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**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, November 4, 2015, 1:00 p.m.**  
 City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

Mayor Randy Peterson  
 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. Visitor Comments 1:00 p.m.
2. Protest on Sewer Lateral Replacement – 184 N. Vernonia Road – *Robert Kern* 1:05 p.m.
3. Semi-Annual Report from IT Consultant Centerlogic 1:25 p.m.
4. Continued Discussion on Community Impact Agreement 1:35 p.m.
5. Review Ordinance to Repeal Tourism Committee 1:55 p.m.
6. Review Proposal for Visitor Center 2:05 p.m.
7. 1<sup>st</sup> Quarter Financial Report - *John* 2:15 p.m.
8. Deliberations - Requests for Staffing Additions/Modifications (Continued from 10/21) 2:30 p.m.
9. Department Reports 2:50 p.m.
10. Council Reports 3:10 p.m.
11. Executive Session: ORS 192.660(2)(e) Real Property Transactions 3:20 p.m.
12. Other Business
13. Next Work Session Items
14. Upcoming Dates to Remember:
  - **November 4, Council Work Session, 1:00 p.m., Council Chambers**
  - **November 4, Council Public Forum, 6:30 p.m., Council Chambers**
  - **November 4, Council Regular Session, 7:00 p.m., Council Chambers**
  - November 10, Planning Commission, 7:00 p.m., Council Chambers
  - **November 11, Veterans Day, All City Offices Closed**
  -
15. Future Public Hearing(s)/Forum(s):
  - November 4, 6:30 p.m., Public Forum: Proposed 2016 Utility Rates

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.

## MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	7-Oct-15	
<b>Subject:</b>	184 N. Vernonia Road Sanitary Sewer Lateral History	

### Background:

On September 2, 2015 the Council approved a resolution to declare certain properties within the city to be in violation of sections of the Municipal Code in regards to deficient sewer laterals and that a nuisance exists on such properties. On September 8, 2015 a letter was sent to each of the affected property owners advising them of the nuisance determination. In accordance with the Code, property owners have 10 days to provide a written protest of the notice. On September 18, a protest was submitted by the owner of 184 N. Vernonia Road.

The information below is a timeline of activities related to the sewer lateral at 184 N. Vernonia Road and adjacent mainline sewer. Copies of letters, inspection reports, and notices are attached for reference.

Date	Activity	Comments
4/28/2013	Lateral video	Deficiencies noted: separated joints, fractures, root intrusion, Orangeburg pipe
7/12/2013	Lateral repair notice sent	
9/9/2013	60-day notice sent	
9/19/2013	Owner call	Requested copy of map; mailed on 9-19-2013
10/11/2013	90-day notice sent	
11/13/2013	Final notice sent	
1/16/2014	Discussion with owner	Discussion with staff regarding need for repair
1/16/2014	Owner obtained permit	
8/13/2014	Mainline video	City TV'd mainline; debris in line, no blockages found
	Install cleanout	City crew installed new cleanout on mainline
8/19/2014	Call to owner	Notification that City will re-TV lateral
9/2/2014	Lateral video	Second video made at City expense. Deficiencies noted: multiple offset joints, fractures, cracks, break in pipe with protruding section. Confirmed vitrified clay pipe; no Orangeburg pipe
9/5/2014	Follow-up letter sent	Confirm deficiencies and repair needed
9/8/2015	Nuisance abatement letter sent	
9/8/2015	Property posted	
9/18/2015	Owner protest received	

CCTV from 5/28/2013

Navigate using Bookmarks or by clicking on an agenda item.

## PROPERTY ADDRESS

184 N Vernonia Road  
St. Helens, OR 97051



Edit This Lateral

## LATERAL DETAILS

Line Status	Repair In Progress		
Response Status	120-Day Follow Up Letter Sent		
Notification Sent	07/12/13	Days Since Notice	418
SLR Number	2123	Rank Value	47
Approx Length	37.00	Permit	#12760
TV Length	37.40	TV Date	05/28/13
Upstream Node	S/S		
End Node A	DE28	End Node B	DE33
Record Date	06/14/13		

## OWNER INFORMATION

Name	YAGER JERRY L & KERN ROBERT L
Phone	
Phone 2	
Email	
Lives at Property	No
Mailing Address	4815 NE SKIDMORE PORTLAND, OR 97218

## ADDITIONAL CONTACT INFORMATION

Name	Robert Kern
Phone	(503) 249-8143
Phone 2	
Email	
Mailing Address	St. Helens, OR 97051

Notes

Calls

Docs

Media

Defs

Material



Add Deficiencies



Export

	0.00 ft.	Pipe Material
Ductile Iron Pipe		
	15.00 ft.	Pipe Material
Orangeburg Pipe		
	20.00 ft.	Pipe Fractures
Major - Fracture between 1/4" to 1/2"		
	23.00 ft.	Pipe Material
Vitrified Clay Pipe		
	31.20 ft.	Pipe Connections
Other Prohibited Connection		



City of St. Helens, Oregon

## CCTV Sanitary Sewer Lateral Inspection Report

Property Address:

Inspection Date:

Time:

Contractor:

Inspector:

Lateral Length:

Depth of Lateral at Sewer Main:

<b>PIPE DIAMETER:</b>	3"	4"	6"	Other
<b>PIPE MATERIAL:</b>	PVC	Concrete	Cast Iron	Orangeburg
	ABS	Vitrified Clay	Other Material(s)	
<b>LATERAL ACCESSED:</b>	Cleanout	Soil Stack	Other	
<b>INSPECTION ENDS:</b>	Mainline	Manhole	Other	

### CONNECTIONS IDENTIFIED DURING INSPECTION:

Downspout	Sump Pump	Basement Drain	Area Drain
Foundation Drain	Driveway Drain	Other Sanitary Line	
Other			

OBSERVATIONS	
<input type="checkbox"/> Broken sewer pipe	<input type="checkbox"/> Bellied Pipe
<input type="checkbox"/> Deformed pipe	<input type="checkbox"/> Rocks, Mud, or Grease Buildup
<input type="checkbox"/> Holes and cracks in pipe	<input type="checkbox"/> Blockage (Debris, Collapse or Cave-in)
<input type="checkbox"/> Fractures in pipe	<input type="checkbox"/> Damaged or Open Cleanout
<input type="checkbox"/> Offset or Separated Pipe Joints	<input type="checkbox"/> Cleanout Installed for CCTV purposes
<input type="checkbox"/> Root Intrusion	<input type="checkbox"/> CCTV Incomplete
<input type="checkbox"/> Direct inflow and infiltration	<input type="checkbox"/> Sewer ejector pump on property
<input type="checkbox"/> Other Homes or Buildings share sewer lateral	<input type="checkbox"/> Severe Corrosion

Additional Notes:





## NOTICE TO REPAIR SEWER

July 12, 2012

YAGER JERRY L & KERN ROBERT L  
4815 NE SKIDMORE  
PORTLAND, OR 97218

**SITUS ADDRESS: 184 North Vernonia Road, St. Helens, Oregon 97051**  
**TAX LOT NO.: 4N1W5AD10300**

Dear YAGER JERRY L & KERN ROBERT L:

In an effort to comply with state and federal regulations, the City of St. Helens is working to repair and rehabilitate the public sanitary sewer system by eliminating raw sewage overflows during heavy rain events caused by stormwater and groundwater entering the sanitary system through leaks, cracks, and breaks. The **Inflow and Infiltration Reduction Project**, also called the I&I Project, includes investigating the condition of the sanitary sewer service laterals which connect private properties to the public sanitary sewer system.

The purpose of this letter is to inform you as the property owner of 184 N Vernonia Road that your sanitary sewer lateral is in need of repair. The 05/28/2013 inspection of your sanitary sewer lateral via Closed Circuit Television (CCTV) has identified approximately 8 linear feet of defective sanitary sewer pipe as a source of stormwater/groundwater infiltrating the sewer mainline. The defects found in your sewer pipe are in violation of St. Helens Municipal Code 13.12 and include Orangeburg pipe, fractures, separated joints, and root intrusion. **The defective section of the sanitary sewer pipe shall be repaired within 120 days of the date of this letter** per current City policy.

Under current municipal code, property owners are responsible for the construction, installation, maintenance, and repair for the full length of the sanitary sewer lateral pipe from the house/ building to the public sanitary sewer mainline. However, to preserve the consistency of City streets and sidewalks, you will be required to replace only your property's sewer pipe from sound, non-deficient pipe to the "edge of continuous street improvement". "Edge of continuous street improvement" indicates the extent of the City improvements which border your property such as a continuous section of pavement, curb, and/or sidewalk. Detached improvements, such as a sidewalk that is separated from the pavement or curb by more than three feet, are not considered to be part of the continuous street improvements.

As the property owner, you can choose to hire an independent contractor with a valid City business license to repair your lateral or you can repair your lateral yourself. You will be required to obtain a plumbing permit before replacing the sewer pipe. Permits can be obtained from the Building Department located on the first floor of City Hall. An application for a plumbing permit and a copy of the Oregon Plumbing Code: Section 713-723 has been included with this letter for your convenience.

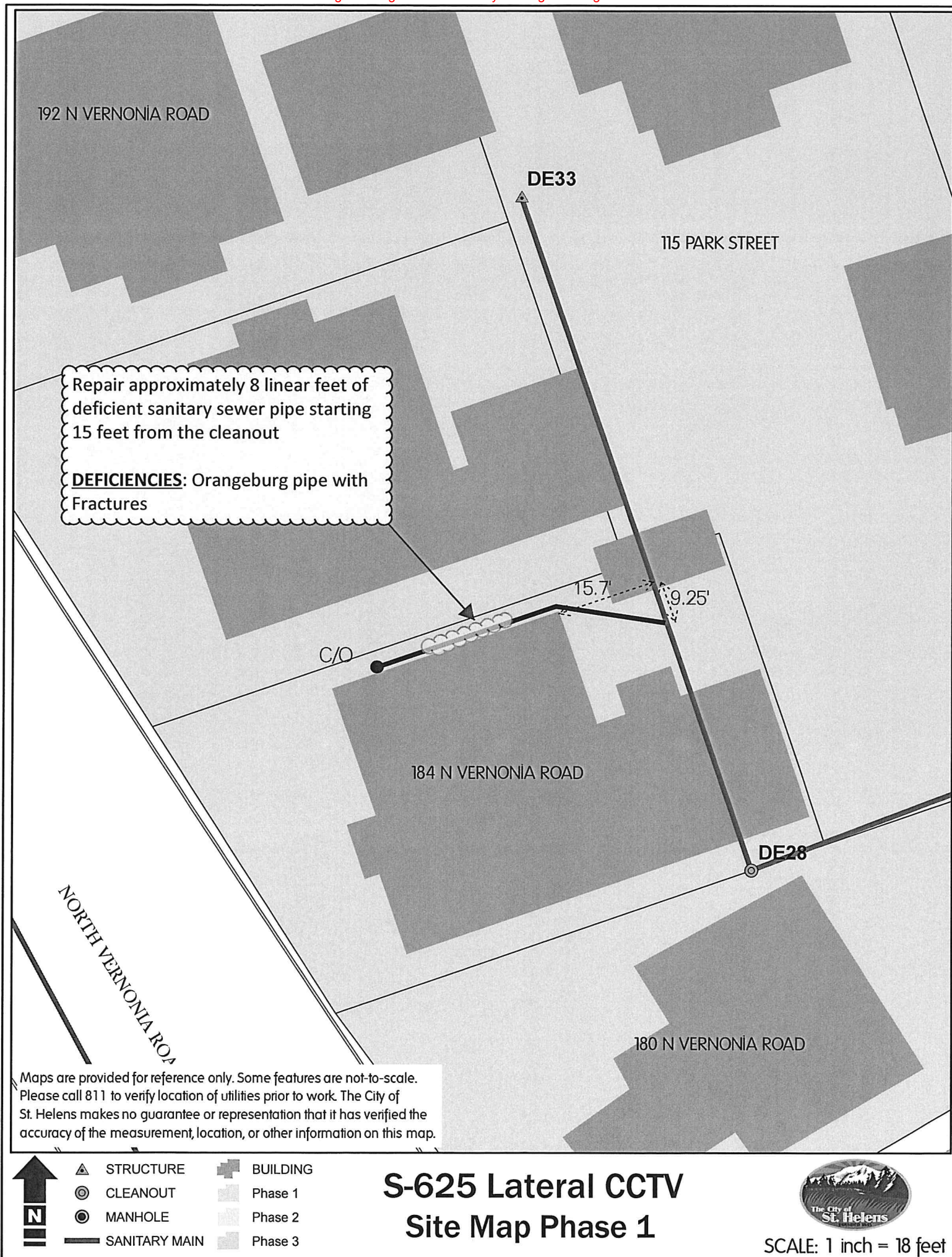
For questions regarding the repair of your sewer lateral, please contact the **Sanitary Sewer Rehabilitation Project Manager, Sharon Darroux, in the Engineering Department at (503) 366-8243.** St. Helens City Hall is located at 265 Strand St. Operating hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday (closed from 12:00 p.m. to 1:00 p.m.).

Thank you in advance for your cooperation in helping us protect the environment from sewage overflows by maintaining your private sanitary sewer lateral.

Sincerely,  
City of St. Helens  
Engineering Department

Enclosures (4)

- *Sanitary Sewer Lateral Site Map*
- *Plumbing Permit Application*
- *Oregon Plumbing Specialty Code 712.2 – 723.0*
- *Sanitary Sewer Lateral Repairs in St. Helens FAQ*



**BUILDING DIVISION 24 HRS. ADVANCE NOTICE  
(503) 397-6272 REQUIRED FOR INSPECTION**

**CITY OF ST. HELENS  
PERMIT / APPLICATION**

Permit No. \_\_\_\_\_

Ref. No. \_\_\_\_\_

This is your Permit when properly filled out, signed and validated.

Date Submitted: \_\_\_\_\_

Prop. <b>TAX LOT#</b>	Lot	Blk	Subdivision / Mobile Park Name	Space
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Job Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Bldg. Contractor: \_\_\_\_\_ C.B. No. \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Bldg. Con. \_\_\_\_\_ Manufactured Dwelling \_\_\_\_\_ M.D.I. Lic. # \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_

Bus. Lic. \_\_\_\_\_ Plumbing \_\_\_\_\_ Plbg. Lic. \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_ Sheet Rock \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_

Mech. \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_ Excavation \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_

Elect. \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_ Painting \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_

Framing \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_ Flooring Covering \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_

Roofing \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_ Cabinets \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_

Garage Door \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_ Concrete \_\_\_\_\_ Bus. Lic. \_\_\_\_\_ C.B. No. \_\_\_\_\_

Describe Work:

**REPAIR/REPLACEMENT OF SANITARY SEWER LATERAL**

Res ☐ OFFICE WORK  
Non Res ☐ Manu. ☐ Slide Hazard ☐ Yes ☐ No Flood ☐ Yes ☐ No

Min. Bldg. Setbacks From Property Lines and Rds. / Streets  
Front Side Side Rear Lot Size

Min. Required \_\_\_\_\_

Plot Plan \_\_\_\_\_

Type of Const.	Occupancy Group	Division
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Size of Bldg. (Total Sq. Ft.)	No. of Stories	Max. Occ. Load
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Fire Zone	Use Zone	Fire Sprinklers Required <input type="checkbox"/> Yes <input type="checkbox"/> No
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No. of Dwelling	Off St. Parking	Bedrooms
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**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I hereby certify that I have read and examined this application, including Builder's Board numbers for all subcontractors, and I know that it is true and correct. Further, I certify that I am currently licensed by the City of St. Helens and registered with the Builder's Board under the Homebuilder's Law by # \_\_\_\_\_ which is in full force and effect, or I am exempt from the Homebuilder's Law because \_\_\_\_\_

or that I am the legal owner of the above property.

