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**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, February 18, 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. Presentation of City Employee Raffle Fundraiser Money to Columbia Humane Society 1:05 p.m.
3. Annual Report from City Forester – *Brent from Mason Bruce & Girard* 1:10 p.m.
4. Request from Seniors regarding Senior Center Building and Land 1:25 p.m.
5. Request from St. Helens Community Foundation 1:35 p.m.
6. Parks Commission Recommendation on Softball League's Request 1:45 p.m.
7. Request from Arts & Cultural Commission re: Phase 2 of Gateway Sculpture Project - *Margaret* 1:50 p.m.
8. Recommendation for Brownsfield (IPG) Grant Steering Committee 2:00 p.m.
9. Municipal Court 2nd Quarter Report – *Jon* 2:10 p.m.
10. Request to Extend Temporary Part-time Office Assistant Position - *Jon* 2:25 p.m.
11. Mid-Year Financial Report – *Jon* 2:30 p.m.
12. Review Scrivenor Changes to Building Department Fees Resolution - *Jon* 2:50 p.m.
13. Discussion on Smoke-Free Community Possibilities 3:00 p.m.
14. Review Council Operating Rules and Procedures 3:20 p.m.
15. Review Draft Resolution for Creation of Youth City Council – *Keith* 3:40 p.m.
16. Department Reports 4:00 p.m.
17. Council Reports 4:20 p.m.
18. Executive Session: ORS 192.660(2)(e) Real Property Transactions 4:40 p.m.
19. Other Business
20. Next Work Session Items
21. Upcoming Dates to Remember:
  - **February 16, President's Day, All City Offices Closed**
  - **February 18, Council Work Session, 1:00 p.m., Council Chambers**
  - **February 18, Council Special Meeting, 6:00 p.m., Council Chambers – Budget Orientation**
  - **February 18, Council Regular Session, 7:00 p.m., Council Chambers**
  - February 19, Library Board, 7:15 p.m., Columbia Center Auditorium
  - February 26, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers
22. Future Public Hearing(s)/Forum(s):
  - March 4, 6:20 p.m., Street Vacation – 405 S. 4th Street

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.

# **City of St Helens - Milton Creek Watershed Annual Review & Market Report February 18, 2015**

## **FOREST MANAGEMENT UPDATE**

### **2014 Review**

- **Section-21 Timber Sale (51-acres)**
  - 2.5 million board feet
  - \$1,442,289 of income
  - \$578 per thousand board feet Douglas-fir bid price
- **Canaan Road Timber Sale (29-acres)**
  - 1.6 million board feet
  - \$908,111 of income
  - \$564 per thousand board feet Douglas-fir bid price
- **Support of Scappoose Bay Watershed work with Milton Creek**

### **2015 Activities**

- **Reforestation**
  - Planting completed in January
  - Regeneration survey to be conducted in September
- **Support of Scappoose Bay Watershed work with Milton Creek**

# City of St Helens - Milton Creek Watershed Annual Review & Market Report February 18, 2015

## TIMBER MARKET ANALYSIS

### Current Sawlog Market

#### Current Prices

In February 2015, *small Douglas-fir saw log* (5" to 14" diameter @ small log end) delivered prices in the local area range from **\$500 to \$600** per MBF. This price range is lower than this time last year.

In February 2015, *large Douglas-fir saw log* (greater than 14" diameter @ the small log end) delivered prices in the local area range from **\$600 to \$700** per MBF. This price range is also lower than this time last year.

#### Current Trend

Both small and large log buyers have plenty of wood in their log yards. Prices have been falling since January due to a very mild winter, the declining export market, and port issues. Prices will likely continue to decline in the next few months.

The current inventory of City of St Helens timber features mostly small Douglas-fir saw logs. In the current market, Douglas-fir stumpage prices for City of St Helens timber would range from **\$350-\$450** per MBF.

# City of St Helens - Milton Creek Watershed Annual Review & Market Report February 18, 2015

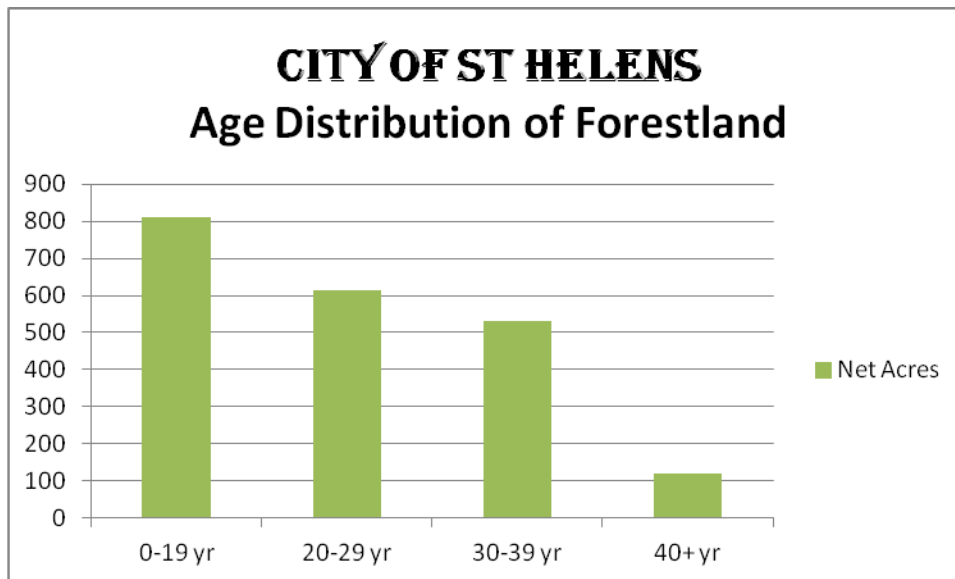
## HARVEST PLANNING

### Future Outlook

#### City of St Helens Forest Composition

The City's oldest stand of timber is now 46-years of age. This puts the City in very secure position going forward, as the log market is more focused on smaller dimension logs.

