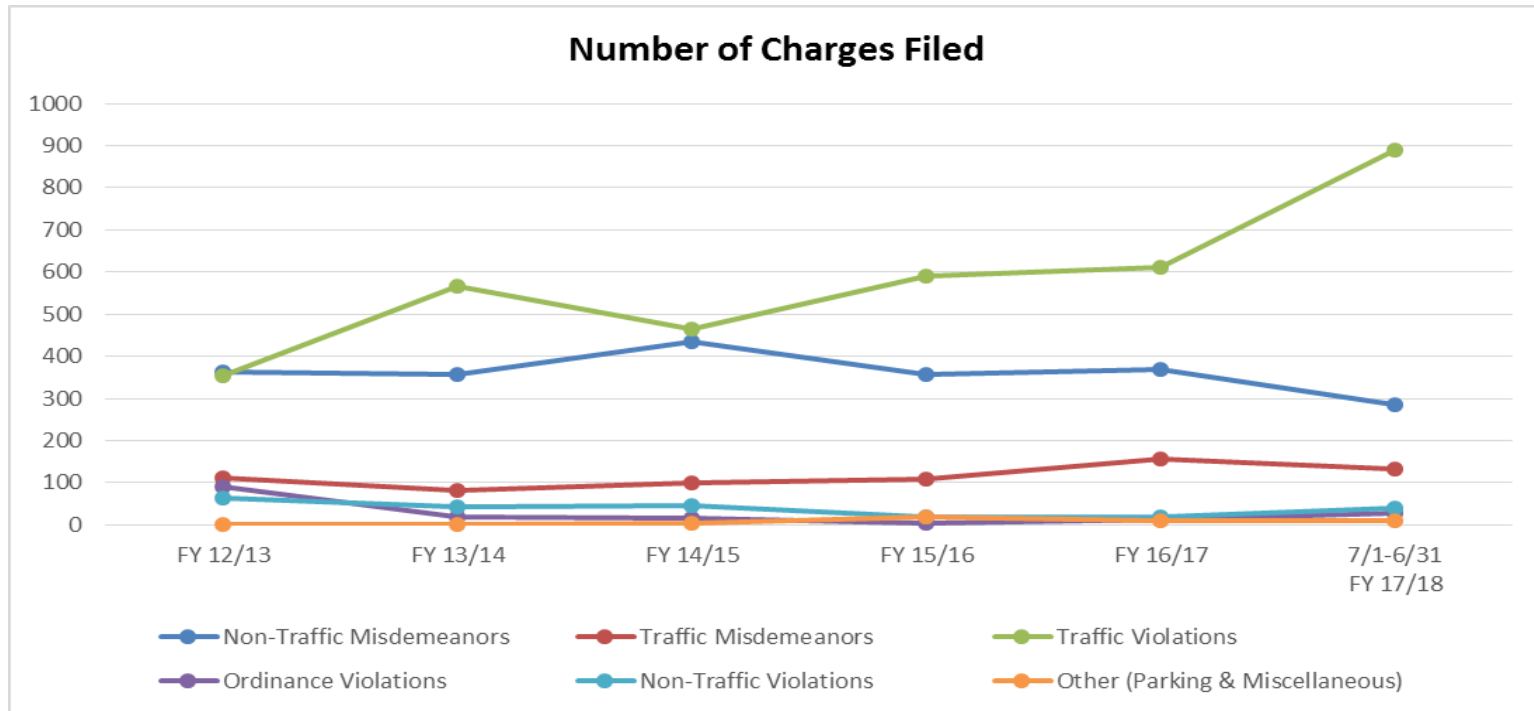
EXPENSES: *FY Total =* \$366,754
 Monthly Avg. = \$30,563



PREVIOUS YEARS HISTORY OF DEPARTMENT OUTLOOK:

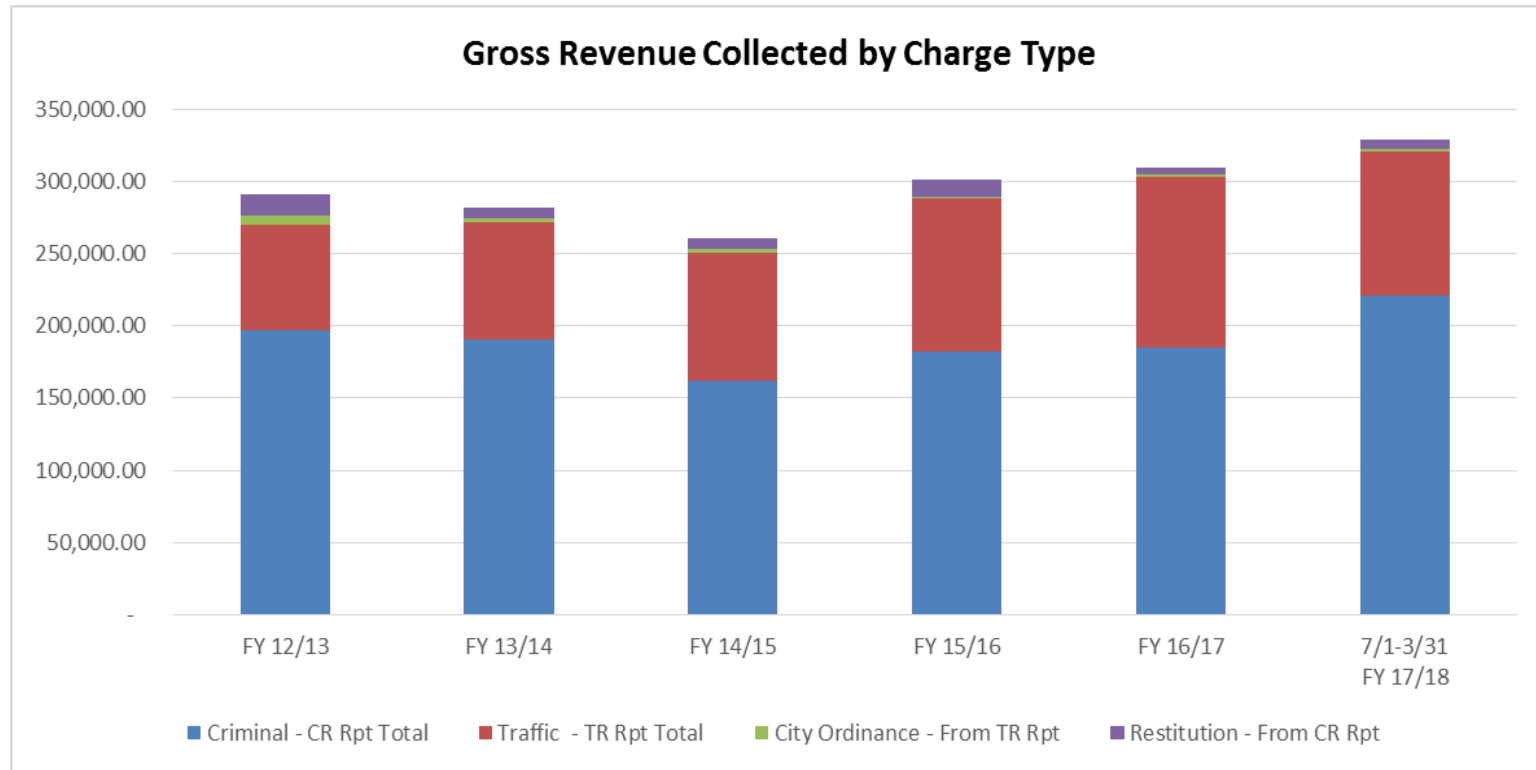
<u>FINANCIAL STABILITY</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>
Revenues	208,538	190,975	222,634	209,100	345,230
Expenses	323,170	317,744	385,757	403,330	366,754
NET	(114,632)	(126,769)	(163,123)	(194,230)	(21,524)