General and Sub. Contractors shall be licensed as required by the City of St. Helens.

Signature of Contractor or Authorized Agent \_\_\_\_\_ (Date) \_\_\_\_\_

Signature of Owner (If Owner Builder) \_\_\_\_\_ (Date) \_\_\_\_\_

Permit Approved By: \_\_\_\_\_

Date \_\_\_\_\_

**WHEN PROPERLY VALIDATED THIS IS YOUR PERMIT**

**CITY OF ST. HELENS**



Phone: (503) 397-6272, Ext. 128  
Inspection Line: (503) 366-8234  
Fax: (503) 397-4016

**Brian Don**  
Building Official

P.O. BOX 278  
265 Strand Street  
St. Helens, OR 97051  
www.ci-st-helens.or.us  
bdon@ci-st-helens.or.us

Plan Check Fee (Non-Refundable)	
Building	
Plumbing	<b>\$60.00</b>
Mechanical	
Electrical	
Mobile Home Size Make	
<b>ADMIN FEE</b>	<b>\$36.00</b>
Sewer Connection & System Dev. Charge	Installation Charge _____ + SDC _____
Storm Sewer System Dev. Charge	
Water Meter & System Dev. Charge	Installation Charge _____ + SDC _____
Street System Dev. Charge	
Parks System Dev. Charge	
State Surcharge	<b>\$7.20</b>
<b>TOTAL REQUIRED</b>	<b>\$103.20</b>

Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

☐ Office Copy ☐ County Assessor ☐ Applicant ☐ Building Inspector

## SANITARY DRAINAGE

712.2 – 715.3

mm) head of water. The water shall be kept in the system, or in the portion under test, for at least fifteen (15) minutes before inspection starts. The system shall then be tight at all points.

**712.3 Air Test.** The air test shall be made by attaching an air compressor testing apparatus to any suitable opening and, after closing all other inlets and outlets to the system, forcing air into the system until there is a uniform gauge pressure of five (5) pounds per square inch (34.5 kPa) or sufficient to balance a column of mercury ten (10) inches (254 mm) in height. The pressure shall be held without introduction of additional air for a period of at least fifteen (15) minutes.

### Part II – Building Sewers.

#### 713.0 Sewer Required.

**713.1** Every building in which plumbing fixtures are installed and every premises having drainage piping thereon shall have a connection to a public or private sewer, except as provided in Sections 713.2, and 713.4.

**713.2** When no public sewer intended to serve any lot or premises is available in any thoroughfare or right of way abutting such lot or premises, drainage piping from any building or works shall be connected to an approved private sewage disposal system.

**713.3** Within the limits prescribed by Section 713.4 hereof, the rearrangement or subdivision into smaller parcels of a lot that abuts and is served by a public sewer shall not be deemed cause to permit the construction of a private sewage disposal system, and all plumbing or drainage systems on any such smaller parcel or parcels shall connect to the public sewer.

**713.4** The public sewer may be considered as not being available when such public sewer or any building or any exterior drainage facility connected thereto is located more than two hundred (200) feet (60.8 m) from any proposed building or exterior drainage facility on any lot or premises that abuts and is served by such public sewer.

**713.5** No permit shall be issued for the installation, alteration, or repair of any private sewage disposal system, or part thereof, on any lot for which a connection with a public sewer is available.

**713.6** On every lot or premises hereafter connected to a public sewer, all plumbing and drainage systems or parts thereof on such lot or premises shall be connected with such public sewer.

Exception: Single-family dwellings and buildings or structures accessory thereto, existing and connected to an approved private sewage

disposal system prior to the time of connecting the premises to the public sewer may, when no hazard, nuisance, or insanitary condition is evidenced and written permission has been obtained from the Authority Having Jurisdiction, remain connected to such properly maintained private sewage disposal system when there is insufficient grade or fall to permit drainage to the sewer by gravity.

#### 714.0 Damage to Public Sewer or Private Sewage Disposal System.

**714.1** It shall be unlawful for any person to deposit, by any means whatsoever, into any plumbing fixture, floor drain, interceptor, sump, receptor, or device which is connected to any drainage system, public sewer, private sewer, septic tank, or cesspool, any ashes; cinders; solids; rags; flammable, poisonous, or explosive liquids or gases; oils; grease; and any other thing whatsoever that would or could cause damage to the public sewer, private sewer, or private sewage disposal system.

**714.2** No rain, surface, or subsurface water shall be connected to or discharged into any drainage system, unless first approved by the Authority Having Jurisdiction.

**714.3** No cesspool, septic tank, seepage pit, or drainfield shall be connected to any public sewer or to any building sewer leading to such public sewer.

**714.4** The Authority Having Jurisdiction shall review before approval, the installation of a commercial food waste grinder connecting to a private sewage disposal system.

**714.5** An approved-type watertight sewage or wastewater holding tank, the contents of which, due to their character, must be periodically removed and disposed of at some approved off-site location, shall be installed only when required by the Authority Having Jurisdiction or the Health Officer to prevent anticipated surface or subsurface contamination or pollution, damage to the public sewer, or other hazardous or nuisance conditions.

#### 715.0 Building Sewer Materials.

**715.1** The building sewer, beginning two (2) feet (610 mm) from any building or structure, shall be of such materials as prescribed in this code.

**715.2** Joining methods and materials shall be as prescribed in this code.

**715.3** Replacement of existing building sewer and building storm sewers using trenchless methodology

TIA  
TIA  
TIA

## 715.3 – 719.6

## OREGON PLUMBING SPECIALTY CODE

TIA and materials shall be installed in accordance with  
TIA IAPMO IS-26.  
TIA

### 716.0 Markings.

All pipe, brick, block, prefabricated septic tanks, prefabricated septic tank or seepage pit covers, or other parts or appurtenances incidental to the installation of building sewers or private sewage disposal systems shall conform to the approval requirements of Chapter 3 of this code.

### 717.0 Size of Building Sewers.

The minimum size of any building sewer shall be determined on the basis of the total number of fixture units drained by such sewer, in accordance with Table 7-8. No building sewer shall be smaller than the building drain.

### 718.0 Grade, Support, and Protection of Building Sewers.

718.1 Building sewers shall be run in practical alignment and at a uniform slope of not less than one-fourth (1/4) of an inch per foot (20.9 mm/m) toward the point of disposal.

Exception: When approved by the Authority Having Jurisdiction and where it is impractical, due to the depth of the street sewer or to the structural features or to the arrangement of any building or structure, to obtain a slope of one-fourth (1/4) of an inch per foot (20.9 mm/m), any such pipe or piping four (4) inches (80 mm) through six (6) inches (150 mm) may have a slope of not less than one-eighth (1/8) inch per foot (10.5 mm/m) and any such piping eight (8) inches (200 mm) and larger may have a slope of not less than one-sixteenth (1/16) of an inch per foot (5.3 mm/m).

718.2 Building sewer piping shall be laid on a firm bed throughout its entire length, and any such piping laid in made or filled-in ground shall be laid on a bed of approved materials and shall be properly supported as required by the Authority Having Jurisdiction.

All nonmetallic yard building sewer piping shall have an electrically conductive tracer wire 18-gauge, insulated copper or heavier, green in color, or other approved materials installed in the trench for locating the pipe in the future. The tracer wire shall run the full length of the installed pipe, with one end left above the finished grade at the building end of the pipe, or at a cleanout next to the building wall, and shall be clearly marked. The other end of the

tracer wire shall be spliced into the serving utilities tracer wire, when present.

718.3 No building sewer or other drainage piping or part thereof, which is constructed of materials other than those approved for use under or within a building, shall be installed under or within two (2) feet (610 mm) of any building or structure, or part thereof, nor less than one (1) foot (305 mm) below the surface of the ground. The provisions of this subsection include structures such as porches and steps, whether covered or uncovered; breezeways; roofed porte cocheres; roofed patios; carports; covered walks; covered driveways; and similar structures or appurtenances.

### 719.0 Cleanouts.

719.1 Cleanouts shall be placed inside the building near the connection between the building drain and the building sewer or installed outside the building at the lower end of the building drain and extended to grade.

Additional building sewer cleanouts shall be installed at intervals not to exceed one hundred (100) feet (30,480 mm) in straight runs and for each aggregate horizontal change in direction exceeding one hundred thirty-five (135) degrees (2.36 rad).

719.2 When a building sewer or a branch thereof does not exceed ten (10) feet (3,048 mm) in length and is a straight-line projection from a building drain that is provided with a cleanout, no cleanout will be required at its point of connection to the building drain.

719.3 All required building sewer cleanouts shall be extended to grade and shall comply with all appropriate sections of Cleanouts, Section 707.0, for sizing, construction, and materials. When building sewers are located under buildings, the cleanout requirements of Section 707.0 shall apply.

719.4 Each cleanout shall be installed so that it opens to allow cleaning in the direction of flow of the soil or waste or at right angles thereto and, except in the case of wye branch and end-of-line cleanouts, shall be installed vertically above the flow line of the pipe.

719.5 Cleanouts installed under concrete or asphalt paving shall be made accessible by yard boxes or by extending flush with paving with approved materials and shall be adequately protected.

719.6 Approved manholes may be installed in lieu of cleanouts, when first approved by the Authority Having Jurisdiction. The maximum distance between manholes shall not exceed three hundred (300) feet (91.4 m).

The inlet and outlet connections shall be made by the use of a flexible compression joint no closer than twelve (12) inches (305 mm) to and not farther

## SANITARY DRAINAGE

719.6 – Table 7-8

than three (3) feet (914 mm) from the manhole. No flexible compression joints shall be embedded in the manhole base.

### 720.0 Sewer and Water Pipes.

Building sewers or drainage piping of clay or materials that are not approved for use within a building shall not be run or laid in the same trench as the water pipes unless both of the following requirements are met:

- (1) The bottom of the water pipe, at all points, shall be at least twelve (12) inches (305 mm) above the top of the sewer or drain line.
- (2) The water pipe shall be placed on a solid shelf excavated at one side of the common trench with a minimum clear horizontal distance of at least twelve (12) inches (305 mm) from the sewer or drain line.

Water pipes crossing sewer or drainage piping constructed of clay or materials that are not approved for use within a building shall be laid a minimum of twelve (12) inches (305 mm) above that sewer or drain pipe.

#### Note:

For the purpose of this section, "within the building" shall mean within the fixed limits of the building foundation.

### 721.0 Location.

721.1 Except as provided in Section 721.2, no building sewer shall be located in any lot other than the lot that is the site of the building or structure served by such sewer nor shall any building sewer be located at any point having less than the minimum distances indicated in Table 7-7.

**TABLE 7-7**  
Minimum Horizontal Distance Required From Building Sewer

Buildings or structures <sup>1</sup> .....	2 feet	(610 mm)
Property line adjoining private property.....	Clear <sup>2</sup>	
Water supply wells.....	50 feet <sup>3</sup>	(15,240 mm)
Streams.....	50 feet	(15,240 mm)
On-site domestic water service line.....	1 foot <sup>4</sup>	(305 mm)
Public water main.....	10 feet <sup>5,6</sup>	(3,048 mm)

#### Note:

- <sup>1</sup> Including porches and steps, whether covered or uncovered; breezeways; roofed portecocheres; roofed patios; carports; covered walks; covered driveways; and similar structures or appurtenances.
- <sup>2</sup> See also Section 313.3.
- <sup>3</sup> All drainage piping shall clear domestic water supply wells by at least fifty (50) feet (15,240 mm). This distance may be reduced to not less than twenty-five (25) feet (7,620 mm) when the drainage piping is constructed of materials approved for use within a building.
- <sup>4</sup> See Section 720.0.
- <sup>5</sup> For parallel construction.
- <sup>6</sup> For crossings, approval by the Health Department or Authority Having Jurisdiction shall be required.

**TABLE 7-8**  
Maximum/Minimum Fixture Unit Loading on Building Sewer Piping

Size of Pipe, Inches (mm)	Slope, Inches per Foot (mm/m)		
	1/16 (5.3)	1/8 (10.5)	1/4 (20.9)
6 and smaller (150)	(As specified in Table 7-5/No minimum loading)		
8 (200)	1,950/1,500	2,800/625	3,900/275
10 (250)	3,400/1,600	4,900/675	6,800/300
12 (300)	5,600/1,700	8,000/725	11,200/325

721.2 – 723.0

OREGON PLUMBING SPECIALTY CODE

**721.2** Nothing contained in this code shall be construed to prohibit the use of all or part of an abutting lot to:

- (1) Provide access to connect a building sewer to an available public sewer when proper cause and legal easement, not in violation of other requirements, has been first established to the satisfaction of the Authority Having Jurisdiction.
- (2) Provide additional space for a building sewer when proper cause, transfer of ownership, or change of boundary, not in violation of other requirements, has been first established to the satisfaction of the Authority Having Jurisdiction. The instrument recording such action shall constitute an agreement with the Authority Having Jurisdiction and shall clearly state and show that the areas so joined or used shall be maintained as a unit during the time they are so used. Such an agreement shall be recorded in the office of the County Recorder as part of the conditions of ownership of said properties, and shall be binding on all heirs, successors, and assigns to such properties. A copy of the instrument recording such proceedings shall be filed with the Authority Having Jurisdiction.

**722.0** Abandoned Sewers and Sewage Disposal Facilities.

**722.1** Every abandoned building (house) sewer, or part thereof, shall be plugged or capped in an approved manner within five (5) feet (1,524 mm) of the property line.

**722.2** Every cesspool, septic tank, and seepage pit that has been abandoned or has been discontinued otherwise from further use, or to which no waste or soil pipe from a plumbing fixture is connected, shall have the sewage removed therefrom and be completely filled with earth, sand, gravel, concrete, or other approved material.

**722.3** The top cover or arch over the cesspool, septic tank, or seepage pit shall be removed before filling, and the filling shall not extend above the top of the vertical portions of the sidewalls or above the level of any outlet pipe until inspection has been called and the cesspool, septic tank, or seepage pit has been inspected. After such inspection, the cesspool, septic tank, or seepage pit shall be filled to the level of the top of the ground.

**722.4** No person owning or controlling any cesspool, septic tank, or seepage pit on the premises of such person or in that portion of any public street, alley, or other public property abutting such premises, shall fail, refuse, or neglect to comply with the provisions of this section or upon receipt of notice so to comply from the Authority Having Jurisdiction.

**722.5** Where disposal facilities are abandoned

consequent to connecting any premises with the public sewer, the permittee making the connection shall fill all abandoned facilities as required by the Authority Having Jurisdiction within thirty (30) days from the time of connecting to the public sewer.

**723.0** Building Sewer Test.

Building sewers shall be tested by plugging the end of the building sewer at its points of connection with the public sewer or private sewage disposal system and completely filling the building sewer with water from the lowest to the highest point thereof, or by approved equivalent low-pressure air test. The building sewer shall be watertight at all points.



City Of St Helens  
PO Box 278 • St Helens, Oregon 97051  
Phone: (503) 397-6272 • Fax: (503) 366-3782  
Web: [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

---

## 60-DAY NOTICE TO REPAIR SEWER

September 9, 2013

YAGER JERRY L & KERN ROBERT L  
4815 NE SKIDMORE  
PORTLAND, OR 97218

Dear YAGER JERRY L & KERN ROBERT L:

According to our records, the sanitary sewer lateral for your property at 184 N Vernonia Rd has not yet been brought into compliance with St. Helens Municipal Code 13.12.: Sewer Use Regulations. To date there is no permit on file for the repair of this sanitary sewer pipe, or any indication that this work is either completed or underway. Plumbing permits can be obtained from the Building Department located on the first floor of City Hall at 265 Strand St.