#### *Age Distribution of City of St Helens Forestland*



There are roughly 100-acres of merchantable timber available (See Map). Within 10-years, another 400-500 acres will move into the merchantable category. During that time, the City will have the option of an annual harvest program.

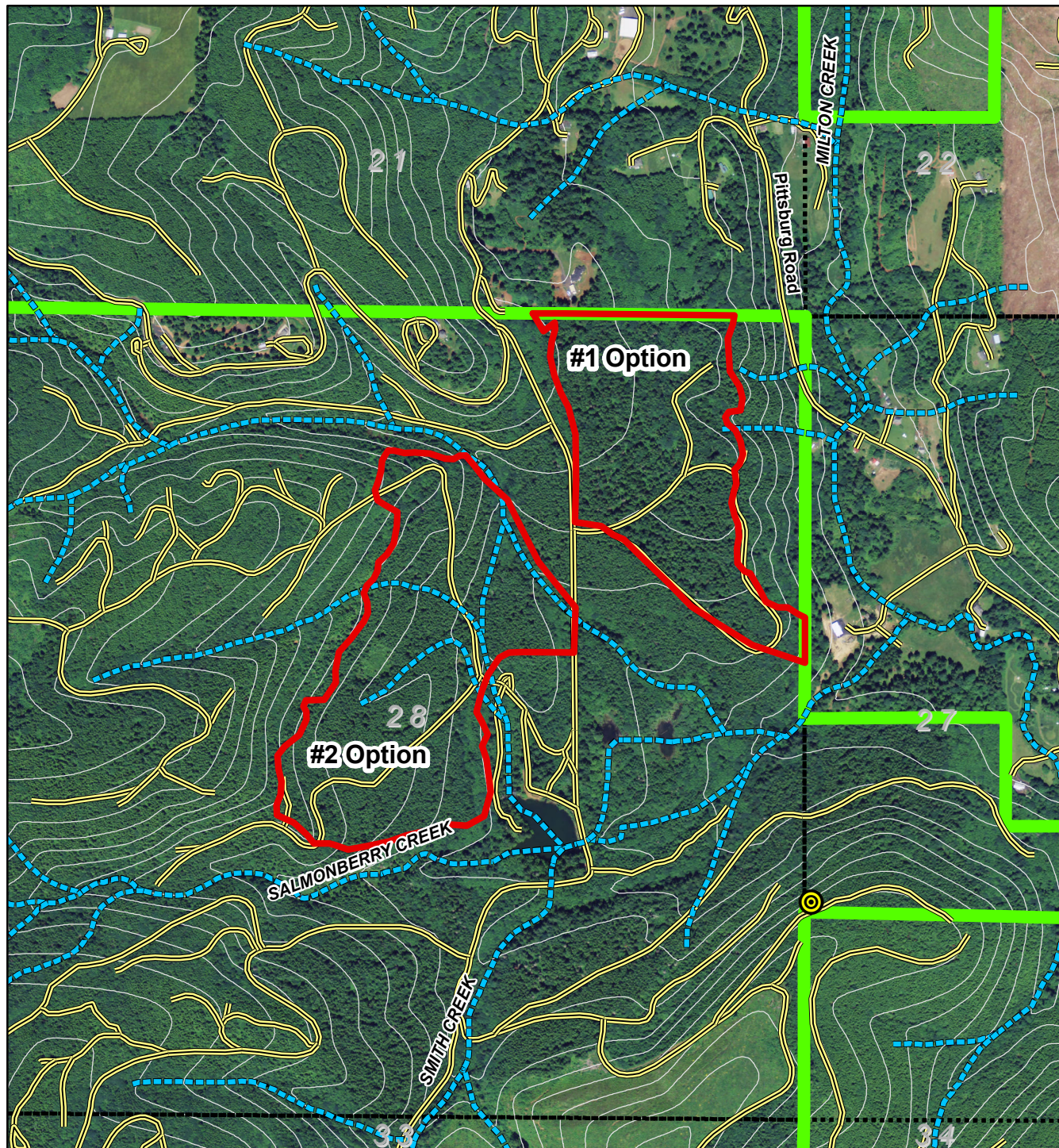
#### Future Harvesting Options

The available 100-acres of merchantable timber is comprised of two separate stands. While merchantable, these stands are growing vigorously, and will truly reach their peak in 2-4 years. In addition, selling both of the stands now would create a 5-10 year break in available timber, while the 30-39 year age class matures.

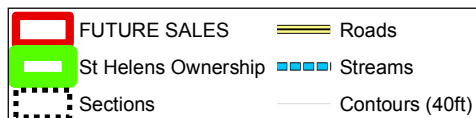
One of the stands is 40-acres, and a viable harvest option. I recommend selling this stand within the next three years, during a peak time in the log market.