CHART 1: NUMBER OF CHARGES FILED



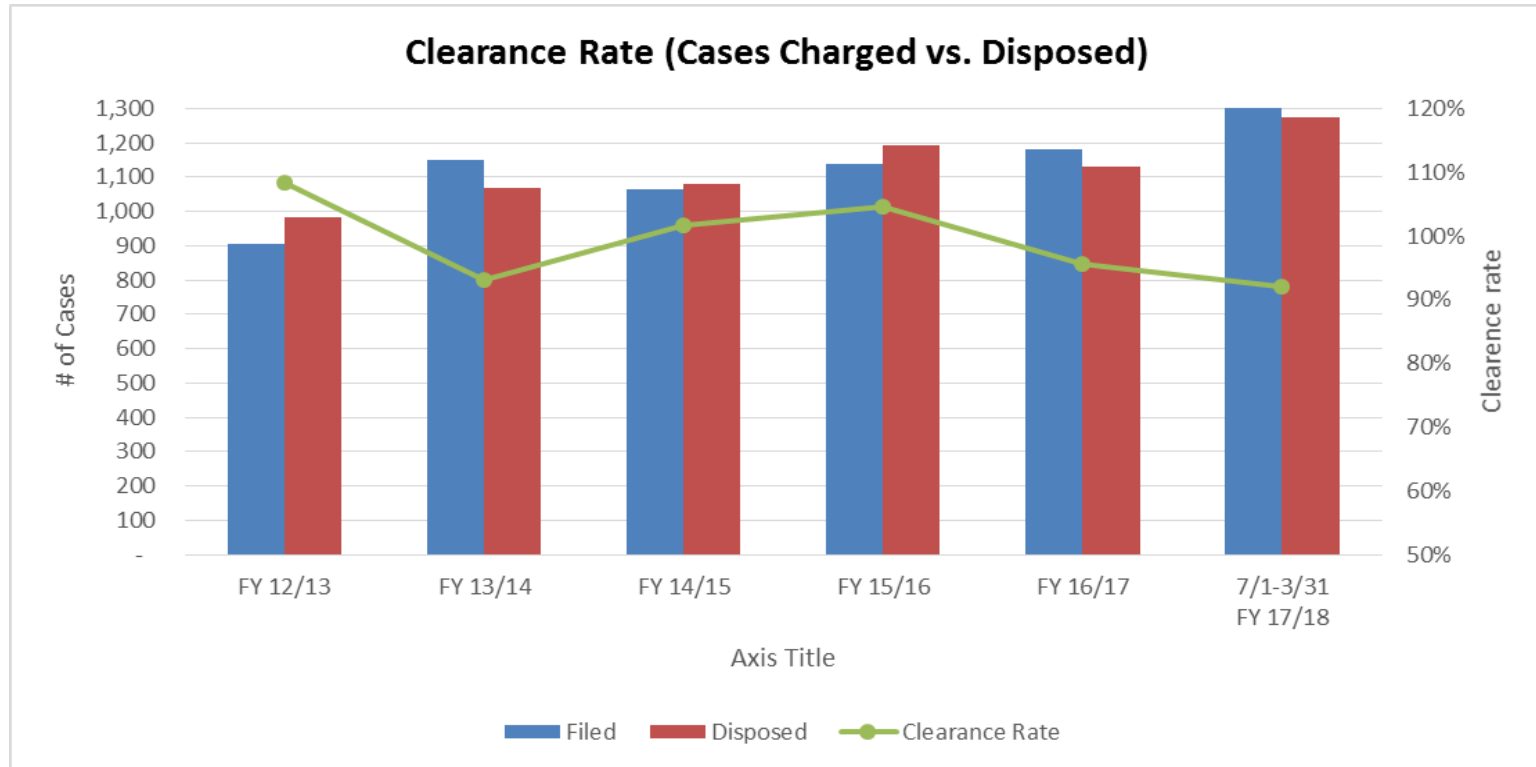
Charges Filed	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	7/1-6/31 FY 17/18
Non-Traffic Misdemeanors	362	358	434	357	369	285
Non-Traffic Violations	64	43	45	19	19	41
Traffic Misdemeanors	111	82	101	109	158	132
Traffic Violations	353	565	464	589	610	890
Municipal Code Misdemeanors	0	3	-	-	-	-
Ordinance Violations	92	19	16	5	14	27
Other (Parking & Miscellaneous)	0	0	3	19	11	10
Sub Totals:						
Misdemeanors	473	443	535	466	527	417
Violations	509	627	528	632	654	968
Total Cases Filed	982	1,070	1,063	1,098	1,181	1,385