From the initial notice you received dated July 12, 2013 you were given 120 days to comply. **The timeline for remaining compliance is now less than 60 days.** To avoid being subject to citations and penalties for noncompliance, please take the necessary actions to bring your sanitary sewer lateral pipe into compliance with St. Helens Municipal Code.

If you have questions about your sanitary sewer repair, please contact Project Manager, Sharon Darroux, in the Engineering Department at (503) 366-8243. City Hall is located at 265 Strand St. Operating hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday (closed from 12:00 p.m. to 1:00 p.m.).

Sincerely,  
City of St. Helens  
Engineering Department



**City Of St Helens**  
PO Box 278 • St Helens, Oregon 97051  
Phone: (503) 397-6272 • Fax: (503) 366-3782  
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September 19, 2013

Robert L Kern  
4815 NE Skidmore  
Portland, OR 97218

**RE: Sanitary Sewer Repair for 184 North Vernonia Road**

Dear Mr. Kern,

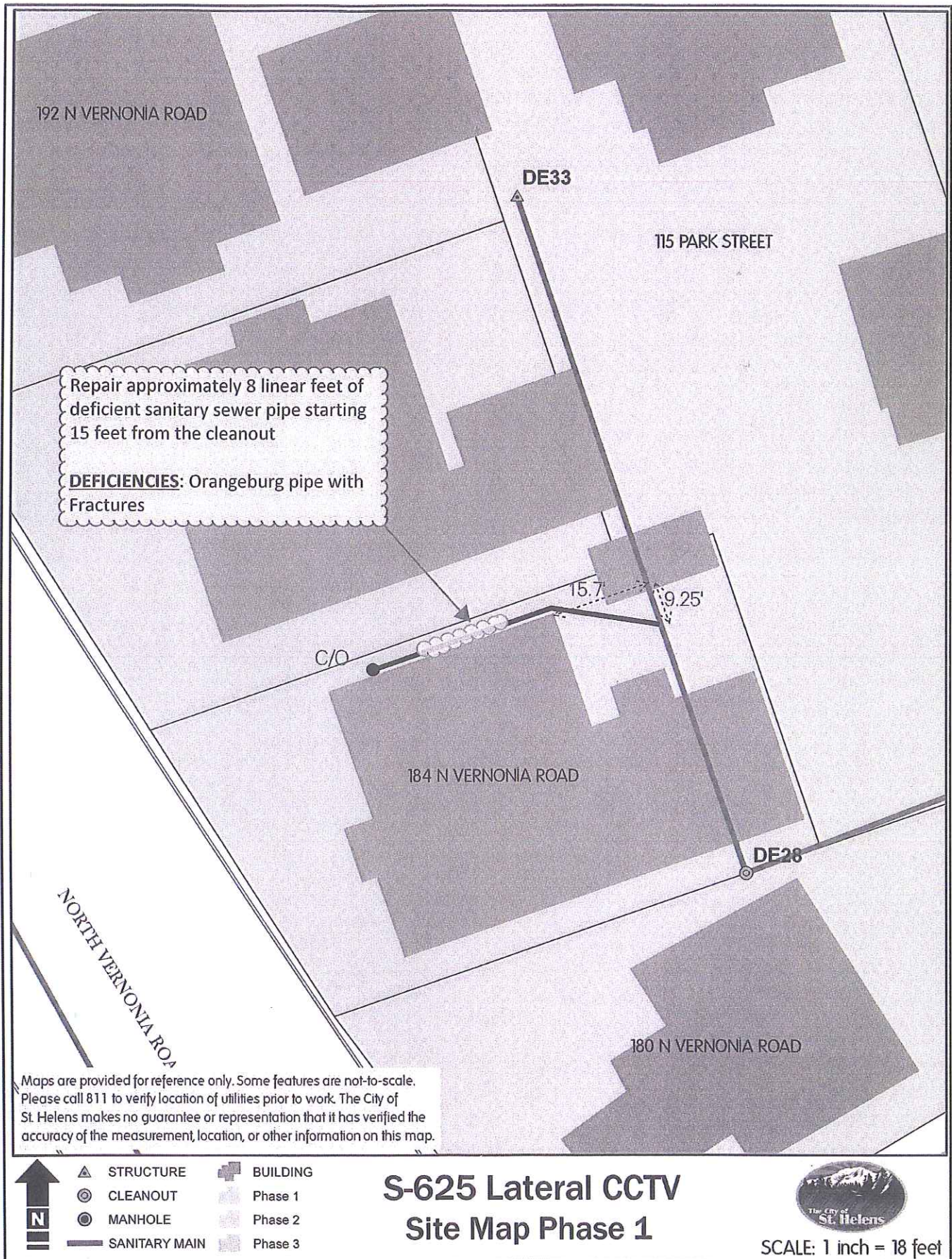
Enclosed is a copy of the sanitary sewer lateral repair map for your property at 184 N Vernonia Rd. I've also enclosed information on acceptable sewer pipe materials and fittings.

If you have any more questions about the repair and replacement of your sanitary sewer pipe feel free to call me at (503) 366-8243.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sharon Darroux".

Sharon Darroux  
Project Manager  
Engineering Department





City Of St Helens  
PO Box 278 • St Helens, Oregon 97051  
Phone: (503) 397-6272 • Fax: (503) 366-3782  
Web: [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

## 90-DAY NOTICE TO REPAIR SEWER

October 11, 2013

Jerry L Yager and Robert L Kern  
4815 NE Skidmore St  
Portland, OR 97218

Dear Mr. Yager and Mr. Kern:


According to our records, the repair of your sanitary sewer pipe at 184 North Vernonia Road has not been completed. Furthermore, there is no permit on file for the repair of this sewer pipe or any indication that this work is underway.

The St. Helens Municipal Code provides property owners 120 days in which to comply with a sanitary sewer pipe repair notice. More than 90 days have passed since you were initially notified to repair your sewer with a letter dated July 12, 2013. This means **there is less than 30 days remaining in which to complete the repairs on your sanitary sewer lateral.**

Please take the actions necessary to complete the repairs on your sanitary sewer lateral on or before this deadline. After the 120-day term is passed, you can be subjected to citations and fines of up to a maximum of \$2,000 per day for noncompliance until the deficiencies have been corrected per St. Helens Municipal Code 13.12.110.

If you have any questions or concerns about your sanitary sewer repair, you may contact me at (503) 366-8243.

Sincerely,

  
Sharon Darroux  
Project Manager  
Sanitary & Storm Sewer Rehabilitation  
Engineering Department



City Of St Helens  
PO Box 278 • St Helens, Oregon 97051  
Phone: (503) 397-6272 • Fax: (503) 366-3782  
Web: [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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## FINAL NOTICE TO REPAIR SEWER

November 13, 2013

YAGER JERRY L & KERN ROBERT L  
4815 NE SKIDMORE  
PORTLAND, OR 97218

Dear YAGER JERRY L & KERN ROBERT L:

You received a notice to repair your sanitary sewer lateral dated July 12, 2013 for your property at 184 N Vernonia Rd and, per current City Code, were provided 120 days from this date to complete these repairs. This is your fourth and final notice from the City regarding the repair of your sewer pipe. **The time period allotted for the completion of the sewer repairs for 184 N Vernonia Rd is expired.**

Our records show no permit on file for the repair of your sewer and no indication this work is underway. Complying with the City Code in regard to this matter is your legal responsibility as the property owner. Actions taken for noncompliance may include: the issuance of citations and fines of up to a maximum of \$2,000 per day until the sanitary sewer lateral deficiencies have been corrected, formal enforcement action, and the assessment of administrative fees associated with processing the violation per St. Helens Municipal Code 13.12.110.

To avoid fines and citations, please call (503) 366-8243 to discuss your options.

This letter serves as final notification.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sharon Darroux', is written over the word 'Sincerely,'.

Sharon Darroux  
Project Manager  
Sanitary & Storm Sewer Rehabilitation  
Engineering Department



Navigate using Bookmarks or by clicking on an agenda item.

# CITY OF ST. HELENS

## PERMIT/APPLICATION

This is your Permit when properly filled out, signed and validated

### 24 HRS. ADVANCE NOTICE REQUIRED FOR INSPECTION

PermitNo.  
Cust. No.  
Acct. No.  
Date Sub.

**12760**  
**0022717**  
**0011658**  
**01/16/2014**

Prop. Desc.	Tax I.D./Parcel No. <b>4105.014.10300</b>	Lot	Blk	Subdivision / Mobile Park Name			Space
Job Address: <b>184 N VERNONIA RD</b>				City: <b>ST HELENS</b>	State: <b>OR</b>	Zip: <b>97051</b>	Phone:
Owner <b>ROBERT KERN</b>		Address: <b>184 N VERNONIA RD</b>		City: <b>ST HELENS</b>	State: <b>OR</b>	Zip: <b>97051</b>	Phone: <b>(503)249-8143</b>
Bldg. Contractor: <b>OWNER/SELF</b>		Address:		Bldg. Contr. Bus. Lic. <b>000000</b>		C.B. No. <b>000000</b>	Phone:
Manufactured Dwelling		M.D.I. Lic. #		Bus. Lic.		C.B. No.	

Describe Work: <b>REPAIR/REPLACE SEWER LATERAL (I&amp;I)</b>	SPECIAL APPROVALS	SIGNATURE	DATE
---	-------------------	-----------	------

<b>SPECIAL CONDITIONS</b>	Planning / Zoning	
	Public Works	
	Building	
	Engineering	

Min. Bldg. Setbacks from Property Lines and Rds. / Streets						Valuation of Work	<b>\$0.00</b>
	Front	Side	Side	Rear	Lot Size	Administration Fee	<b>37.80</b>
Min. Req.						Plumbing Fee	<b>60.00</b>
Plot Plan						Sewer Connection Fee	<b>0.00</b>
Type of Const.		Occupancy Group		Division		Sewer System Development Fee	<b>0.00</b>
Size of Bldg. (Total Sq. Ft.) <b>0</b>		No. of Stories		Max Occ. Load		State Surcharge	<b>7.20</b>
Fire Zone		Use Zone		Fire Sprinklers Req. <input type="checkbox"/> Yes <input type="checkbox"/> No		Other Fees	<b>0.00</b>
No. of Dwelling		Off St. Parking		Bedrooms			

#### Notice

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period o 180 days at any time after work has commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I here by certify that I have read and examined this application, including Builder's Board numbers for all subcontractors, and I know that it is true and correct. Further, I certify that I am currently licensed by the City of St. Helens and registered with the Builder's Board under the Homebuilder's Law by # \_\_\_\_\_ which is in full force and effect, or I am exempt from the Homebuilder's Law because \_\_\_\_\_.

Signature of Contractor or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

See Original \_\_\_\_\_ 01/16/2014

Signature of Owner (If Owner Builder) \_\_\_\_\_ Date \_\_\_\_\_

Don Sallee, CBO \_\_\_\_\_ 01/16/2014

Permit Approved By: \_\_\_\_\_ Date \_\_\_\_\_

WHEN PROPERLY VALIDATED THIS IS YOUR PERMIT

#### TOTAL REQUIRED

**\$105.00**

Receipt #	<b>105864</b>	
Date:	<b>1/16/2014</b>	
Amount Paid:	<b>\$105.00</b>	

Green - Inspection

Pink - Assessor

Gold - Plans File

Cream - Counter Binder

Yellow - Inspection File

White - Main File



Laterals



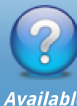
Storm



Sanitary



Media



Available



Available



Users



Settings

Dashboard

Search

Manage

View

## Lateral View

1 of 1

### PROPERTY ADDRESS

184 N Vernonia Road  
St. Helens, OR 97051

[Edit This Lateral](#)

### LATERAL DETAILS

Line Status	Repair Required		
Response Status	120-Day Follow Up Letter Sent		
Notification Sent	07/12/13	Days Since Notice	810
SLR Number	2123	Rank Value	62
Approx Length	37.00	Permit	#12760
TV Length	37.40	TV Date	09/02/14
Upstream Node	S/S		
End Node A	DE28	End Node B	DE33
Record Date	06/14/13		

### OWNER INFORMATION

Name	YAGER JERRY L & KERN ROBERT L		
Phone			
Phone 2			
Email			
Lives at Property	No		
Mailing Address	4815 NE SKIDMORE PORTLAND, OR 97218		

### ADDITIONAL CONTACT INFORMATION

Name	Robert Kern
Phone	(503) 249-8143
Phone 2	
Email	
Mailing Address	St. Helens, OR 97051

Notes

Calls

Docs

Media

Defs

Material

[Add Deficiencies](#)

[Export](#)

Ductile Iron Pipe

✖ 15.00 ft. Pipe Material

ABS Pipe

✖ 18.00 ft. Pipe Material

Vitrified Clay Pipe

✖ 21.00 ft. Joint Separation

Major - Joint separation between 1/4" to 1/2"

✖ 23.00 ft. Pipe Fractures

Moderate - Fracture between hairline to 1/4"

✖ 25.00 ft. Joint Separation

Major - Joint separation between 1/4" to 1/2"

✖ 27.00 ft. Joint Separation

Moderate - Joint separation <1/4"

✖ 31.00 ft. Joint Separation

Moderate - Joint separation <1/4"

✖ 32.00 ft. Pipe Connections

Other Prohibited Connection

✖ 33.00 ft. Pipe Fractures

Major - Fracture between 1/4" to 1/2"

✖ 34.00 ft. Pipe Blockage

Major debris or pipe blockage, flow restricted



**City Of St Helens**  
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---

September 5, 2014

Robert L. Kern  
4815 NE Skidmore  
Portland, OR 97218

**RE: Sanitary Sewer Repair for 184 North Vernonia Road**

Dear Mr. Kern,

The sewer lateral for your property at 184 N Vernonia Rd was re-scoped on September 2, 2014 in order to confirm the condition of the sewer and the location of the repairs, of which you were notified by a letter dated July 12, 2013.

The new sewer scope shows the sewer lateral has degraded since the previous scope done in May 2013. And while there is apparently no Orangeburg pipe, the vitrified clay pipe is fractured and cracked in multiple locations, broken in some areas, and has multiple offset joints. Enclosed is a map of the revised repairs for the sanitary sewer lateral for your property at 184 North Vernonia Road.

If you have any more questions about the repair and replacement of your sanitary sewer pipe please feel free to contact Sue Nelson or me at (503) 397-6272.

Sincerely,

Sharon Darroux  
Project Manager  
Engineering Department

**REPAIR REVISED**

Repair approximately 16 linear feet of deficient sanitary sewer pipe starting 18 feet from the building foundation

**DEFICIENCIES:** Fractures, Cracks, Offset Joints, Sections of pipe broken at invert at approximately 34ft. Possible stormwater connection noted at 32ft (+/-) must be verified and disconnected.

BLOCKAGE  
CAMERA  
UNDERWATER

9" SANITARY MAIN

S/S

184

DE2

180

NORTH VERNONIA ROAD

8" SANITARY MAIN

DISCLAIMER: This map has been provided for reference only. The City of St. Helens makes no warranty, representation, or guarantee of any kind regarding the use of this product. The Requestor/User assumes all responsibility for the use of this product and agrees to hold harmless the City of St. Helens against any loss or damage arising from any error, omission, or positional inaccuracy of this product. The City of St. Helens assumes no responsibility for the validity of any information presented herein, nor any responsibility for the use or misuse of this data. It is the requestor's responsibility to verify any information derived from the GIS data before making any decisions or taking any actions based on the information.