# City of St Helens Future Timber Sales



Township 5 North - Range 2 West



1 inch = 1,000 feet

**MB&G**

Mason, Bruce & Girard, Inc.  
Natural Resource Consultants Since 1921

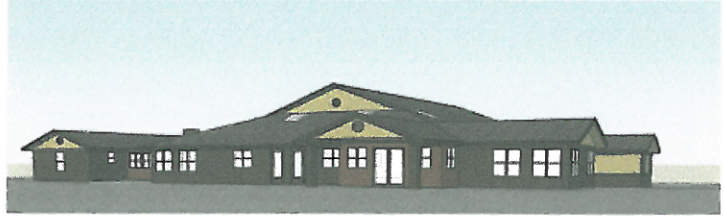
This product is for informational purposes only and may not be suitable for legal, engineering, or surveying purposes. Information is provided with the understanding that conclusions drawn are the responsibility of the user.

Projection: NAD83, State Plane Oregon North  
Aerial Photo: 2012 NAIP



## St. Helens Senior Center, Inc.

A 501c3 organization – IRS ID# 93-0722366  
375 SOUTH FIFTEENTH STREET  
P.O. BOX 692 (Mailing Address)  
ST. HELENS, OR 97051-0692  
(503) 397-3377 - FAX (503) 397-4795  
e-mail: [c.young@shseniorcenter.org](mailto:c.young@shseniorcenter.org)



January 26, 2015

HONORABLE MAYOR  
AND COUNCILMEMBERS  
ATTN KATHY PAYNE  
CITY OF ST HELENS  
ST HELENS OR 97051

RECEIVED

JAN 28 2015

CITY OF ST. HELENS

### RENEWAL OF LEASE AND/OR TRANSFERRING TITLE TO THE SENIORS

In a letter to the City of St. Helens dated December 1, 2014 we provided a written request to discuss renewal of the lease between the City of St. Helens and the St. Helens Senior Center, Inc. beginning June, 2015. We are following up by sending a formal request to begin the process of renewal. Additionally, five years will have passed on May 15, 2015 since the renovation project completed and the building was dedicated and it is time we discuss receiving title to the building and land upon which it is situated.

As you are aware, the Seniors have been managing the St. Helens Senior Center in this location since 1978 and have proven they can be fiscally responsible. The topic of having the building and land finally put in our name has been mentioned many times and we were told five years ago that once the requirements of the State of Oregon Economic Development Grant were accomplished, we could approach the City and ask for the Senior Center to officially be transferred to our nonprofit corporation.

We have been notified by the Columbia County Tax Assessor that it is time to renew our application for a nonprofit tax exemption and, in order to do this, we must provide a copy of the new lease or own the building and land outright.

There are advantages and disadvantages for the Seniors to own the Senior Center, but the pride of ownership after all the Seniors have done far outweigh any disadvantages. There is also no reason why the City of St. Helens should not want to continue contributing to the welfare of our seniors, disabled, and the community-at-large by providing water and sewer as they have all along. The rest of the operation and maintenance will be the Seniors' responsibility. We will reserve the right to ask for help when it is something the City's Public Works Department is more familiar with than we are.

Please acknowledge in written form the City's intent to proceed as soon as possible on these two issues.

CHERYL A. YOUNG, Manager



## St. Helens Community Foundation

PO Box 1532

St. Helens, Oregon 97051

Building a Dynamic Community



RECEIVED

FEB 03 2015

OFFICE OF ST. HELENS  
CITY RECORDER

Dear City Council,

I am writing on behalf of the St Helens Community Foundation to ask the City to waive the permit fees for 13 Nights on the River and also to donate the cost of annual insurance for The Community Foundation.

The Foundation is now running the 2015 4<sup>th</sup> of July Fireworks event, in addition to continuing to provide free concerts throughout the summer for the people of our community. And, as has been pointed out to me in our meetings surrounding the potential merger of the Foundation, Tourism, SHEDCO, and the Chamber of Commerce, the fact that St Helens has a Foundation which provides insurance and legal status to small groups is a wonderful asset to our community. The Foundation will continue to provide this service for St Helens as we move forward with the new organization.

For all of these reasons, we are asking the City to pay the cost of annual insurance for the Foundation. The amount for insurance this past year (without Fireworks) was approximately \$5,420. We are working on an estimate at this time which will include the insurance cost for 4<sup>th</sup> of July as well.

This year will be the 11<sup>th</sup> Year for 13 Nights on the River! We hope you can help us keep this great tradition alive in our community. Thank you very much for your leadership and we look forward to a great year.

Sincerely,

Robert Salisbury

President

St. Helens Community Foundation

# Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: February 11, 2015

Subject: Parks Commission Recommendation on Softball League's Request

## Background

The Girls Softball League went to the Parks Commission and City Council to ask about getting a percentage of reimbursement on the money they spend on upgrading the fields that they could use to pay their permit fees. Council President Morten asked that the Parks Commission weigh in on the request before the Council made any decisions. The Parks Commission discussed it at their meeting on February 9.

## Recommendation

The Parks Commission voted to recommend that the Council not allow reimbursements for the work they do on the fields because they would end up having to let every other league do that too and it would probably get to a point where we wouldn't even get permit fees anymore because they would all be "working it off" and the Commission feels it would just become a big mess.

**Attachments:** None

**February 11, 2015**

**From:** Margaret Jeffries, Library Director and ACC Staff Liaison

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

**Subject:** Arts and Cultural Commission Report

### **Gateway Sculpture Project – Phase Two**

**Summary:** The Arts and Cultural Commission requests that City resources be dedicated to identifying and writing grants to implement Phase Two of the Gateway Sculpture Project on the Highway 30 McNulty Creek Bridge while the knowledge base and collaborative relationships of all the contributors to Phase One are still intact. Duplicating this effort many years down the road, while fundraising is accomplished, will likely result in many hours being spent to re-create that same knowledge and cooperation.