CHART 2: GROSS REVENUE COLLECTED BY TYPE



Charge Type	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	7/1-3/31 FY 17/18
Criminal - CR Rpt Total	196,776.72	190,807.00	161,841.00	182,613.14	185,258.03	220,674.21
Traffic - TR Rpt Total	73,037.90	80,710.00	88,563.62	105,509.21	118,374.82	100,219.94
City Ordinance - From TR Rpt	6,504.65	3,144.00	2,506.56	1,349.07	1,683.87	1,715.65
Restitution - From CR Rpt	15,197.95	7,775.00	7,836.77	12,048.77	4,522.00	6,540.32
Total collected	\$291,517	\$282,436	\$260,748	\$301,520	\$309,839	\$329,150

CHART 3: CLEARANCE RATE



	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	7/1-3/31 FY 17/18
Filed	907	1,149	1,063	1,139	1,181	1,385
Disposed	982	1,070	1,081	1,192	1,129	1,276
Clearance Rate	108%	93%	102%	105%	96%	92%

JOB ANNOUNCEMENT

The City of St. Helens will begin a search for applicants to fill a Youth Program Lead position that will assist/lead an after school Program at Lewis and Clark Elementary School. This after school program is new to the City of St. Helens Recreation Program and to the St. Helens School District.

The School District and City will be publicizing interest in the program and a minimum number of students must register to start this program and officially hire a Youth Program Lead position. If the minimum number of registrants are not met, the City of St. Helens will not hire for this position.

City of St. Helens

Job Title: Youth Program Lead
Department: Administration
FLSA Status: Non-Exempt
Union: None, Seasonal
Created: September 5, 2018

GENERAL PURPOSE

A variety of duties and tasks may be assigned. A pre-employment background check will be conducted by the St. Helens School District. This position is responsible for ensuring that children, ages five to 12, have a safe and positive educational and recreational experience by acting as leader assisting in operations of an after-school activities program by the St. Helens Recreation Program in partnership with the St. Helens School District.

Hours per week: 0-30 (Position is employed only during the St. Helens School District school year, so this position is considered “seasonal”)

SUPERVISION RECEIVED

Works under the general supervision of the City’s Administration Department and follows directions from the Recreation Coordinator.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

- Ensures the safety of children who attend the St. Helens Recreation After School Youth Program. Programs consist of a maximum ratio of one program counselor to fifteen children.
- Ensures necessary supplies have been purchased and are available and ready for use.
- Coordinates and implements a positive program that includes group active games, individual leisure time, homework and reading and writing time, arts and crafts, meals and snacks breaks, and bathroom breaks.
- Prints and uses daily rosters to track attendance throughout the day, ensuring that all children are safe and accounted for at all times.
- Monitors parent and guardian pick up and checkout procedures, and ensures all paperwork and documentation has been adequately signed.
- Ensures safe use of equipment, toys, furniture, etc.
- Intervenes and manages children’s behaviors, as needed.
- Provides necessary and appropriate consequences to help manage challenging behaviors and communicates with management when child behavior becomes unmanageable or unsafe.