**184 NORTH VERNONIA ROAD**

Sanitary Sewer Lateral

Date: 9/3/2014 Time: 9:29:51 AM City of St. Helens - Engineering Department



1 inch = 15 feet

City of St. Helens  
P.O. Box 278, St. Helens, OR 97051  
Phone: (503) 397-6272 Fax: (503) 397-4016  
www.ci.st-helens.or.us

September 8, 2015

Robert L. Kern and Jerry L. Yager  
4815 NE Skidmore  
Portland, OR 97218

Subject: Notice of Deficient Sanitary Sewer Lateral Abatement  
184 N. Vernonia Road, St. Helens, Oregon  
Property Map # 4N1W 5AD 10300

You have been identified as the owner or person in charge of subject property. The City Council has determined that the current condition of the sanitary sewer lateral for this property to be in violation of the City of St. Helens Municipal Code.

According to St. Helens Municipal Code (SHMC) 8.12.130:

*"No person in charge of any building or structure shall suffer or permit rain water to fall from any such building or structure onto any street or sidewalk or to flow across such sidewalk or cause it to be discharged into any sanitary sewer;"*

And SHMC 13.12.040(8), (12), and (13):

*"No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or ground water to a building sewer or building drain, which in turn is connected directly or indirectly to a public sanitary sewer."*

*"Service laterals from a structure to the main sewer line shall be maintained by the owner of said structure in such a manner as to prevent infiltration of ground water into the collection system."*

*"Service laterals constructed or comprised of any prohibited material, specifically bituminous fiber pipe, most commonly known as "Orangeburg pipe," may constitute a threat to the efficient working and operation of the sanitary collection system and/or of the wastewater treatment plant and facilities of the city and may constitute a hazard to the health of the citizens of the city. In order to reduce or eliminate the risk, threats, and hazards posed by the existence of such unapproved pipe, prohibition is necessary. Building sewers constructed or compromised of unapproved materials, including "Orangeburg" or bituminous fiber pipe shall be deemed in need of repair or replacement when: (a) The service lateral is in failure as determined by the city engineer. A sewer lateral constructed of bituminous fiber pipe is considered to be in failure when certain conditions are present. Some of these conditions include, but are not limited to: collapsed pipe, blistering or peeling pipe, structural failure of the pipe, sags and bulges in line greater than 25 percent of pipe diameter, root intrusion, separated or leaking joints, visibly cracked or broken pipe, or pipe material deterioration. (b) Any additions, repairs, alterations, renovations, replacements, or maintenance are made to the service lateral. In all cases, the entire length of unapproved pipe material shall be removed and replaced and the costs and expenses incident to the repair and/or replacement of the unapproved pipe shall be borne by the owner. Replacement or repaired pipe shall conform to current applicable regulations and the requirements of this code for building sewers."*

And SHMC 13.12.050(1) and (2):

*"No person shall discharge or cause to be discharged any storm water, surface water, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer."*

*"No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or ground water to a public sanitary sewer."*

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Phone: (503) 397-6272 Fax: (503) 397-4016  
[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

You are hereby directed to make repairs on the deficient sanitary sewer lateral within thirty (30) days of this notice (on or before October 8, 2015). Obtaining a plumbing permit from the St. Helens Building Department for the purpose of making the required repairs will be considered taking action to complete the repairs.

If you fail to remove the nuisance by making the repairs and/or obtaining a valid plumbing permit for the purpose of performing the repairs, the City of St. Helens will remove the nuisance by means of having the repairs completed and the cost of the repairs shall be assessed against the property. Failure to pay the assessment shall result in the City placing a lien against the property, including any and all additional costs associated with filing the lien. You may protest this action by giving notice in writing to the city recorder within ten (10) days from the date of this notice (on or before September 18, 2015). Please address a notice of protest or any other correspondence to City of St. Helens, Attn: Kathy Payne, City Recorder, P.O. Box 278, St. Helens, OR 97051.

Sincerely,

Kathy Payne  
City Recorder

# Notice of Sewer Lateral Abatement

## Posted on September 8, 2015

City of St. Helens Council hereby directs a notice be posted on the **lot at 184 N. Vernonia Road, Parcel Map # 4N1W 5AD 10300**, that the property is in violation of one or more sections of the St. Helens Municipal Code (SHMC) listed below:

SHMC Section 8.12.130:

*"No person in charge of any building or structure shall suffer or permit rain water to fall from any such building or structure onto any street or sidewalk or to flow across such sidewalk or cause it to be discharged into any sanitary sewer;"*

SHMC Section 13.12.040(8), (12), and (13):

*"No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or ground water to a building sewer or building drain, which in turn is connected directly or indirectly to a public sanitary sewer."*

*"Service laterals from a structure to the main sewer line shall be maintained by the owner of said structure in such a manner as to prevent infiltration of ground water into the collection system."*

*"Service laterals constructed or comprised of any prohibited material, specifically bituminous fiber pipe, most commonly known as "Orangeburg pipe," may constitute a threat to the efficient working and operation of the sanitary collection system and/or of the wastewater treatment plant and facilities of the city and may constitute a hazard to the health of the citizens of the city. In order to reduce or eliminate the risk, threats, and hazards posed by the existence of such unapproved pipe, prohibition is necessary. Building sewers constructed or compromised of unapproved materials, including "Orangeburg" or bituminous fiber pipe shall be deemed in need of repair or replacement when: (a) The service lateral is in failure as determined by the city engineer. A sewer lateral constructed of bituminous fiber pipe is considered to be in failure when certain conditions are present. Some of these conditions include, but are not limited to: collapsed pipe, blistering or peeling pipe, structural failure of the pipe, sags and bulges in line greater than 25 percent of pipe diameter, root intrusion, separated or leaking joints, visibly cracked or broken pipe, or pipe material deterioration. (b) Any additions, repairs, alterations, renovations, replacements, or maintenance are made to the service lateral. In all cases, the entire length of unapproved pipe material shall be removed and replaced and the costs and expenses incident to the repair and/or replacement of the unapproved pipe shall be borne by the owner. Replacement or repaired pipe shall conform to current applicable regulations and the requirements of this code for building sewers."*

SHMC Section 13.12.050(1) and (2):

*"No person shall discharge or cause to be discharged any storm water, surface water, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer."*

*"No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or ground water to a public sanitary sewer."*

The property owner or person in charge of the property described in this Notice is directed to make repairs on the deficient sanitary sewer lateral within thirty (30) days of this notice (on or before October 8, 2015). Obtaining a plumbing permit from the St. Helens Building Department for the purpose of making the required repairs will be considered taking action to complete the repairs.

If the property owner or the person in charge of the property fails to remove the nuisance by making the repairs and/or obtaining a valid plumbing permit for the purpose of performing the repairs, the City of St. Helens will remove the nuisance by means of having the repairs completed and the cost of the repairs shall be assessed against the property. Failure to pay the assessment shall result in the City placing a lien against the property, including any and all additional costs associated with filing the lien. You may protest this action by giving notice in writing to the city recorder within ten (10) days from the date of this notice (on or before September 18, 2015). Please address a notice of protest or any other correspondence regarding this action to:

City of St Helens  
Attn: Kathy Payne, City Recorder  
PO Box 278  
St. Helens, OR 97051

RECEIVED

SEP 18 2015

CITY OF ST. HELENS

3:48pm *[Signature]*

Robert L. Kern  
4815 NE Skidmore St.  
Portland, OR 97218

September 16, 2015

City of St. Helens

Attn: Kathy Payne, City Recorder & Doug Morten, Casual Member  
PO Box 278  
St. Helens, OR 97051

This letter is in response to the notice of deficient sewer lateral abatement that was sent to me on September 8, 2015. My property is located at 184 N. Vernonia Road and the intention of this letter is to protest.

I reviewed a video of the sewer line and could not see any obvious deficiency in the pipe. The city representative said there were roots growing in the pipe, but it was actually a cobweb, with a spider visible in the cobweb. I was then told it was orange burg pipe and it would have to be replaced because ground water had leached into it. I bought the permit and dug the pipe up only to find out it wasn't orange burg pipe.

In addition, Tim with city maintenance came out because there was raw sewage in the back yard due to a plug in the main line. When he took the fitting off of the main line, the fitting flew into the air because the pressure was so strong. I asked him if the pressure could harm the lateral lines and he said it quite possibly could.

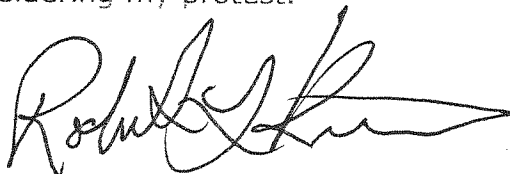
The city later sent me a letter approving the pipe it had originally asked me to fix, but also telling me to fix a different pipe. I responded by telling the city that the plug in its pipe probably put pressure on my pipe and compromised it because six months ago my pipe was fine according to the city.

I have tried to resolve this but there have been too many inconsistencies on the city's side. The city has never sent me a refund for the original permit I paid for but didn't use because it wasn't actually needed.

In closing, I don't believe there is anything wrong with this pipe and if there is, I believe it is due to the pressure put on it by the plug in the main line.

Thank you for considering my protest.

Robert Kern  
Property Owner



## **COMMUNITY IMPACT AGREEMENT**

This Community Impact Agreement ("Agreement") is entered into between the City of St. Helens, an Oregon municipal corporation ("City") and \_\_\_\_\_, a \_\_\_\_\_, ("Marijuana Related Business") collectively "the Parties."

### RECITALS

WHEREAS, the St. Helens City Council approved Ordinance No. 3196 on October 7, 2015, amending St. Helens Municipal Code ("SHMC") Chapter 5.30 to allow Marijuana Related Businesses to operate in the City; and

WHEREAS, SHMC 5.30.020 requires Marijuana Related Businesses to obtain a Marijuana Related Business License from the City in order to legally operate in the City; and

WHEREAS, an executed community impact agreement is one requirement to obtain a Marijuana Related Business License from the City; and

WHEREAS, the Parties jointly wish to enter into this Agreement.

Now, THEREFORE, in consideration for the mutual covenants and agreements herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to seek to mitigate the public safety and public health impacts of the Marijuana Related Business on the St. Helens community.
2. DEFINITIONS. As used in this Agreement, unless the context requires otherwise:
  - a. "Administrator" means the Finance Director for the City of St. Helens or his/her designee.
  - b. "Gross Sales" means the total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products.
  - c. "Marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
  - d. "Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the

State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

- e. "Purchase or Sale" means the acquisition or furnishing for consideration by any person of marijuana or marijuana-infused products within the City.
  - f. "Retail sale" means the transfer of goods or services in exchange for any valuable consideration.
3. CITY FINDINGS. The City hereby finds that the operation of the Marijuana Related Business in the City will contribute to the economic development of the City, but may also increase the demand on City services resulting from the use of marijuana, specifically on public safety and public health. The City therefore intends, by this Agreement, to increase support to public safety, enforcement, and health related programs in the City and broader community which are impacted by increased marijuana usage.
4. TERM. The term of this Agreement shall commence upon the approval of this Agreement by the City Council and execution by the Mayor and shall continue for five (5) years unless (i) sooner terminated as provided in this Agreement or (ii) extended as mutually agreed upon, in writing, by the Parties.
5. COMMUNITY IMPACT PAYMENTS. The Marijuana Related Business recognizes and acknowledges that the City may experience direct and indirect impacts resulting from the use of marijuana, specifically on public safety and public health. In order to mitigate those impacts, Marijuana Related Business shall make quarterly Community Impact Payments to City in the amount described in Section 6 of this Agreement. City shall appropriate funds from the Community Impact Payments to public safety and marijuana related programs in the City.
6. AMOUNT OF COMMUNITY IMPACT PAYMENTS.
- a. Marijuana Related Business shall pay to the City fifteen percent (15%) of the gross sale amount paid to the Marijuana Related Business of marijuana and marijuana-infused products.
  - b. The following deductions shall be allowed against sales received by the Marijuana Related Business providing marijuana or marijuana-infused products:
    - i. Refunds of sales actually returned to any purchaser.
    - ii. Any adjustments in sales which amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by Marijuana Related Business.

## 7. METHOD AND TIMING OF PAYMENTS.

- a. Marijuana Related Business shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Administrator, on forms provided by the City, specifying the total sales pursuant to this Agreement and the amount of the Community Impact Payment.
- b. Marijuana Related Business shall be entitled to retain one percent (1%) of the amount due to defray the costs of bookkeeping and remittance.
- c. Marijuana Related Business must keep and preserve in an accounting format established by the Administrator records of all sales and such other books or accounts as may be required by the Administrator. All such books, invoices and other records shall be retained for a period of three (3) years. The Administrator shall have the right to inspect all such records at all reasonable times.

## 8. REFUNDS.

- a. Whenever the amount of the Community Impact Payment has been overpaid or paid more than once, or has been erroneously collected or received by the City, it may be refunded as provided in subsection b. of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Administrator within one year of the date of payment. The claim shall be on forms furnished by the Administrator.
- b. The Administrator shall have twenty (20) calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Administrator shall notify the Marijuana Related Business in writing of the Administrator's determination. Such notice shall be mailed to the address provided on the claim form. In the event a claim is determined by the Administrator to be a valid claim, Marijuana Related Business may claim a refund, or take as credit against future Community Impact Payments in the amount overpaid, paid more than once, or erroneously collected or received. Marijuana Related Business shall notify Administrator of its choice no later than fifteen (15) days following the date Administrator mailed the determination. In the event Marijuana Related Business has not notified the Administrator of its choice within the fifteen (15) day period and Marijuana Related Business is still in business, a credit will be granted against the Community Impact Payment for the next quarter. If the Marijuana Related Business is no longer in business, a refund check will be mailed to the address provided in the claim form. Any credit for erroneous overpayment taken on a subsequent Community Impact Payment for refund of an amount erroneously overpaid by Marijuana Related Business must be so taken or filed within three (3) years after the date on which the overpayment was made to the City.

- c. No refund shall be paid under the provisions of this section unless the Marijuana Related Business established the right by written records showing entitlement to such refund and the Administrator acknowledged the validity of the claim.

9. TERMINATION. This Agreement shall be terminated:

- a. At any time upon mutual agreement of the Parties.
- b. If Marijuana Related Business breaches this Agreement and fails to cure the breach within thirty (30) calendar days' notice from the City. Termination shall be effective immediately following the time to cure.
- c. Pursuant to SHMC 5.30.035, should federal or state statutes, regulations, or guidelines be modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit legal operation of a Marijuana Related Business.
- d. If the City revokes the Marijuana Related Business License, pursuant to SHMC 5.30.035(2).

10. CONFIDENTIALITY. Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Agreement. Nothing in this section shall prohibit:

- a. The disclosure of the names and addresses of any person who is operating Marijuana Related Business; or
- b. The disclosure of general statistics in a form which would not reveal Marijuana Related Business' financial information; or
- c. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures.

11. AUDIT OF BOOKS, RECORDS, OR PERSONS.

- a. The City, for the purpose of determining the correctness of the Community Impact Payment, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of Marijuana Related Business' state and federal income tax return. All books, invoices, accounts and other records shall be made available within the city limits and be open at any time during regular business hours for examination by the Administrator or an authorized agent of the Administrator.
- b. If the examinations or investigations disclose that any reports of Marijuana Related Business filed with the Administrator pursuant to the requirements herein have shown incorrectly the amount of the Community Impact Payment

accruing, the Administrator may make such changes in subsequent reports and payments, or make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigations.