**Background:** At the Thursday, February 5<sup>th</sup> Arts and Cultural Commission meeting, a motion was passed to recommend to the City Council that the City dedicate staff time to the Arts and Cultural Commission to identify and write grants for the Gateway Sculpture Project Phase Two.

This motion was passed following a discussion about the best approach to proceed with Phase Two. The Commission recognized that fundraising this time would be a six year effort if the needed funds were accumulated at the previous rate. This longer time frame is due to the fact that there are no reserves dedicated to this project so the full project cost would have to be raised this time. Any pause in committing to this next phase would further push out the time frame for implementation.

The implementation of the Gateway Sculpture Project - Phase One represents several years of collaboration by the current members of the ACC with ODOT, engineering firms, local vendors, the artist and City departments. This knowledge base and these cooperative relationships will be lost through attrition in all of the organizations involved if a long term fundraising approach is adopted to accomplish Phase Two.





## Memorandum

To: Mayor and City Council  
From: John Walsh, City Administrator  
Subject: **IPG Steering Committee**  
Date: February 12, 2015

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The City has been offered funding assistance from the State's Business Oregon Department to continue work on the St. Helens Waterfront Redevelopment Project. The Integrated Brownfield Redevelopment Grant (IPG) provides \$25,000 in funding resources to further the City's work initiated by the AIA SDAT visit in May 2014. The project will build on the recommendations developed from the SDAT report and further framework and implementation strategy for redevelopment of the City's waterfront. The project has two phases which include a Community Exploration component and an Economic Impact Study. The specific project tasks and deliverables are detailed in the attached Scope of Work. The project is heavily weighted on the Community Exploration effort with an emphasis on public engagement.

A Steering Committee is proposed to guide the engagement process and Staff has recommended the following list of representatives for Council confirmation. Please review the recommendations for discussion at the February 18, 2015 Council Workshop and the Grant Agreement will be on the evening Agenda for authorization.

### Proposed Steering Committee

Planning Commission - Al Peterson  
Parks Commission – Howard Blumenthal  
Arts Commission – Diane Dillard  
Tourism/Maritime - Chris Finks  
Chamber of Commerce/SHEDCO – Natasha Parvey  
Port of St. Helens – TBD  
Columbia County Economic Team CCET – Chuck Daughtry  
Cascades Tissues – Eric Porchinow  
Public Health - Ashley Baggett  
City Councilor – TBD  
City Councilor – TBD

### Ex Officio Members

Business Oregon – Denny Houle  
ODOT Rail – Cary Goodman  
ODOT Transportation – Pete O'Farrell

Regards,

# St. Helens Waterfront Redevelopment Strategy

## Integrated Brownfield Redevelopment Planning

### Detailed Scope of Work

## Project Summary

The City of St Helens (the City) would like to implement a community visioning effort and economic analysis that will lay the groundwork for a waterfront redevelopment plan. The City is currently in the process of evaluating the potential of adaptive reuse for two key waterfront properties. These properties are icons of the city's once thriving industrial legacy, but today are underutilized and contaminated.

The process proposed by the City will create a future use vision for the properties that energizes and directs efforts to remediate historical contamination and spur job creation and community development. This innovative integrated planning approach is based on a key lesson learned from brownfield projects across Oregon and the nation that a future use vision supported by the market and the community drives successful cleanup and redevelopment.

## Background

The City has two opportunities before it:

- **Veneer Plant, Boise Cascade Wood Products** — the City is currently negotiating a purchase and sale agreement with Boise Cascade Wood Products, LLC for the acquisition of the Veneer Plant site. The 17 acre property was previously the location of a plywood veneer manufacturing facility, owned and operated by Boise Wood Products, formerly Boise Cascade. A previous market analysis has determined that the Veneer Site could redevelop with commercial, residential, and open space uses. However, critical questions remain as to how the City can leverage this asset to catalyze waterfront redevelopment.
- **White Paper Mill, Boise Cascade White Paper** — Boise White Paper, LLC has approached the City regarding the potential for transferring a large tract of land to the City in exchange for forgiving an obligation associated with sludge management in the City's wastewater treatment plant lagoon. The property constitutes approximately 205 acres of waterfront property. Today, the mill and approximately 10-20 acres is leased by Cascade Tissue. The remainder of the site is unutilized. It should be noted that Boise White Paper is an entirely different entity than Boise Cascade Wood Products.

These two properties are contiguous and are located adjacent to the St. Helens downtown. Redevelopment of some or all of the property is critical to achieving City goals of public access, environmental restoration, and economic development along the waterfront. In its current state, these properties represent an environmental risk, a human health hazard, and a lost economic

opportunity for the community. Without a public agency led planning effort, this contaminated site will likely remain in its current blighted condition for years to come.

Cleanup and redevelopment of these properties will be a long and capital intensive process. Best practices in redevelopment show that successful efforts are energized by a compelling future use vision supported by the market and the community. The City has initiated this process; they have undertaken initial economic and risk/opportunity analyses for both properties and have engaged with the American Institute of Architects (AIA) in the prestigious Sustainable Design Assessment program. The AIA program involved intensive workshops and outreach (public and local experts/stakeholders), culminating in an initial vision and set of opportunities.

## Goal

This Integrated Brownfield Redevelopment Plan will leverage the work completed, and establish the framework and implementation strategy for cleanup and redevelopment of the City's waterfront.