- Builds positive, enriching relationships with children and their families by providing an encouraging and supportive environment at all times; communicates regularly with parents and guardians regarding student's progress and behavior.
- Provides parents and guardians with accident or incident reports for signature or review if needed.
- Assists with marketing efforts relating to youth programs.
- Assists in setting a calendar for seasonal staff meetings and discussing topics appropriate to the needs of the program.
- Leads by example, coaches, and corrects incorrect or unsafe behaviors and techniques.
- Opens and closes the facilities, following the opening and closing checklist, as needed.
- Follows laws of mandatory reporting.
- Communicates effectively to participants, provides information and assistance to participants regarding general inquiries, programs, and schedules.
- Ensures the safety, cleanliness and organization of classrooms and other trafficked areas, by assisting with daily cleaning tasks like wiping down furniture, sweeping, mopping, washing and sanitizing dishes and toys, and laundering soiled towels and clothing.
- Assists in responding to emergency situations in the work place by following the emergency action plan, contacting the appropriate agencies, and documenting incidents as necessary; assists in ensuring First Aid and CPR supplies are maintained and ready for use.

MINIMUM QUALIFICATIONS

- Must be age 18 years or older.
- High school diploma or general education degree (GED).
- Related experience and/or training working with children ages five to 12.
- Ability to read, analyze, and interpret general business procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, customers, and the general public.

DESIRED QUALIFICATIONS

- Displays excellent communication skills required in working with coworkers/public, including the ability to communicate effectively and remain calm and courteous under pressure.
- Demonstrates abilities to work collaboratively in a team environment with a spirit of cooperation.
- Maintains punctual, regular, and predictable attendance.
- Maintains a neat and professional appearance and follows dress code protocol where assigned.
- Respectfully takes direction from the supervisor.
- Follows policies, procedures, and guidelines as described in the City of St. Helens Personnel Policies and Procedures Manual and other documentation related to this position.

SPECIAL REQUIREMENTS

- Food Handler's License required within 60 days of hire.
- CPR/First Aid certification required within 60 days of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment consists of indoor and outdoor supervision of children ages 5-12 within Lewis and Clark Elementary School.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Youth Program Lead** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature:_____

Date:_____

Print Name:_____

Manager Signature:_____

Date:_____



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: September 5, 2018

Planning Division Report attached.

Business License Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner

Date: 08.27.2018

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION

Staff has been working with DLCD for Housing Needs Analysis funding. The Memorandum of Understanding was developed. Completion of the project (excluding adoption) is supposed to be done by June 2019. This will address the following:

- A housing needs projection
- A BLI (Buildable Lands Inventory)
- An RLNA (Residential Lands Needs Analysis)
- Identification of measures for accommodating needed housing

Continue to update staff report and notice templates, which I started doing in 2017.

PLANNING COMMISSION (& acting **HISTORIC LANDMARKS COMMISSION)**

August 14, 2018 meeting (outcome): The Commission denied an Access Variance for a property at 34840 Pittsburg Road. A Conditional Use Permit for a 204 unit multidwelling complex along Matzen Street, was continued to the September meeting; the application was weak in many respects. The Commissioner reviewed a ROW vacation request for portions of N. 8th, N.9th and Wyeth Streets. After discussion based on a plan submitted that day or the day prior, it was decided to review the proposal again at the September meeting. This is a recommendation to the Council. The Commission also discussed some minor edits (recommendations) to the City's proposed ADU policy.

As the Historic Landmarks Commission, the commission reviewed a demolition permit for façade removal at 50 Plaza as it pertains to the Riverfront District architectural guidelines.

September 11, 2018 meeting (upcoming): The Commission will start the night with a discussion by the consultants for the latest of the Riverfront Connector Plan. The Commission will continue the public hearing for the 204-unit apartment complex noted above. The Commission will hold a new public hearing for the Graystone Estates Subdivision (78 residential lots + 2 commercial lots). The Commission will also continue the discussion for the ROW vacation noted above; this vacation goes to the Council on September 19th.