- c. Marijuana Related Business shall reimburse the City for reasonable costs of the examination or investigation if the action disclosed that the Marijuana Related Business paid ninety five percent (95%) or less of the amount owing for the period of the examination or investigation. In the event that such examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of nine percent (9%) per year from the date the original payment was due.
  - d. Marijuana Related Business shall keep a record in such form as may be prescribed by the Administrator of all sales of marijuana and marijuana-infused products. The records shall at all times during the business hours of the day be subject to inspection by the Administrator or authorized officers or agents of the Administrator.
  - e. Marijuana Related Business shall maintain and keep, for a period of three (3) years, all records of marijuana and marijuana-infused products sold.
12. FORMS. City shall provide to Marijuana Related Business a form on which Marijuana Related Business shall report the sales of marijuana and marijuana-infused products to City and determination of the Community Impact Payment.
13. AMENDMENTS. Amendments to this Agreement must be made in writing and approved by all Parties.
14. NON-ASSIGNMENT. This Agreement may not be assigned by any of the Parties without written consent of the other Parties.
15. ENTIRE AGREEMENT. This Agreement incorporates by reference SHMC Chapter 5.30 and constitutes the entire agreement between the Parties.
16. SEVERABILITY. The Parties agree that, if any term of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms will not be affected.

[Signature Page to Follow]

**CITY:**

**CITY OF ST. HELENS**, a municipal corporation of the State of Oregon

**MARIJUANA RELATED BUSINESS:**

\_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: City Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

City Attorney

**City of St. Helens**  
**ORDINANCE NO. 3199**

**AN ORDINANCE TO REPEAL ST. HELENS MUNICIPAL CODE  
CHAPTER 2.60, TOURISM COMMITTEE**

**THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:**

**Section 1.** St. Helens Municipal Code Chapter 2.60, Tourism Committee, is hereby repealed.

**Chapter 2.60**  
**~~TOURISM COMMITTEE~~**

Sections:

- ~~[2.60.010](#) Establishment.~~
- ~~[2.60.020](#) Definition of tourism.~~
- ~~[2.60.030](#) Membership.~~
- ~~[2.60.040](#) Terms of office.~~
- ~~[2.60.050](#) Vacancies and removals.~~
- ~~[2.60.060](#) Meetings — Quorum.~~
- ~~[2.60.070](#) Responsibilities, powers, and duties.~~

**~~2.60.010 Establishment.~~**

~~There is hereby created a tourism committee for the city of St. Helens, Oregon. (Ord. 3046 § 1, 2007)~~

**~~2.60.020 Definition of tourism.~~**

~~"Tourism" means the business of attracting and providing services and accommodations to those persons who are traveling for recreational or cultural purposes. (Ord. 3046 § 2, 2007)~~

**~~2.60.030 Membership.~~**

~~The tourism committee shall consist of nine members appointed by the city council. The committee shall consist of one member who is a current St. Helens city councilor, one member who is an owner of a hotel, motel, RV park, or bed and breakfast establishment in St. Helens, one member of the board of directors of the South Columbia County Chamber of Commerce, and six at-large members. The city administrator and city finance director shall act as ex officio members of the committee and shall have no voting rights. (Ord. 3161 § 1, 2012; Ord. 3160 § 1, 2012; Ord. 3102 § 1, 2009; Ord. 3070 § 1, 2007; Ord. 3046 § 3, 2007)~~

**~~2.60.040 Terms of office.~~**

~~All members shall serve at the pleasure of the city council. Members shall be appointed for three-year terms. (Ord. 3046 § 4, 2007)~~

**~~2.60.050 Vacancies and removals.~~**

~~Any vacancies on the committee shall be filled for the unexpired term by appointment by the mayor and approval by the council. A member of the committee who is absent from three consecutive~~

~~meetings without approval of the committee is subject to removal by the city council and a new member may be appointed to complete the term. (Ord. 3161 § 1, 2012; Ord. 3046 § 5, 2007)~~

**~~2.60.060 Meetings — Quorum.~~**

~~The committee shall adopt its own rules for appointment of officers and the frequency and conduct of its meetings. All meetings are subject to the requirements of the Oregon Public Meetings Law (ORS [192.610](#) to [192.690](#)). A majority of the members of the commission shall constitute a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter. Minutes shall be forwarded to the council after adoption by the committee for acceptance by the city council. (Ord. 3046 § 6, 2007)~~

**~~2.60.070 Responsibilities, powers, and duties.~~**

~~The tourism committee shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The tourism committee shall have authority to:~~

- ~~(1) Adopt rules for the appointment of officers and the frequency and conduct of its meetings; provided, that the tourism committee meets at least once every calendar month or as directed by city council.~~
- ~~(2) Develop a proposed budget using estimated resources from the transient room fee ordinance for recommendation to the budget committee.~~
- ~~(3) Develop a long-range business/strategic plan that increases tourism in the city through the use of a transient room tax.~~
- ~~(4) Recommend to the city council programs or staffing for which the use of transient room tax fees would be appropriate.~~
- ~~(5) Coordinate with a tourism director and city staff on tourism issues.~~
- ~~(6) Recommend rules and regulations for the operation of a city-owned convention center. (Ord. 3046 § 7, 2007)~~

Read the first time: November 4, 2015

Read the second time: November 18, 2015

**APPROVED AND ADOPTED** by the City Council this 4th day of November, 2015, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

## Kathy Payne

---

**From:** John Walsh  
**Sent:** Friday, October 23, 2015 3:35 PM  
**To:** 'Scott Burge Insurance'  
**Cc:** All City Council; Kathy Payne  
**Subject:** RE: Visitor Center

Thanks Scott,

I will share this proposal with the Mayor and Council and we will get back to you.

Regards,

## John Walsh

City Administrator

City of St. Helens

265 Strand Street

St. Helens, OR 97051

Phn: 503-366-8211

Fax: 503-397-4016

[jwalsh@ci.st-helens.or.us](mailto:jwalsh@ci.st-helens.or.us)

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)



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**From:** Scott Burge Insurance [mailto:scottburgeinsurance@gmail.com]  
**Sent:** Friday, October 23, 2015 11:42 AM  
**To:** John Walsh  
**Subject:** Visitor Center

John,

Please review phase one of getting the visitor center open three days per week through the rest of the fiscal year plus the beginning of cooperative marketing and looking at tourism between the chamber, the cities and the port.

Scott Burge  
503-544-5681



This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)

## 2015-1026 FY Tourism Plan

Transient room tax: Provide funding to keep the visitors center at the South Columbia County Chamber of Commerce open on Thursday, Friday and Saturday from 9am -5pm from December 1, 2015 through June 30, 2016.

Balance of funding will be used to finance tourism related market brochures.

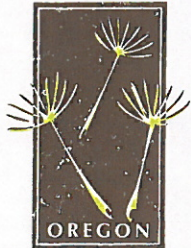
Staffing Visitor Center as indicated above: St. Helens TRT contribution: \$12,012.

Market Materials: St. Helens TRT contribution: \$4,000; Scappoose contribution \$2,000; Columbia City \$1,000.

The cities along with the Port of St. Helens and South Columbia County Chamber of Commerce apply to do the Tourism Studio offered by Travel Oregon. This program will develop a tourism plan for South Columbia County and upon completion give grant opportunities for 2 projects.

Between now and budget season the cities and the chamber negotiate funding for the 2016-17 FY budget to fund the visitor center.

# Oregon Rural Tourism Studio



RURAL TOURISM STUDIO

Oregon's Rural Tourism Studio program is designed to help rural communities develop a robust and sustainable tourism economy. By creating diverse, authentic experiences for travelers across the state, Travel Oregon aims to enhance community vitality, contribute to a healthy environment and strengthen Oregon's position as a premier tourism destination.

The Rural Tourism Studio is a professional development program designed to bolster the region's tourism economy by offering hands-on skill-building, planning and product development workshops rich in information and networking opportunities.

The program opens with a powerful, region-wide community visioning event to shape a 15-year vision for how community members want their regional economy to look, with tourism as

a thriving component. Engaging trainers will cover important tourism trends, sustainable tourism best practices and review case studies to stimulate new thinking about a destination. At its core, the program guides participants in designing strategies for developing its niche tourism target markets such as bicycle tourism, culinary and agritourism or cultural heritage tourism. The program concludes with guidance on leveraging regional and state marketing programs and

developing effective action teams to start project implementation.

Sustainable tourism can stimulate the local economy, protect and enhance local resources, and foster community pride. Community leaders, tourism entrepreneurs, tour operators, lodging property owners, outdoor enthusiasts, restaurateurs and anyone with an interest in strengthening the local economy through tourism are invited to participate in the program.



## Travel Oregon Forever



## PROGRAM GOALS

The goals of the Rural Tourism Studio program are to:

- Raise awareness and understanding of the value of the tourism industry and important trends
- Engage a broad cross-section of the community – including civic and business leaders – in a dialogue to identify strengths and opportunities for capitalizing on trends in the tourism industry
- Spark creativity and enthusiasm in community leaders to contribute to making Oregon a premiere tourism destination
- Connect community and business leaders with resources to help develop new authentic tourism products and leverage local assets
- Develop tourism experiences that will sustain or enhance the geographical character of a place—its environment, culture, aesthetics, heritage, and the well-being of its residents
- Stimulate new local business development
- Establish positive relationships between community leaders and state, regional and federal organizations working towards the same end goals

## HOW TO PARTICIPATE

In order to find out when the program is open for application, please sign up for Travel Oregon's Industry e-Newsletter at <http://Industry.TravelOregon.com>.



## PROGRAMMING

Once a community or region is selected to participate in the program, Travel Oregon will work with a local steering committee to customize a local curriculum. The program typically consists of eight 6-hour workshops which will take place in the region over a period of four months.

### **Core workshop modules that will be delivered as part of the program include:**

- Community Tourism Visioning
- Community Tourism Planning
- Rural Tourism Marketing
- Designing Action Teams

### **Up to four elective workshops can be selected to be included in the program:**

- Bicycle Tourism Development
- Nature-based Outdoor Recreation Development
- Culinary and Agri-tourism Development
- Cultural Heritage Tourism Development
- Creating and Producing High Impact Events
- Best Business Practices for Sustainable Tourism
- Developing your Main Street
- Community-based Project Management

### **Once the series of workshops have concluded, the region will be left with:**

- A high functioning regional tourism steering committee
- A 15-year vision for a regional tourism economy
- A simple 3-5 page action plan
- Action teams organized to begin implementation of priority strategies
- Engaged project leaders who can take workshop outcomes and manage timelines, partners, and project deliverables
- Community and business leaders proficient with how to leverage the growing tourism industry to benefit the local economy
- Connections with state and federal organizations

Upon completion of the program, the regional tourism steering committee may apply for one of Travel Oregon's \$10,000 Matching Grants to assist with project implementation. Beyond this one-year grant cycle, Travel Oregon is committed to assisting participating regions with opportunities for additional project grant funding and technical assistance to continue destination development activities.



# PRINCIPLES OF SUSTAINABLE TOURISM

In 2003, the Oregon Tourism Commission commissioned research on national and international best practices in tourism to shape a set of sustainable tourism principles to guide local tourism planning.

## Sustainable tourism...

- 1. Is integrated with and respectful of the culture, homeland, heritage, and people of a place**  
Tourism enhances communities by increasing local awareness and pride in what makes each place and its people special.
- 2. Provides a unique and authentic experience for the visitor**  
Visitors leave satisfied, excited, and more knowledgeable about the locale. They bring new vacation stories home and send friends off to experience the same thing.

- 3. Generates localized economic development benefits**  
Diverse opportunities are created for local entrepreneurs, local jobs and many locally owned businesses to grow and reinvest in the community.
- 4. Generates development that has a balanced and beneficial impact on the environment**  
Businesses and communities choose green techniques for constructing and operating facilities in a way that conserves resources, utilizes local materials and reduces environmental impacts.
- 5. Generates revenue that is invested in conserving and enhancing the unique features of the community**  
A portion of tourism revenue supports efforts such as open space preservation, conservation efforts, educational programs, and social programs.

- 6. Provides an educational experience for the visitor that leaves them enriched and inspired to create positive change at home**  
Residents share local knowledge, history, customs and the unique ways in which we do business in a way that has a positive and lasting impact on the visitor.
- 7. Encourages diverse parties to work together to create new opportunities and to address common challenges**  
Communities are successful at leveraging and coordinating the efforts of many diverse people and entities.
- 8. Serves target markets that are profitable, with promising long-term viability**  
Tourism leaders target market segments most likely to appreciate, respect, and disseminate information about the distinctive assets of the locale.

## EXPERTISE

Travel Oregon works with a number of organizations to design and deliver the RTS program. Partners include:

- Future iQ Partners
- Rural Development Initiatives
- Sustainable Travel International
- Great Destination Strategies
- Bricker Consulting
- Altitude Essentials
- International Mountain Bicycling Association
- Alta Planning + Design
- U.S. Forest Service
- Bureau of Land Management
- Oregon State Parks

For more information about the program, visit Travel Oregon's industry website:  
<http://Industry.TravelOregon.com/RTS>

presented by



**City of St. Helens**  
**Fiscal Year 2015-16**  
**1st Quarter Financial Report**  
**For Period Ending September 30, 2015**

**Explanation of report**

The 1<sup>st</sup> quarter financial report is the measurement of financial performance for the current fiscal year as of September 30. The report presents the current budget, actual financial activity, and the percent (%) of budget utilized.

Table 1 reflects a summary of financial activity by fund.

**City of St Helens**  
**Table 1 - Fund Summaries for Period Ending September 30, 2015**

Funds	Beginning Fund Balances	Current Resources		Current uses		Ending Fund Balance
		Revenues	Transfers In	Transfers Out	Expenditures	
001- General	1,749,382	293,360	-	65,000	1,103,038	874,704
008-Visitors & Tourism	164,831	32,534	-	-	17,150	180,215
009-Community Enhancement	3,271,767	2,324	-	26,500	2,445,516	802,074
010-Capital Improvement	6,967,283	47,237	846,500	-	847,912	7,013,108
011-Streets (Gas Tax)	600,870	200,664	-	5,500	161,200	634,834
012-Administrative Services	133,952	337,302	-	-	330,595	140,660
013-Public Works	(0)	121,748	-	-	121,648	100
015-Fleet	38,702	69,500	-	-	62,971	45,231
017-Water Operating	1,791,861	621,911	-	394,000	569,525	1,450,246
Forest reserve	684,824	-	-	-	308	684,516
018-Sewer Operating	2,735,015	673,559	-	355,500	913,445	2,139,629
033-Community Development	-	-	-	-	-	-
<b>Total</b>	<b>18,138,486</b>	<b>2,400,139</b>	<b>846,500</b>	<b>846,500</b>	<b>6,573,308</b>	<b>13,965,317</b>
		3,246,639		7,419,808		
Adopted Budget	16,491,797	18,491,020	1,946,740	1,946,740	22,108,730	12,874,087
Contingency					(4,026,520)	4,026,520
Adopted Budget net contingency	16,491,797	18,491,020	1,946,740	1,946,740	18,082,210	16,900,607
Percent of Budget		12.98%	43.48%	43.48%	36.35%	82.63%
		16%		37%		

The beginning fund balances (working capital) as of July 1, 2015 for the City total \$18,138,786. These amounts are based on the un-audited year-end financial reports (FY 14-15). The total beginning fund balances for FY 15-16 are \$1,560,746 greater than forecasted in the adopted budget due to FY 2014-15 expenditures being less than projected combined with revenues greater than expected. Table 2 illustrates by fund the FY 14-15 unaudited ending fund balance compared to the FY 15-16 budgeted beginning fund balance.