## Objectives:

- Engage the community to further generate support and leverage local resources
- Advance the preliminary understanding of opportunities and challenges regarding existing conditions
- Continue receiving feedback on potential future uses for the waterfront to further promote a community vision
- Refine the understanding of potential impacts to waterfront redevelopment on the local and regional economy, sense of place, and overall quality of life for the community
- Lay the groundwork for future redevelopment planning and position the community for acquisition of funding that would support cleanup and redevelopment

## Scope of Work

Central to this planning process is a collaborative effort that brings together local stakeholders and a diverse team of experts to analyze issues and formulate a strategy for moving the property forward to redevelopment. Each step of the planning process will involve the key issue areas: environmental cleanup, economic development, and community planning. As previously noted, this scope of work will build off of the AIA visioning effort. New work will balance the developing vision with on-the-ground conditions and engage critical stakeholders that may have interest in developing or occupying the site.

The scope of work to be funded by the Integrated Planning Grant will include the Community Exploration Phase (Phase 1) which builds on the engagement initiated under the AIA program to educate citizens on the opportunities that exist, spur continued discussion on potential future uses at the site, and gauge the local public's opinion on a pathway forward. The process is designed to efficiently compile information, solicit a breadth of feedback, and provide a holistic analysis, while engaging key stakeholders and the public in a way that empowers key community leaders. The scope



of work also includes funding for a preliminary economic impact assessment (Phase 2), which will weigh the potential benefits of redevelopment against the effort and investment that it would require.

Future phases of work will be pursued on an incremental basis as funding becomes available and will include due diligence, planning, and implementation. It is currently understood that the existing Potentially Responsible Parties (PRPs) will be responsible for site characterization activities.

## **Phase 1 Community Exploration**

The City is committed to planning through an open, public process. Engagement with the public and community stakeholders is the core focus of this proposed scope of work. Through a series of interviews and meetings, the City will assess public interest for the pursuit of property acquisition and gather opinions regarding future reuse of the waterfront properties. The work under the Integrated Planning Grant will ensure that the AIA vision evolves into an implementable plan that incorporates community feedback and aligns with potential funding sources that will help propel the project forward.

### **Task 1.1 Small Group Workshops**

Following recommendations of the AIA program, the City establishes a 5-9 member Waterfront Committee to serve as an advisory panel through planning and redevelopment of the Boise Cascade properties. The committee should include individuals who bring both connections to the community and professional expertise (for example in finance, real estate, retail, or management). The work of this committee under the IPG would establish a planning and decision making framework that is clear and flexible. The schedule of meetings/discussions of this group would include:

#### **Meeting 1: Goals and Guiding Principles**

- Review the existing conditions of the property and findings of previous planning efforts
- Review and confirm or revise the vision articulated in the AIA plan
- Draft a set of high level, concise goals and guiding principles for redevelopment. This may address topics such as: economic development, land use, open space, risk management, and financing

#### **Meeting 2: Priority Actions**

- Compile recommendations of AIA report and other relevant plans into a master list of recommendations, organized into function areas, such as infrastructure, parks and recreation, and transportation.
- Committee discussion to categorize the recommendations into near-term, mid-term and long-term
- Prioritization of near-term actions and mid-term actions

#### **Meeting 3: Community Open House**

- Share the work of the Waterfront Committee with the broader community. Note the goals, guiding principles and recommended actions could be set up on boards in a

community space and posted on-line to allow for broader access in addition to an evening meeting.

#### Meeting 4: Implementation Strategy

- Review and confirm the vision for redevelopment
- Review and confirm the goals and guiding principles
- Review and confirm categorization and prioritization of actions.
- Identify leaders for priority actions and next steps
- Prepare funding strategy for priority actions
- Prepare ‘redevelopment roadmap’ that identifies milestones and how different actions relate and support each other.
- Link to available funding.

#### **Task 1.2 Community Visioning Summary Report**

Phase 1 work will result in a Community Visioning Summary Report. The report will include a summary of the community outreach process and work completed to date by the AIA expert panel. It will also include a discussion of potential reuse alternatives generated by public input, stakeholder feedback, and AIA recommendations. Planning concepts will be useful for mitigating concerns, leveraging funding and support, and solidifying a pathway forward. The summary report will also include recommendations for next steps and a strategy forward towards redevelopment.

## Phase 2 Economic Impact Study

The second phase of this work will build on work conducted to date and will help decision-makers understand the broad economic impacts for redevelopment of the waterfront and help to weigh the potential benefits to the local community. The Economic Impact Study will provide perspective on the landscape of opportunities as they pertain to the different land use types. The information will be compiled and digested into a fact sheet for public consumption and into a summary briefing report. The study will evaluate:

- Impacts on local and regional economy
- Scale of benefits, including potential for job creation and revenue generation per land use type
- Benefits to the local community and overall quality of life

**Phase 1:** Market Analysis – begins in late February/early March in coordination with Meeting 1 from Task 1.1.

ECONorthwest previously conducted a “highest and best use” analysis for the Veneer site that evaluated market trends and conditions for various uses on the Veneer site. Since that time, further planning work (through the SDAT process) has produced a vision for the site along with a proposed development program. The purpose of this task is to provide an analytic bridge between the previous highest and best use analysis and what will be a more detailed development feasibility and phasing strategy that will be included as part of the Master Planning process.

In this task, we will update the previous market analysis with current data and evaluate the findings relative to the vision produced through the SDAT process. Findings will identify likely feasibility challenges with the SDAT vision, and propose a set of tools and other options for infrastructure and development finance to be explored through the Master Planning process. The final product, a technical memo, will inform scoping for the Master Planning process and set the stage for conversations about infrastructure and development finance tools.

