

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Finance - Matt Brown - mbrown@ci.st-helens.or.us
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	Redo Business License Code/Rules/Forms/Process
Estimated Completion:	October 2020

ACTION PLAN

1. Background of Project:

- Municipal code language for business licenses has not been reviewed/rewritten in many years. There is a lot of code language that is outdated or not in use anymore. Along with code changes, the City got new business license software through our new financial software. I am reviewing business license processes to improve efficiency and purpose.

2. Current Status of Project:

- Municipal Code has been re-written and reviewed by staff. Attorneys are currently reviewing language.
- New business license software is in place and starting to be used in Utility Billing

3. Strategic Steps to Accomplish Project:

- Attorneys review and OK for moving forward
- First/Second reading at City Council for approval

4. Estimated Cost of Project:

- Limited cost of Professional Services for attorneys to review municipal code language

5. Barriers to Complete:

- No barriers exist currently