Table 2 - Comparison of Adopted to UnAudited FY 14-15 Ending Fund Balances				
Funds	Fund Balances			Explanation
	UnAudited 6/30/15	Budgeted Beginning 7/01/15	Increase / (Decrease)	
001- General	1,749,382	1,641,827	107,555	Development revenues up and personnel services costs down
008-Visitors & Tourism	164,831	141,448	23,383	Reductions in schedule programs
009-Community Enhancement	3,316,625	2,390,098	926,527	Carryforward Property Acquisition (bond proceeds)
010-Capital Improvement	7,292,711	7,030,580	262,131	Carry Forward of Capital Projects
011-Streets (Gas Tax)	551,844	542,919	8,925	Carryforward of maintenance projects
012-Administrative Services	133,952	133,691	261	
013-Public Works	-	-	-	
015-Fleet	29,035	16,753	12,282	Decrease in Materials and Services
017-Water Operating	1,791,861	1,765,393	26,468	Water Sales
517 - Timber reserves	287,290	289,092	(1,802)	Greater than expected operating costs (replanting)
018-Sewer Operating	2,735,012	2,539,996	195,016	Overall lower than projected expenditures / greater than anticipated revenues
<b>Total</b>	<b>18,052,543</b>	<b>16,491,797</b>	<b>1,560,746</b>	

\* Net of Contingencies

Current resources collected as of September 30, 2015 total \$3,246,639 and reflect 16% of the budget. Current resources – revenues are 12.98% of total budget which reflect the timing of revenue collections. Based on the current analysis, the following are the highlighted impacts to revenues:

- Property Taxes – Certified Roll is in and assessed value only came in at 2.88 %. This may result in receiving approximately \$10K less than budgeted in FY 15-16.
- Insurance refunds / credits - are distributed at the beginning of the fiscal year and are \$5,000 greater than budget.
- Licenses and permits – Building permits for first quarter of FY 15-16 are running approximately 30% less than first quarter of FY 14-15 and trending below Budget by approximately \$30K. This is partially offset by Planning Fees trending greater than budget.
- System Development Charges – System Development permits for first quarter of FY 15-16 are running approximately 12% less than budgeted based on the historic trend of collections.
- Hotel/Motel Taxes – 1<sup>st</sup> quarter revenues are running approximately 28% greater than last year at this time. Assuming the continuation of this trend, this would result in revenues exceeding budget by approximately \$25k.
- Sludge processing fees – Revenues from waste haulers are running approximately 30% greater than last year at this time primarily due to the new disposal meter station more accurately measuring flows and an increase in volumes processed. The anticipated revenues are \$15K greater than budget assuming the budgeted rate increase in January of 2.25%.
- Water, Sewer and Storm fees – due to greater than anticipated growth in usage (primarily industrial users), staff has incorporated the \$150K in systems revenue growth to partially offset rate increases proposed for Calendar Year 2016.

It is too early to accurately trend other revenues at this time. For further details on beginning fund balances, and actual revenues received through September 30, 2015 refer to Attachment A – Revenue Reports for Period Ending September 30, 2015.

Current uses as of September 30, 2015 total \$7,419,808 and reflect 37% of budget. Current uses – expenditures less transfers and contingencies - total \$6,573,308 and reflect 36.35% of total budget. Based on current analysis, the following are highlighted impacts to expenditures. Please note that some of these items may require an Appropriation Transfer Resolution, however at this time it is too early to determine.

Personnel service costs (PSC) – overall no adjustments at this time.

- Due to staffing turn over at Police, the costs of retiring / promoting officers appear to be fully offset by savings from existing vacancies in the first quarter.
- Anticipate savings in Building due to timing of hiring of the full time building official which will be partially offset by increased contract costs accordingly. Anticipant net savings to exceed \$25K
- Administrative/Community Development Department:
  - Non-Departmental – Transfers
    - Building Reserve transfer – Need to re-appropriate \$81,770 that represents Net Income from Building Activity that needs to be reserved and tracked accordingly (restricted income from activity).
  - Non-Departmental – Materials and Services
    - Abatement Program has run \$4,346 and resulted in recovery of \$1,476 with the remaining amounts in some process of collections / liens. The residual costs remaining at the end of the fiscal year may require additional re-appropriations of funds since this portion of the program was not budgeted for in the fiscal year. One can assume a possible net cost of \$5,000.
- Police:
  - Personnel Services
    - Due to staffing turnover, overtime costs are running approximately 60% and VEBA costs approximately 152% of budgets. Savings from understaffing for now appear to be sufficient to cover these overages at this time.
  - Materials and Services
    - Legal services may require additional re-appropriation since the first quarter has utilized the annual budget appropriation for this line item.
- Library: - None at this time

- Public Works:
  - Capital Improvements
    - Capital Improvements that may require additional reappropriations are:
      - St. Helens Street Overlay – due to timing of the project, did not carry forward sufficient funds from the prior year \$95K.
      - Sewer Lift Station #7 – due to the final engineering assessment, the project has a potential of exceeding appropriation authority by approximately \$30k. Staff is still assessing further changes in scope that could absorb the additional costs.
      - Godfrey Park Outfall Storm Project – due to unanticipated impediments associated with the geological strata that the pipe must transverse to reach the Columbia River, the project methodology had to be revisited resulting in project delays. Staff is still assessing and optimistic in deriving a resolution that will keep the project within budget.

For further detail, refer to Attachment B – Expenditure Reports for Period Ending September 30, 2015 and Attachment C – Capital Projects.

Ending fund balances – Please note that the ending fund balances present in Table 1 reflect fund balances as of September 30, 2015. At this time it is too early to project year-end fund balances and should not be construed as predictive in nature at this time.

Attachment A- Revenues

Page 1 of 2

		Fiscal Year 2014-15					Fiscal Year 2015-16		
Fd	Clasification	Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
001-General Fund									
	Beginning working capital	1,469,528	1,766,848	120%	1,766,848	100%	1,641,827	1,749,382	107%
	Property taxes	1,535,200	26,646	2%	1,592,949	2%	1,632,300	18,844	1%
	Franchise fees	1,469,500	108,957	7%	1,450,081	8%	1,513,620	115,629	8%
	Licenses and permits	334,290	69,550	21%	355,118	20%	303,810	61,877	20%
	Fines and forfeitures	207,000	57,086	28%	208,495	27%	221,000	51,871	23%
	Intergovernmental	406,520	18,416	5%	384,909	5%	437,020	3,210	1%
	Interest earnings	10,000	659	7%	12,608	5%	10,100	3,292	33%
	Miscellaneous	40,140	13,717	34%	89,145	15%	62,940	15,101	24%
	Indirect cost allocation - CC	64,410	18,997	29%	59,785	32%	81,710	23,536	29%
	Transfers	19,000	19,000	100%	19,000	100%	56,350	-	0%
001 Total		5,555,588	2,099,876	38%	5,938,938	35%	5,960,677	2,042,742	34%
008-Tourism									
	Beginning working capital	288,553	230,498	80%	230,498	100%	141,448	164,831	117%
	Motel/hotel	80,000	24,879	31%	110,671	22%	95,000	31,368	33%
	Intergovernmental	-	-	0%	-	0%	-	-	0%
	Miscellaneous	119,450	10,358	9%	18,773	55%	-	1,166	100%
008 Total		488,003	265,736	54%	359,942	74%	236,448	197,365	83%
009-Community Enhancement									
	Beginning working capital	464,440	419,485	90%	419,485	100%	2,390,098	3,271,767	137%
	Charges for services	800	425	53%	780	54%	800	275	34%
	Intergovernmental	62,810	-	0%	510,815	0%	352,130	-	0%
	Interest earnings	1,800	77	4%	1,141	7%	1,500	202	13%
	Other	1,000,000	43,858	4%	1,000,000	0%	1,000,000	-	0%
	Miscellaneous	13,380	49	0%	24,771	0%	94,000	1,846	2%
	Transfers	3,003,863	3,890	0%	2,070,340	0%	1,003,890	-	0%
009 Total		4,547,093	467,785	10%	4,027,332	12%	4,842,418	3,274,091	68%
010-Capital Improvement									
	Beginning working capital	5,765,708	6,330,602	110%	6,330,602	100%	7,030,580	6,967,283	99%
	Intergovernmental	341,000	-	0%	36,223	0%	218,300	-	0%
	Other	550,000	(0)	0%	347,212	0%	1,500,000	(0)	0%
	System devel. charge	180,000	116,666	65%	412,016	28%	254,000	43,823	17%
	Miscellaneous	-	-	0%	-	0%	20,000	3,414	17%
	Transfers	2,066,000	2,066,000	100%	2,073,421	100%	846,500	846,500	100%
010 Total		8,902,708	8,513,267	96%	9,199,474	93%	9,869,380	7,861,020	80%
011-Streets									
	Beginning working capital	538,502	630,179	117%	630,179	100%	542,919	600,870	111%
	Intergovernmental	784,000	177,324	23%	736,027	24%	804,400	198,214	25%
	Interest earnings	12,000	556	5%	9,841	6%	12,000	2,014	17%
	Miscellaneous	3,000	250	8%	1,821	14%	2,250	437	19%
011 Total		1,337,502	808,309	60%	1,377,868	59%	1,361,569	801,534	59%

Attachment A- Revenues  
Page 2 of 2

		Fiscal Year 2014-15					Fiscal Year 2015-16		
Fd	Clasification	Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
012-Administrative Services									
	Beginning working capital	97,354	95,433	98%	95,204	100%	133,691	133,952	100%
	Charges for services	25,140	6,656	26%	26,624	25%	30,270	7,773	26%
	Indirect cost allocation - CC	1,268,320	304,586	24%	1,203,690	25%	1,351,220	329,530	24%
	Transfers	31,400	-	0%	31,400	0%	-	-	0%
012 Total		1,422,214	406,676	29%	1,356,918	30%	1,515,181	471,254	31%
013-Public Works Fund									
	Beginning working capital	-	-	0%	1,524	100%	-	-	0%
	Charges for services	2,000	7,806	390%	7,806	100%	7,000	100	1%
	Indirect cost allocation - CC	270,300	103,835	38%	234,272	44%	274,690	121,648	44%
	Transfers	40,000	-	0%	-	0%	40,000	-	0%
013 Total		312,300	111,641	36%	243,602	46%	321,690	121,748	38%
015-Fleet Maintenance									
	Beginning working capital	34,301	56,269	164%	56,269	100%	16,753	38,702	231%
	Charges for services	250,000	62,500	25%	250,000	25%	278,000	69,500	25%
015 Total		284,301	118,769	42%	306,269	39%	294,753	108,202	37%
017-Water Fund									
	Beginning working capital	2,665,012	3,179,410	119%	3,179,410	100%	2,054,485	2,476,685	121%
	Charges for services	4,139,000	1,442,499	35%	3,950,644	37%	3,118,810	609,607	20%
	Interest earnings	18,000	1,548	9%	26,461	6%	20,000	3,833	19%
	Miscellaneous	20,000	5,528	28%	29,355	19%	23,820	8,470	36%
017 Total		6,842,012	4,628,985	68%	7,185,869	64%	5,217,115	3,098,595	59%
018-Sewer Fund									
	Beginning working capital	2,716,144	2,926,376	108%	2,926,376	100%	2,539,996	2,735,015	108%
	Charges for services	4,582,200	625,028	14%	4,646,502	13%	4,687,000	666,949	14%
	Interest earnings	25,000	1,674	7%	29,528	6%	25,000	6,520	26%
	Other	500	65	13%	515	13%	500	90	18%
	Miscellaneous	1,000	-	0%	391	0%	1,000	-	0%
018 Total		7,324,844	3,553,143	49%	7,603,312	47%	7,253,496	3,408,574	47%
033-CDBG									
	Intergovernmental	-	7,031	100%	7,031	100%	-	-	0%
	Miscellaneous	56,830	-	0%	15,355	0%	56,830	-	0%
033 Total		56,830	7,031	12%	22,386	31%	56,830	-	0%
Total Revenues		37,073,396	20,981,218	57%	37,621,909	56%	36,929,557	21,385,124	58%

Attachment B - Expenditures  
Page 1 of 6

			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
Fund	Dept	Clasification								
001-General Fund										
		002-Police								
		Personnel services	1,968,400	521,002	26%	1,921,162	27%	2,151,180	551,891	26%
		Materials and services	423,530	92,186	22%	402,330	23%	430,750	137,764	32%
		002 Total	2,391,930	613,188	26%	2,323,492	26%	2,581,930	689,655	27%
		004-Library								
		Personnel services	377,460	92,886	25%	373,854	25%	418,960	101,376	24%
		Materials and services	166,740	40,803	24%	164,250	25%	174,980	43,782	25%
		004 Total	544,200	133,688	25%	538,104	25%	593,940	145,158	24%
		005-Parks								
		Personnel services	103,600	24,934	24%	101,485	25%	136,300	33,056	24%
		Materials and services	129,650	26,132	20%	116,854	22%	133,950	33,616	25%
		005 Total	233,250	51,066	22%	218,339	23%	270,250	66,672	25%
		100-City Council								
		Personnel services	32,350	8,084	25%	32,335	25%	48,640	12,657	26%
		Materials and services	32,060	10,913	34%	27,450	40%	33,070	10,879	33%
		100 Total	64,410	18,997	29%	59,785	32%	81,710	23,536	29%
		103-Court								
		Personnel services	164,650	40,713	25%	146,987	28%	165,200	49,202	30%
		Materials and services	184,770	41,982	23%	170,756	25%	186,490	47,721	26%
		103 Total	349,420	82,694	24%	317,743	26%	351,690	96,923	28%
		104-Planning								
		PSC	99,990	30,574	31%	148,744	21%	116,920	28,071	24%
		M&S	78,560	13,595	17%	113,641	12%	87,260	6,145	7%
		104 Total	178,550	44,169	25%	262,385	17%	204,180	34,216	17%
		105-Building								
		Personnel services	150,610	10,890	7%	52,786	21%	205,610	16,993	8%
		Materials and services	49,810	22,020	44%	89,668	25%	46,880	16,826	36%
		105 Total	200,420	32,910	16%	142,454	23%	252,490	33,819	13%
		110-Non-Dept								
		Personnel services	26,520	6,781	26%	18,447	37%	19,950	4,979	25%
		Materials and services	43,250	35,162	81%	41,067	86%	13,300	8,080	61%
		Transfers	194,200	164,890	85%	267,740	62%	68,890	65,000	94%
		Contingency	805,700	-	0%	-	0%	851,800	-	0%
		110 Total	1,069,670	206,833	19%	327,254	63%	953,940	78,058	8%
001 Total			5,031,850	1,183,545	24%	4,189,556	28%	5,290,130	1,168,038	22%
008-Tourism										
		Materials and services	196,100	86,387	44%	176,111	49%	85,000	17,150	20%
		Transfers	19,000	19,000	100%	19,000	0%	-	-	0%
		Contingency	25,000	-	0%	-	0%	10,000	-	0%
008 Total			240,100	105,387	44%	195,111	54%	95,000	17,150	18%