**Phase 2:** Work on economic analysis of transportation linkages from Hwy 30 to the waterfront properties if awarded grant from the Port of St. Helens- begins early April before Meeting 3 Open House from Task 1.1. ***(Possible grant award: \$25,000. Notification of award due in April 2015)***

### Budget\*:

Phase 1: Community Exploration.....	\$18,000
Phase 2: Economic Impact Assessment.....	\$7,000
<i>Port of St. Helens Grant (if awarded).....</i>	<i>\$25,000</i>
<b>Total Grant Request.....</b>	<b>\$25,000</b>

\* Total out-sourced professional services; excludes City of St. Helens self-performed functions.

Attachment: Strategy Roadmap

## City of St Helens Waterfront Planning

2015

	January	February	March	April	May	June	July	August	September
<b>Task 1: Community Planning</b>									
Goals and Guiding Principles (Meeting 1)									
Prioritizing Actions (Meeting 2)									
Community Open House (Meeting 3)									
Implementation Strategy (Meeting 4)									
Summary Report									
<b>Task 2: Economic Impact Study</b>									
Prepare Economic Impact Study									

## MEMORANDUM

CITY OF ST. HELENS  
Municipal Court  
PO Box 278  
St. Helens, OR 97051



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DATE: February 13, 2015

TO: John Walsh, City Administrator  
City Councilors

FROM: Jon Ellis, Finance Director  
Cindy Phillips, Municipal Court Judge  
Julie Metz, Municipal Court Clerk

RE: Municipal Court 2<sup>nd</sup> Quarter Report FY 14/15

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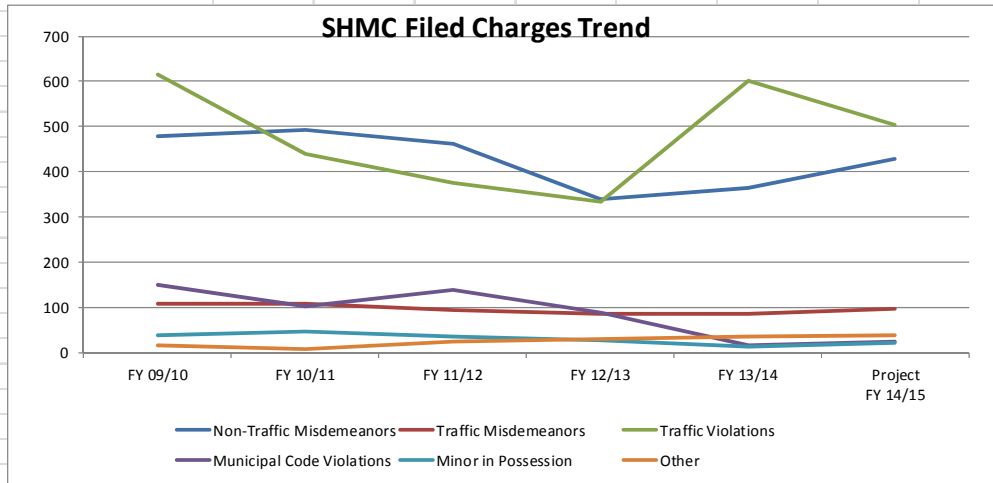
Over this last quarter the Municipal Court has transitioned in a new Municipal Court Clerk, Julie Metz. She comes to us from Columbia County, where she worked as the Court Clerk in the County's Justice Court. She is very highly motivated and energetic and we look forward to her championing Court operational improvements. We also look forward to working closely with Malinda Duran who is the new Police Support Specialist in enhancing the flow of information which is so critical to the daily operations of the Municipal Court. The Court is entering into a very unique opportunity for enhancing operations.

Based on the attached trend reports, while traffic violations are trending down, there has been an uptick on criminal cases (misdemeanors) filed resulting in an increase to Court's workloads. This increase reflects the Police Department's recovery from their staffing shortages due to injuries and turn-over. We anticipate that as the Police staffing is stabilized, criminal cases and traffic citations filed will continue to increase further impacting workloads in Municipal Court. The goal is to try to address most of these challenges with enhanced efficiencies in operations.

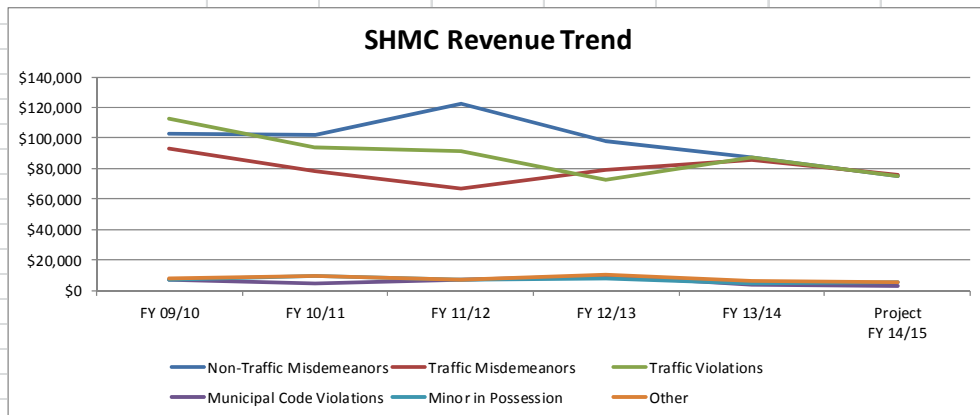
The increase in workloads has resulted in the increase in support staffing provided by Finance to keep court adjudication and collections rates up. During the rightsizing of Court operations (staffing) in 2012, support staff decreased to only a half day per week with the goal of eliminating outside support completely. However, with the recent turnover in staff combined with increase in criminal case filings, the need to support staffing has grown to 3 days per week. We are optimistic that we will be able to lower outside support to 2 - 2.5 days per week by the end of this fiscal year. The rightsizing of staffing in 2012-13 may have been appropriate for then-existing conditions but with the workload increasing, additional support is required.