COUNCIL ACTIONS RELATED TO LAND USE

The Council approved the latest batch of Development Code amendments regarding Home Occupations and Auxiliary (Accessory) Dwelling Units. This was approved as recommended by the Planning Commission, though, the Council removed the owner occupancy requirement, which the Commission discussed at their August meeting with mixed concerns.

The Council had a tie vote for an appeal of a Conditional Use Permit denial for a marijuana medical/retailer as a result of one absent Councilor. As a result we will continue deliberations to September 19th to attempt full Council participation in hopes of reaching a decision.

ST. HELENS RIVERFRONT CONNECTOR PLAN (TGM FILE NO. 2D-16)

The Associate Planner and I reviewed and provided comments for the latest documents for the next round of public meetings in September. Outreach efforts also commenced. There will be two public meetings on September 11th. One before the Planning Commission's regularly scheduled monthly meeting and another in conjunction with it.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Many data updates as a result of recent activity (e.g., annexation).

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:* Due to the Associate Planner's time off for the last week of August I did not get a summary from her. However, one thing of note is her efforts to get a new restroom facility at Grey Cliffs Park. The restroom was placed this month.

BUSINESS LICENSE REPORT

City Department Approval: 08/20/2018

The following occupational business licenses are being presented for City approval:

Signature: [Signature]
Date: 8/24/18

RESIDENT BUSINESS – RENEWAL 2018

☐

RESIDENT BUSINESS – NEW 2018

- | | | |
|--------------------------|---------------------------|----------------------------------|
| <input type="checkbox"/> | *ANA BLANCAS | DELIVERY/FOOD |
| <input type="checkbox"/> | DRAKE'S TOWING & RECOVERY | TOWING & STORAGE |
| <input type="checkbox"/> | LAMBS ROOFING | ROOFING, CONCRETE & CONSTRUCTION |

NON-RESIDENT BUSINESS - 2018

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | BEK OF ALASKA INC | CONSTRUCTION |
| <input type="checkbox"/> | COHO ELECTRIC, INC | ELECTRICAL CONTRACTOR |
| <input type="checkbox"/> | THE DOORWORKS COMPANY | DOOR INSTALL/REPAIR |
| <input type="checkbox"/> | ECON-O-FAB BUILDINGS, INC | POLE BUILDING CONSTRUCTION |
| <input type="checkbox"/> | THE FLOOR STORE (DBA OF TFSP INC) | RETAIL FLOORING |
| <input type="checkbox"/> | HAPPY HOLLOW CONSTRUCTION | GENERAL CONTRACTOR |
| <input type="checkbox"/> | HVAC, INC | MECHANICAL CONTRACTOR |
| <input type="checkbox"/> | LOPEZ CANCINOS | YARD MAINTENANCE |
| <input type="checkbox"/> | MODERN PLUMBING (DBA OF D&D) | MODERN PLUMBING |
| <input type="checkbox"/> | OREGON INTERIORS INC | CONSTRUCTION |
| <input type="checkbox"/> | SKY BARK | BARKDUST BLOWERS |
| <input type="checkbox"/> | STALCUP ROOFING & CONSTRUCTION LLC | ROOF & CONSTRUCTION CONTRACTOR |
| <input type="checkbox"/> | LANECO & GREEN DECONSTRUCTION SERVICES (DBA) | CONSTRUCTION & DECONSTRUCTION SERVICES |

RENTALS - 2018

MISCELLANEOUS - 2018

- | | | |
|--------------------------|-----------------------------------|------------------------|
| <input type="checkbox"/> | DES RES DESIGN (NAME CHANGE) | ARCHITECTURAL DRAFTING |
| <input type="checkbox"/> | UNDERGROUND SOLUTIONS LLC (7-DAY) | SEWER REPAIR |

*Denotes In-Home Business