Attachment B - Expenditures  
Page 2 of 6

Fund	Dept	Classification	Fiscal Year 2014-15				Fiscal Year 2015-16			
			Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
009		Community Enhancement								
		201-Arts Reserve								
		Materials and services	15,000	1,831	12%	9,562	19%	17,000	941	6%
		Capital Outlay	48,550	10,388	21%	16,673	62%	2,000	74	4%
		Contingency	5,000	-	0%	-	0%	3,000	-	0%
		201 Total	68,550	12,219	18%	26,235	47%	22,000	1,015	5%
		202-Library Building Reserve								
		Materials and services	4,620	1,155	25%	4,620	25%	11,060	1,190	11%
		Capital Outlay	75,000	48,816	65%	48,816	100%	-	-	0%
		Contingency	10,000	-	0%	-	0%	10,000	-	0%
		202 Total	89,620	49,971	56%	53,436	94%	21,060	1,190	6%
		203-Library Equipment Reserve								
		Materials and services	2,000	-	0%	1,150	0%	10,000	6,649	66%
		Contingency	5,000	-	0%	-	0%	6,100	-	0%
		203 Total	7,000	-	0%	1,150	0%	16,100	6,649	41%
		204-Parks Property Reserve								
		Capital Outlay	79,800	-	0%	-	0%	50,100	-	0%
		Transfers	-	-	0%	2,421	100%	26,500	26,500	100%
		Contingency	-	-	0%	-	0%	-	-	0%
		204 Total	79,800	-	0%	2,421	0%	76,600	26,500	35%
		206-PEG Access								
		Materials and services	21,250	869	4%	5,540	16%	9,350	600	6%
		Contingency	-	-	0%	-	0%	1,430	-	0%
		206 Total	21,250	869	4%	5,540	16%	10,780	600	6%
		207-Grants								
		Materials and services	20,150	250	1%	462,479	0%	19,432	-	0%
		207 Total	20,150	250	1%	462,479	0%	19,432	-	0%
		208-LSTA Library Grant								
		Personnel services	31,140	8,098	26%	31,165	26%	-	-	0%
		Materials and services	28,750	7,976	28%	26,126	31%	-	-	0%
		208 Total	59,890	16,074	27%	57,291	28%	-	-	0%
		209-Economic Development								
		Materials and services	300,000	12,157	4%	119,587	10%	679,250	29,444	4%
		Capital Outlay	3,700,000	-	0%	5,730	0%	2,488,430	2,406,618	97%
		Transfers	-	-	0%	6,500	0%	134,000	-	0%
		Contingency	-	-	0%	-	0%	1,000,000	-	0%
		209 Total	4,000,000	12,157	0%	131,817	9%	4,301,680	2,436,062	57%
		210-Library Grant Reserve								
		Personnel services	3,600	-	0%	-	0%	-	-	0%
		Contingency	-	-	0%	-	0%	9,580	-	0%
		210 Total	3,600	-	0%	-	0%	9,580	-	0%
		211-Police Reserve Officers Reserve								
		Materials and services	6,500	2,004	31%	5,785	35%	8,358	-	0%
		211 Total	6,500	2,004	31%	5,785	35%	8,358	-	0%
		212-Police Contributions								
		Materials and services	-	-	0%	9,411	100%	11,000	-	0%
		212 Total	-	-	0%	9,411	0%	11,000	-	0%
		213-Building Reserve								
		Transfers	-	-	0%	-	0%	56,350	-	0%
		Contingency	-	-	0%	-	0%	25,650	-	0%
		213 Total	-	-	0%	-	0%	82,000	-	0%
009	Total		4,356,360	93,545	2%	755,564	12%	4,578,590	2,472,016	54%

Attachment B - Expenditures  
Page 3 of 6

			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
Fund	Dept	Clasification								
010-Capital Improvements										
	300-Parks									
		Capital Outlay	50,000	-	0%	2,422	0%	144,800	38,133	26%
		Contingency	-	-	0%	-	0%	50,000	-	0%
	300 Total		50,000	-	0%	2,422	0%	194,800	38,133	0%
301-Streets										
		Capital Outlay	366,000	625	0%	34,354	2%	890,000	244,655	27%
		Transfers	500,000	-	0%	-	0%	500,000	-	0%
		Contingency	100,000	-	0%	-	0%	100,000	-	0%
	301 Total		966,000	625	0%	34,354	2%	1,490,000	244,655	0%
302-Water										
		Capital Outlay	1,190,000	213,198	18%	566,384	38%	940,000	96,440	10%
		Contingency	100,000	-	0%	-	0%	100,000	-	0%
	302 Total		1,290,000	213,198	17%	566,384	38%	1,040,000	96,440	0%
303-Sewer										
		Capital Outlay	765,000	140,083	18%	404,329	35%	430,000	32,623	8%
		Transfers	500,000	-	0%	-	0%	500,000	-	0%
		Contingency	100,000	-	0%	-	0%	200,000	-	0%
	303 Total		1,365,000	140,083	10%	404,329	35%	1,130,000	32,623	0%
304-Storm										
		Capital Outlay	2,200,000	51,667	2%	586,306	9%	2,000,000	426,396	21%
		Contingency	200,000	-	0%	-	0%	300,000	-	0%
	304 Total		2,400,000	51,667	2%	586,306	9%	2,300,000	426,396	0%
305-Equipment										
		Capital Outlay	441,000	67,125	15%	312,969	21%	245,000	9,665	4%
		Contingency	40,000	-	0%	-	0%	20,000	-	0%
	305 Total		481,000	67,125	14%	312,969	21%	265,000	9,665	0%
010 Total			6,552,000	472,698	7%	1,906,763	25%	6,419,800	847,912	13%
011-Streets										
		Personnel services	319,740	75,748	24%	311,689	24%	316,550	76,106	24%
		Materials and services	461,510	85,903	19%	327,809	26%	449,530	85,094	19%
		Capital Outlay	-	262	0%	-	0%	-	-	0%
		Transfers	137,500	137,500	100%	137,500	0%	5,500	5,500	100%
		Contingency	100,000	-	0%	-	0%	100,000	-	0%
011 Total			1,018,750	299,413	29%	776,998	39%	871,580	166,700	19%

Attachment B - Expenditures  
Page 4 of 6

			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
Fund	Dept	Clasification								
012-Administrative Services										
	101	City Administrator								
		Personnel services	164,620	40,653	25%	163,806	25%	222,850	53,393	24%
		Materials and services	75,460	10,170	13%	30,376	33%	56,390	14,386	26%
		Capital Outlay	5,000	-	0%	-	0%	5,000	-	0%
	101	Total	245,080	50,823	21%	194,182	26%	284,240	67,778	0%
	102	City Recorder								
		Personnel services	222,900	54,213	24%	220,174	25%	227,910	56,472	25%
		Materials and services	50,850	15,434	30%	46,058	34%	48,140	17,639	37%
		Capital Outlay	4,100	-	0%	-	0%	4,000	-	0%
	102	Total	277,850	69,647	25%	266,232	26%	280,050	74,111	0%
	106	Finance								
		Personnel services	493,690	121,149	25%	496,509	24%	518,760	125,285	24%
		Materials and services	157,150	38,682	25%	151,110	26%	169,700	37,378	22%
		Capital Outlay	2,000	-	0%	422	0%	2,500	1,489	60%
	106	Total	652,840	159,831	24%	648,041	25%	690,960	164,151	0%
	107	City Hall								
		Materials and services	92,550	25,813	28%	89,969	29%	95,970	23,489	24%
	107	Total	92,550	25,813	28%	89,969	29%	95,970	23,489	0%
	108	IT & Self Insurance								
		Materials and services	25,000	-	0%	-	0%	25,000	-	0%
		Capital Outlay	69,300	7,446	11%	24,543	30%	96,500	1,065	1%
		Transfers	2,063	-	0%	-	0%	-	-	0%
		Contingency	57,531	-	0%	-	0%	42,460	-	0%
	108	Total	153,894	7,446	5%	24,543	30%	163,960	1,065	0%
012 Total			1,422,214	313,560	22%	1,222,966	26%	1,515,180	330,595	22%
013-Public Works										
	402	Engineering								
		Personnel services	26,240	6,595	25%	26,450	25%	27,460	6,807	25%
		Materials and services	24,170	2,358	10%	17,997	13%	21,650	2,701	12%
		Capital Outlay	6,500	161	2%	4,681	3%	6,500	12	0%
	402	Total	56,910	9,114	16%	49,128	19%	55,610	9,520	0%
	403	Operations								
		Personnel services	-	(0)	0%	1,047	0%	-	-	0%
		Materials and services	215,390	102,527	48%	193,427	53%	226,080	112,128	50%
		Contingency	40,000	-	0%	-	0%	40,000	-	0%
	403	Total	255,390	102,527	40%	194,474	53%	266,080	112,128	0%
013 Total			312,300	111,641	36%	243,602	46%	321,690	121,648	38%
015-Fleet Maintenance										
	015	Personnel services	195,460	47,461	24%	193,724	24%	202,770	49,589	24%
		Materials and services	76,600	16,001	21%	73,843	22%	82,580	13,381	16%
		Contingency	12,241	-	0%	-	0%	9,400	-	0%
015 Total			284,301	63,462	22%	267,567	24%	294,750	62,971	21%

Attachment B - Expenditures  
Page 5 of 6

			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
Fund	Dept	Clasification								
017-Water										
	017-Production & Distribution									
		Personnel services	695,080	181,244	26%	689,182	26%	731,020	182,363	25%
		Materials and services	1,084,020	269,796	25%	997,135	27%	1,101,160	282,525	26%
		Transfers	465,000	465,000	100%	465,000	100%	394,000	394,000	100%
		Contingency	214,610	-	0%	-	0%	445,900	-	0%
	017 Total		2,458,710	916,040	37%	2,151,317	43%	2,672,080	858,888	0%
	417-Water Filtration Plant									
		Personnel services	235,320	58,056	25%	236,236	25%	244,820	61,027	25%
		Materials and services	131,680	26,540	20%	141,771	19%	154,200	43,610	28%
		Capital Outlay	-	-	0%	-	0%	-	-	0%
		Debt Service	503,000	-	0%	505,502	0%	502,760	-	0%
	417 Total		870,000	84,596	10%	883,509	10%	901,780	104,637	0%
	517-Forest Reserve									
		Materials and services	75,000	7,181	10%	71,802	0%	50,000	308	1%
		Transfers	2,000,000	-	0%	2,000,000	0%	-	-	0%
	517 Total		2,075,000	7,181	0%	2,071,802	0%	50,000	308	0%
017 Total			5,403,710	1,007,817	19%	5,106,628	20%	3,623,860	963,833	27%
018-Sewer & Storm										
	018-Sewer Collections									
		Personnel services	710,160	180,573	25%	696,355	26%	708,880	174,499	25%
		Materials and services	964,410	187,647	19%	858,000	22%	928,950	178,659	19%
		Capital Outlay	-	-	0%	-	0%	-	-	0%
		Debt Service	676,494	112,937	17%	396,005	29%	401,200	118,121	29%
		Transfers	305,000	265,000	87%	265,000	100%	395,500	355,500	90%
		Contingency	334,910	-	0%	-	0%	328,900	-	0%
	018 Total		2,990,974	746,157	25%	2,215,361	0%	2,763,430	826,779	0%
	019-Secondary Treatment									
		Personnel services	178,360	45,420	25%	181,932	25%	193,440	44,794	23%
		Materials and services	422,660	96,143	23%	414,541	23%	355,330	91,371	26%
		Contingency	192,590	-	0%	-	0%	184,300	-	0%
	019 Total		793,610	141,563	18%	596,473	0%	733,070	136,165	0%
	020-Primary Treatment									
		Personnel services	137,340	35,158	26%	140,508	25%	149,160	34,594	23%
		Materials and services	226,410	60,391	27%	185,717	33%	231,340	62,544	27%
	020 Total		363,750	95,550	26%	326,225	0%	380,500	97,139	0%

Attachment B - Expenditures  
Page 6 of 6

			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget	Actual	% of	UnAudited	% of	Adopted Budget	Actual	% of
Fund	Dept	Clasification	2014-15	9/30/14	Budget	2014-15	Actual	2015-16	9/30/15	Budget
018-Sewer & Storm										
		021-Storm								
		Personnel services	261,950	64,809	25%	259,540	25%	312,470	75,716	24%
		Materials and services	287,670	57,111	20%	272,397	21%	440,410	96,060	22%
		Transfers	1,037,500	1,037,500	100%	1,037,500	100%	-	-	0%
		Contingency	109,920	-	0%	-	0%	149,200	-	0%
		021 Total	1,697,040	1,159,420	68%	1,569,436	74%	902,080	171,776	0%
		022-Pumps								
		Personnel services	118,580	29,379	25%	119,128	25%	127,610	29,344	23%
		Materials and services	66,440	7,156	11%	41,673	17%	69,090	7,742	11%
		Contingency	37,000	-	0%	-	0%	38,800	-	0%
		022 Total	222,020	36,535	16%	160,801	23%	235,500	37,086	0%
018 Total			6,067,394	2,179,224	36%	4,868,297	45%	5,014,580	1,268,945	25%
033-CDBG										
		Materials and services	56,830	-	0%	6,680	0%	56,830	-	0%
		Capital Outlay	-	7,030	100%	15,705	45%	-	-	0%
033 Total			56,830	7,030	12%	22,385	31%	56,830	-	0%
Total Expenditures			30,745,809	5,837,323	19%	19,555,438	30%	28,081,990	7,419,808	26%

				Fiscal Year 2014-15					Fiscal Year 2015-16		
				Adopted Budget 2014-15	Actual 9/30/14	% of Budget	UnAudited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 9/30/15	% of Budget
Fd	Dpt	Acct	Account Description								
010 - Capital Improvement Fund											
		300 - Parks SDC									
		583000	Land purchase	50,000	-	0%	-	0%	-	-	0%
		652970	McCormick Park Ped Bridge	-	-	0%	2,422	0%	69,800	38,133	55%
		652980	Dock Repairs	-	-	0%	-	0%	75,000	-	0%
		692000	Transfer out - debt service	-	-	0%	-	0%	-	-	0%
		Total 300		50,000	-	0%	2,422	0%	144,800	38,133	26%
		301 - Streets									
		653100	Unimproved paving	30,000	-	0%	25,839	0%	25,000	-	0%
		653101	Sidewalk	25,000	-	0%	-	0%	25,000	-	0%
		653107	St Helens Street Overlay	230,000	625	0%	6,177	10%	100,000	195,580	196%
		653108	Eisenschmidt Sidewalk-Overlay	31,000	-	0%	2,338	0%	40,000	49,075	123%
		653109	1st street Reconstruction	50,000	-	0%	-	0%	-	-	0%
		653110	Gable Road	-	-	0%	-	0%	200,000	-	0%
		653120	Street Lighting	-	-	0%	-	0%	500,000	-	0%
		692000	Interfund - loan property	500,000	-	0%	-	0%	500,000	-	0%
		Total 301		866,000	625	0%	34,354	0%	1,390,000	244,655	18%
		302 - Water									
		653200	Telemetry System Upgrade	250,000	21,884	9%	224,801	10%	-	-	0%
		653201	Water main replacement	200,000	4,250	2%	142,773	3%	200,000	1,058	1%
		653202	Water meter replacement	200,000	187,065	94%	198,810	94%	200,000	95,381	48%
		653205	Purchase land for reservoir	240,000	-	0%	-	0%	240,000	-	0%
		653207	2 MG Reservoir Rehab	300,000	-	0%	-	0%	300,000	-	0%
		Total 302		1,190,000	213,198	18%	566,384	0%	940,000	96,440	10%
		303 - Sewer									
		653301	Sewer main replacement	300,000	4,403	1%	11,024	40%	300,000	26,278	9%
		653302	I&I Reduction	350,000	135,612	39%	336,908	40%	-	-	0%
		653305	Meter station	65,000	67	0%	43,570	0%	-	-	0%
		653306	Lift Station	50,000	-	0%	12,826	0%	130,000	6,345	5%
		692000	Interfund - loan property	500,000	-	0%	-	0%	500,000	-	0%
		Total 303		1,265,000	140,083	11%	404,329	0%	930,000	32,623	4%
		304 - Storm									
		653302	I&I Reduction	200,000	13,158	7%	33,393	39%	-	-	0%
		653400	Storm drains	200,000	1,647	1%	68,389	2%	100,000	600	1%
		653409	Godfrey Outfall	1,800,000	36,863	2%	484,523	8%	1,900,000	425,796	22%
		Total 304		2,200,000	51,667	2%	586,306	0%	2,000,000	426,396	21%
		305 - Equipment									
		653501	Heavy equipment	-	-	0%	7,415	0%	195,000	9,665	0%
		653506	Street Sweeper	275,000	-	0%	176,713	0%	-	-	0%
		653551	Police Vehciles	94,000	55,895	59%	87,857	0%	-	-	0%
		653552	Lawn Mower	22,000	11,230	51%	19,880	0%	-	-	0%
		653553	Phone System	50,000	-	0%	-	0%	50,000	-	0%
		653554	PD Roof Replacement	-	-	0%	11,262	0%	-	-	0%
		653555	PD Building Repairs	-	-	0%	9,842	0%	-	-	0%
		Total 305		441,000	67,125	15%	312,969	0%	245,000	9,665	4%
010 Total				6,012,000	472,698	8%	1,906,763	25%	5,649,800	847,912	15%



## Memorandum

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To: The Mayor and Members of the City Council  
From: Jon Ellis, Finance Director *JE*  
Subject: Request for Staff – in context of expanded staffing needs – all departments  
Date: October 21, 2015

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Attached for further discussion is an overview of staffing needs for all departments that impact the General Fund. This should provide an expanded perspective when considering Administration's Finance/Court staffing request presented at the City Council Work Session of October 7th.