Full Court is the Court operations software that tracks adjudication of cases, collections of fines, calendaring and helps increase work flow. The software will no longer be supported in Justice Systems after July 1, 2015, placing the Court at risk. The City Council has authorized an upgrade in Fiscal Year 2014-15, however, with the change in staffing, the implementation has been delayed and hopefully will be on track in FY 2015-16. Based on a number of improvements to the operating system, Court is optimistic that it will reduce support hours provided by Finance as well as bringing back the SO (Sentence Order) listing that was suspended when rightsizing court in 2012.

Number of Charges Filed by Type								
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Project FY 14/15	FY 14/15 @12-31-14	Percent Increase / (Decrease)
Non-Traffic Misdemeanors	478	491	462	339	363	427	206	18%
Traffic Misdemeanors	107	108	93	84	86	96	47	12%
Traffic Violations	616	438	375	332	602	504	241	-16%
Municipal Code Violations	149	101	139	88	16	23	11	44%
Minor in Possession	39	45	34	26	13	21	10	61%
Other	16	7	25	28	35	38	18	7%



Gross Revenue by Charge Type								
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Project FY 14/15	FY 14/15 @12-31-14	
Non-Traffic Misdemeanors	\$103,240	\$102,020	\$122,531	\$97,539	\$87,219	\$75,080	\$35,926	
Traffic Misdemeanors	\$92,701	\$78,044	\$66,887	\$79,211	\$85,687	\$75,729	\$36,236	
Traffic Violations	\$112,582	\$94,029	\$91,147	\$72,434	\$86,982	\$74,818	\$35,800	
Municipal Code Violations	\$7,329	\$4,484	\$6,990	\$9,262	\$4,056	\$3,223	\$1,542	
Minor in Possession	\$6,978	\$9,426	\$7,242	\$7,701	\$4,900	\$5,133	\$2,456	
Other	\$7,541	\$9,875	\$6,786	\$10,175	\$5,817	\$5,744	\$2,748	



Gross Revenue data does not include payments posted to old court system due to inconsistent reporting capabilities.

**Examples of Charges by Category:**

**Non-Traffic Misdemeanors:** Assault IV, False Swearing, Escape III, Unauthorized Departure, Interfering with a Police Officer, Resisting Arrest, Endangering the Welfare of a Minor, Strangulation, Menacing, Recklessly Endangering, Sex Abuse III, Public Indecency, Child Neglect II, Theft II & III, Criminal Trespass I & II, Unlawful Entry into a Motor Vehicle, Criminal Mischief II & III, Forgery II, Fraudulent Use of Credit Card, Negotiating a Bad Check, Disorderly Conduct, Harassment, Sexual Harassment, Telephonic Harassment, Carrying a Concealed Weapon, Animal Abuse I & II, Animal Neglect I & II, Animal Abandonment, Failure to Report as a Sex Offender, Furnishing Alcohol to a Minor or Intoxicated Person, Possession of < 1 oz. Marijuana within 1000' of a School, Contempt of Court, Fleeing or Attempting to Elude, Failure to Appear on a Criminal Citation

**Traffic Misdemeanors:** DUII, False Information about Liability Insurance, Failure to Carry/Present a License, Using an Invalid License, Reckless Driving, Driving While Suspended - Misdemeanor, Failure to Perform the Duties of a Driver, Failure to Appear in a Violation Proceeding

**Traffic Violations:** Driving While Suspended - Violation, Driving Uninsured, Failure to Obey a Traffic Control Device, Failure to Renew Tags, No Operator's License, Failure to Yield to a Pedestrian, Failure to Yield to an Emergency Vehicle, Violation of Speed Limit, Careless Driving, Failure to Stop for a School Bus, Open Container in a Vehicle, Unlawful/Unsignaled Turn, Failure to Drive within Lane, Following Too Closely, Operating a Vehicle while Using a Mobile Communication Device, Refusal to Submit to a Breath Test, Operation of Vehicle without Required Lighting, Defective Equipment, Unreasonable Sound Amplification, Operation of Vehicle without Proper Fenders/Mudguards, etc.

**Municipal Code Violations:** Conducting Business Without a License, Prohibited Burning, Open Container of Alcohol in Public, Unlicensed Dog, Dog at Large, Aggressive Dog, Nuisance Violation, Scattering Debris, Keeping of Junk, Violation of Time Limits - Dock, Swimming from City Docks, Parking, Violation of Handicap Zone