**City of St Helens**  
**Estimated costs for maintaining and/or increasing service levels**  
**Competing Needs Assessment**

Department / Divisions	Narratives / Proposals	Costs of Proposals			What If?
		General Fund	Other Funds	Total	General Fund
<b>Administration - Finance/Court</b>					
Opportunity / Need:	Address Work Loads, Sustainability, and Succession				
History:	In 2012 reduced Acctg Assistant position to Office Assistant position and right sized courts from 3 days to 2 days per week.				
Proposed Actions:	Opt 1 - Accountant / Reclassification / .4 FTE	58,000	66,000	124,000	28,800
	Opt 2 - Reclassification and .8 FTE	28,800	17,000	45,800	
	Opt 3 - Reclassification and .6 FTE (Full Year)	15,200	23,060	38,260	
Opportunity / Need:	Community Development Director				
	To be further discussed in-depth during next Budget Process				
<b>Library</b>					
Opportunity / Need:	Restore library service hours lost since great recession				
History:	Since 2008 library hours were reduced from over 60 hours per week to present 42 hours per week				
Proposed Actions:	Opt 1 - Restore operating hours from 42 to 47 hrs./wk. - requires .2 FTE	7,920	-	7,920	7,920
	Opt 2 - Restore operating hours from 42 to 47 hrs./wk. and handle transition of staffing changes - requires .5 FTE	19,800	-	19,800	
<b>Police</b>					
Opportunity / Need:	Restore Code Enforcement Services *				
History:	Since 2008 police went from 2 Code Enforcement Officers to none. In current fiscal year - approved part-time enforcement officer for an average of 1.5 days per week - year around. Costs shared with Public Works (67% Police / 33% Public Works)				
Proposed Actions:	Opt 1 - Increase code enforcement to 2 days per week - with 100% of .5 day covered by Police Budget	9,260	-	9,260	9,260
	Opt 2 - Increase code enforcement to 3 days per week - with 80/20 split with public works	25,920	1,850	27,770	
	Opt 3 - Increase code enforcement to full time - with 85/15 split with public works	60,090	4,730	64,820	
* Please note with current year recruitment opportunities, Police could cover full time code enforcement through the rest of this year and still be under budgeted. Therefore, position for the current year not an immediate draw on reserves					
Opportunity / Need:	Restore Sworn Officers - continue to discuss next budget process				
History:	Since 2008 police went from 20 sworn officers to 16. In FY 15-16 we reclassified an Sergeant to Lieutenant - restoring the lieutenant position that was cut in FY 13-14.				
Proposed Actions:	Increase sworn Police Officers from 11 to 12 (was 14 in 2008).	110,000	-	110,000	
<b>Public Works - Parks</b>					
Operational opportunities associated with General fund parks more appropriately discussed during next budget cycle					

**Total Costs if City Council approves a need in each department**

**45,980**



## Memorandum

To: The Mayor and Members of the City Council  
 From: Jon Ellis, Finance Director  
 Subject: Finance / Municipal Court Staffing  
 Date: October 1, 2015

### Request:

Shall City Council direct staff to proceed with reclassifying and recruiting for positions in Finance and Municipal Court?

### Background:

Finance and Municipal Court have gone through significant rightsizing over the years due to the great recession. With the improvement to the economy and increased activity levels in Court and Finance, maintaining existing services levels are no longer sustainable. Sustaining service levels over the past year was primarily on staffs' willingness to work excessive hours, which for non-exempt employees resulted in increasing accrued comp time balances and for exempt staff, just doing it.

During the development of the Fiscal Year 2015-16 budget, staff proposed some steps to help alleviate the mounting pressures and back log, however the Budget Committee only adopted a .6 FTE for a term limited 6 month position (annual .3 FTE). The following are proposed reorganizations to Court and Finance to address the short fall anticipated in January 2016. The proposals vary from fixing the system for several years versus a continued temporary band aide to carry the departments into the next fiscal year.

					Restructure		
Division / Position		FY 2010-11	FY 2011-12	FY 2015-16	Opt 1	Opt 2	Opt 3
Finance							
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accountant	-	-	-	1.00	-	-	-
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	1.00	-	-	1.00	1.00	1.00	1.00
Office Assistant	-	0.80	1.15	-	0.40	0.40	0.40
Utility Billing Specialist - Customer Service	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Utility Billing Specialist - Cashier	-	-	-	1.00	1.00	1.00	1.00
Total Finance	5.00	4.80	5.15	6.00	5.40	5.40	5.40
Municipal Court							
Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Part-time Deputy	1.00	-	-	-	-	-	-
Office Assistant	-	0.20	0.15	0.40	0.40	0.40	0.20
Municipal Judge	1.00	-	-	-	-	-	-
City Prosecutor	1.00	-	-	-	-	-	-
Total Court	5.00	2.20	2.15	2.40	2.40	2.40	2.20
Total		10.00	7.00	7.30	8.40	7.80	7.60
Total Increase in budget - assume Full Yr					124,000	45,800	38,260
General Fund					58,000	28,800	15,200
Other Funds					66,000	17,000	23,060

**Option 1** - proposes adding one full time position (Accountant), reclassifying the Office Assistant to an Accounting Assistant, and bringing in a .4 FTE (2 days a week) Office Assistant to support Court. The cost is \$124,000 of which \$58,000 is funded by the General Fund.

The Accountant will be primarily responsible to perform account reconciliation, provide backup to AP and Payroll, be responsible for analytical reports for Water, Sewer and Storm and Municipal Court. This will help alleviate excess hours provided by the Finance Director and Accounting Tech positions.

The reclassification of the Office Assistant position will address support of payroll processes, enhanced analytics associated with Utility Customer Service, and provide back up for Utility Billing Specialist.

The hiring of a .4 FTE will provide the additional support required to keep court records current, help expedite adjudication process and assist in alleviating the level of stresses. Last year case workloads approached pre-2008 levels and with police finally getting back to fully staffed and healthy, workloads are anticipated to increase further.

This option is optimal for succession planning and should address the staffing concerns for several years, absent from the assessment of converting bi-monthly utility billing to monthly.

**Option 2** – proposes shifting responsibilities between the Finance Director and the Accounting Tech associated with account reconciliations (pay differential may need to be further assessed), have the reclassified Accounting Assistant perform monthly processing of payroll, and hire a .8 FTE Office Assistant to provide support 2 days a week for court and 2 days a week for Utility Customer Service. The cost is \$45,800 of which \$28,800 is funded by the General Fund.

**Option 3** – proposes what was requested in the FY 15-16 budget process that was not adopted. In reflection (4 months in review mirror), this would help but is really insufficient. But as a wise Fire Chief once lamented, it is better than a sharp stick in the eye.

### **Recommendation**

Staff recommends Option 1 – however Option 2 can assist in maintaining service levels for an interim period until such time as a new Finance Director is recruited.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 4, 2015

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*Planning Department 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:** 10.26.2015

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**

It's been busy for October. I assume it's a combination of the improving economy and particularly unseasonable nice and warm weather for October.

Participated in the Building Official position interviews/selection process.

Both the Assistant Planner and I attended the Oregon American Planning Association conference at the Oregon Convention Center in Portland this month.

Planning Staff participated in CPR training this month.

### **DEVELOPMENT CODE ENFORCEMENT**

The multiple year-long legal case for street access issues at 34666 Snow Street continue. Because the city is the victim in this case, municipal court inquired with circuit court to see if they would take the case. This occurred in July/August. This month, the County contacted the city about this. Stay tuned.

Shed issue on S. 15<sup>th</sup> Street, as noted in the September 2015 department report, has been resolved.

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

October 13, 2015 meeting (outcome): A Conditional Use Permit for 31 Cowlitz (Muckle Building) was approved. An access variance at 35732 was approved. The Commission reviewed a Verizon antennae proposal on the County Courthouse building for constancy with the Riverfront District's Architectural Guidelines and made recommendations for that.

Most of the Commission is anticipated to attend Commission training in Scappoose with Planning Commissioners from other jurisdictions on October 28<sup>th</sup> 5:30-8:30pm. Thank you to Scappoose's Associate Planner for organizing this!

November 10, 2015 meeting (upcoming): There will be a public hearing for a Conditional Use Permit at 1771 Columbia Boulevard.

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Assistant Planner prepared some maps for SHPD.

### **MAIN STREET PROGRAM**

Attended the Oregon Mainstreet conference in The Dalles this month along with our Community Coordinator (this year's RARE participant).

**ASSISTANT PLANNER**—*In addition to routine tasks, the Assistant Planner has been working on:*  
See attached.

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Tuesday, October 20, 2015 3:36 PM  
**To:** Jacob Graichen  
**Subject:** October Planning Department Report

Here are my additions for the Planning Department Report.

1. Attended the annual Oregon American Planning Association (OAPA) 2-day conference in Portland
2. Attended the ACC Sub-Committee for Kickstarter funding campaign for the Gateway Sculpture Phase 2 Project – Began working on partnerships with non-profits (initial outreach email, list of potential organizations and contacts), started developing a Kickstarter budget for reward gifts and pledge estimates
3. Attended Parks Commission to hand out copies and discuss the Parks & Trails Master Plan and the future of Sand Island Marine Park
4. Attended meeting at EcoNW to discuss scope of work and potential alignments for the US 30 transportation connection economic study for the Port of St. Helens Intergovernmental Partnership Program Project. Reviewed progress of the final report to be prepared for this project
5. New STIP deadline Nov. 20 with a submission of initial resources by Nov. 5 for NW ACT review – Narrowed our project scope based on estimated money allotted to our region and comments received at previous NW ACT meeting. Prepared scope map, estimated project costs and began preparing full proposal narrative responses
6. Received applicant signatures for the four CLG Historic Preservation grant applicants. Sent preservation agreements to SHPO for signature
7. McCormick Park Pedestrian Bridge decking shipped, bridge delivery expected week of October 23
8. Attended meeting for Columbia County Buy Local Campaign to learn more and see if the City can offer help

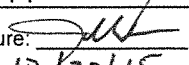
### Jennifer Dimsho

Assistant Planner  
City of St. Helens  
(503) 366-8207  
[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)

## BUSINESS LICENSE REPORT

City Department Approval: October 19, 2015

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

Signature:   
Date: 10/20/15

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### RESIDENT BUSINESS – RENEWAL 2015

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- |                          |                         |                                |
|--------------------------|-------------------------|--------------------------------|
| <input type="checkbox"/> | Mary Jane Creations 247 | Handmade Jewelry & Blown Glass |
|--------------------------|-------------------------|--------------------------------|

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### RESIDENT BUSINESS – NEW 2015

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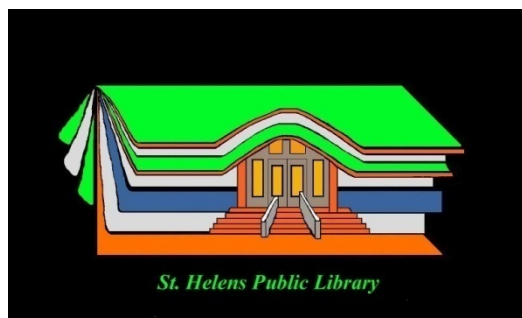
- |                          |  |              |
|--------------------------|--|--------------|
| <input type="checkbox"/> | Tarot by Lisa<br>215 S. 1 <sup>st</sup> Street | Metaphysical |
|--------------------------|--|--------------|

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### NON-RESIDENT BUSINESS - 2015

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- |                          |                          |                                  |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Jim Rensch Construction  | General Contractor               |
| <input type="checkbox"/> | The Paintsmyth, LLC      | Painting                         |
| <input type="checkbox"/> | Ram Jack West            | Foundation Repair – Construction |
| <input type="checkbox"/> | Specialty Interiors Inc. | Construction                     |



**October 28, 2015**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

**Fundraising Workshop (Oregon Library Association's Public Library Division):**

Three Library Board members, the president of the Friends of the Library and the Library Director attended an all-day workshop in Tigard that was presented by Library Strategies from St. Paul Minnesota. The workshop addressed roles, best practices, fundraising, advocacy, public awareness, planning, board management and communications. It was an extremely well spent day indoors on a beautiful fall Saturday. We all came away so energized that we have organized a joint meeting of the Board and the Friends to share what we learned and make plans to move forward.

**LEGO Play Days:** Visit us for unstructured LEGO play time with the Library's growing collection of donated LEGO sets. DUPLO sets will be available for the younger children. Close parental supervision for ages three and under is highly recommended.

**Wednesday, November 4, 2-3pm - Hallway**

**Talking About Dying - An Oregon Humanities Conversation Project Program:**

Death is part of the human experience; all of us have experienced loss and all of us will die one day. Yet conversations about death and dying are difficult and often avoided even with our closest family members and friends. "Talking About Dying" is a one-time, ninety-minute community discussion that will provide us with an opportunity to reflect on which stories and influences shape our thinking about death and dying and hear different perspectives and ideas from fellow community members.

**Thursday, November 5, 7pm - In the Library**

## Calendar

11/4	Teen Game Night, 5-630pm, Auditorium
11/5	"Talking About Dying" – a Oregon Humanities Conversation Project Program, 7pm
11/14	St. Helens Writers' Guild, 12-2pm, Armstrong Room
11/18	Teen Advisory Board Meeting will be held during the Teen Game Night
11/18	Teen Game Night, 5-630pm, Auditorium

**NaNoWriMo Write-Ins** - Share the writing experience with other local writers. The Library serves coffee, teas, and light snacks during these collaborative dedicated writing times. All Write-Ins will be held in the Armstrong Room.

- Wednesday, November 4, 12 – 4 pm
- Thursday, November 5, 2 – 7 pm
- Friday, November 6, 1 – 5 pm
- Saturday, November 7, 10am– 2 pm
- Thursday, November 12, 2 – 7 pm
- Friday, November 13, 1 – 5 pm
- Wednesday, November 18, 12 – 4 pm
- Thursday, November 19, 2 – 7 pm
- Friday, November 20, 5pm – 12 am – LATE NIGHT WRITE
- Saturday, November 21, 10 – 2 pm
- Wednesday, November 25, 12 – 4 pm