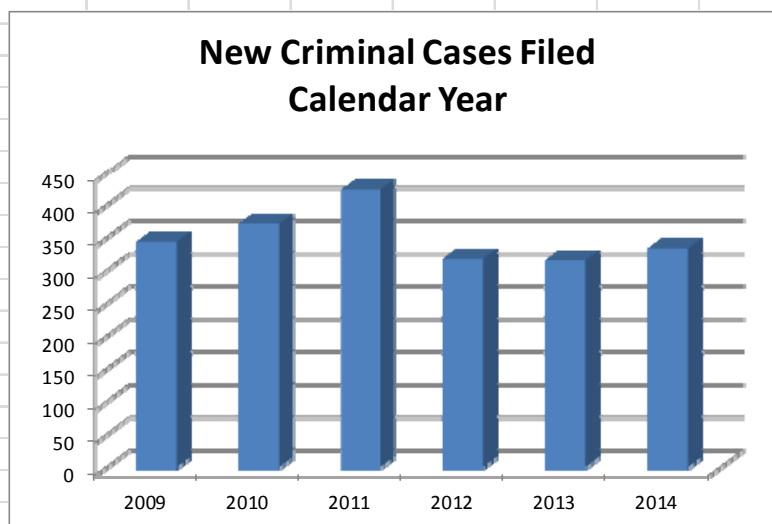
**Building Code Violations:** Violation of Structural Specialty Code, Failure to Obtain Permit, Violation of Residential Specialty Code, Altered Use of Premises, Failure to Comply with Erosion Prevention and Sediment Control, Violation of Oregon Dwelling Specialty Code, Violation of Floating Structures Code, Occupancy Violation, Violation of Oregon Mechanical Specialty Code, Violation of Oregon Plumbing Specialty Code, Violation of Electrical Code, Sensitive Lands Violation, Tree Removal Violation, Failure to Obey the Final Order of the St. Helens Building Official

**Minor in Possession:** Minor in Possession of Alcohol or Minor in Possession of Alcohol by Consumption

**Other:** There are other charges not included in the above categories such as, Possession of Less than One Ounce of Marijuana - violation, Allowing Consumption of Alcohol by a Minor, State Revenue Payments, misdemeanor charges filed as violations

**Number of New Criminal Cases (Calendar Year)**

Year	2008	2009	2010	2011	2012	2013	2014
# Cases	391	344	372	424	318	316	334
		-12%	8%	14%	-25%	-1%	6%



2012 - stopped charging Failure to Appear on Violations


These number are provided by the prosecutor's office. Each case will have one or more charges listed on the complaint. These numbers are generated on a calendar year basis rather than a fiscal year basis.



## Memorandum

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To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Request Authorization to continue Term-Limited Temporary Part-Time Office Assistant Staff

Date: February 18, 2015

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### Request:

Staff requests the continued utilization of a term-limited Office Assistant position through April 30, 2015.

Currently, with working through the transition of Court with their applicable 18% increase in case loads, balancing an employee request to work part-time (24 hours per week versus 40), and catching up on backlog projects, staff is requesting the continued support of a term-limited Office Assistant. This will allow more time to better assess staffing level requirements.

### Background:

City Council at their work session on November 19, 2014 approved the Finance Division's request to hire a term-limited Office Assistant position to fill in for required office coverage from December 1, 2014 through February 28, 2015. The position being funded from existing appropriations in personnel services (savings) and the Springbrook Migration Project budget. Further, staff stated that between November and February 28, staff will be assessing processes and services to potentially absorb workloads and/or develop a new part-time position (20 hours per week).



**City of St. Helens**  
**Fiscal Year 2014-15**  
**2<sup>nd</sup> Quarter Financial Report**  
**For Period Ending December 31, 2014**

**Explanation of report**

The 2<sup>nd</sup> quarter financial report is the measurement of financial performance for the current fiscal year as of December 31. The report presents the current budget, actual financial activity, the percent (%) of budget utilized and compares current activity to same period last fiscal year.

Table 1 reflects a summary of financial activity by fund.

<b>Table 1 - Fund Summaries for Period Ending December 31, 2014</b>						
Funds	Beginning Fund Balances	Current Resources		Current uses		Ending Fund Balance
		Revenues	Transfers In	Transfers Out	Expenditures	
001- General	1,766,848	2,393,956	19,000	164,890	1,962,765	2,052,149
008-Visitors & Tourism	230,498	64,307		19,000	141,323	134,482
009-Community Enhancement	463,343	36,209	3,890	-	244,166	259,276
010-Capital Improvement	6,330,602	559,605	2,066,000	-	916,276	8,039,931
011-Streets (Gas Tax)	581,153	376,672		137,500	326,295	494,030
012-Administrative Services	95,204	623,334	-	-	625,689	92,849
013-Public Works	1,524	154,454	-		155,332	646
015-Fleet	46,603	125,000			138,614	32,989
017-Water Operating	1,785,082	1,444,344	-	465,000	1,500,518	1,263,908
Forest reserve	1,394,327	964,765	-	-	33,860	2,325,232
018-Sewer Operating	2,926,376	2,002,688	-	1,302,500	1,832,095	1,794,469
033-Community Development	-	10,371	-	-	7,030	3,341
<b>Total</b>	<b>15,621,560</b>	<b>8,755,703</b>	<b>2,088,890</b>	<b>2,088,890</b>	<b>7,883,961</b>	<b>16,493,303</b>
			<b>10,844,593</b>		<b>9,972,851</b>	
Adopted Budget	14,029,896	17,873,590	5,160,263	5,160,236	25,585,546	6,317,939
Contingency					(2,489,502)	2,489,502
Adopted Budget net contingency	14,029,896	17,873,590	5,160,263	5,160,236	23,096,044	8,807,441
Percent of Budget		48.99%	40.48%	40.48%	34.14%	187.27%

47%

35%

The beginning fund balances (working capital) as of July 1, 2014 for the City total \$15,621,560 (slightly greater than the 1<sup>st</sup> quarter financial report which was based on un-audited financials). These amounts are based on the audited year-end financial reports (FY 13-14). The total beginning fund balances for FY 14-15 are \$1,591,664 greater than forecasted in the adopted budget due to FY 2013-14 expenditures being less than projected combined with revenues greater than expected. Table 2 illustrates by fund the FY 13-14 audited ending fund balance compared to the FY 14-15 budgeted beginning fund balance.

Table 2 - Comparison of Adopted to Audited FY 13-14 Ending Fund Balances				
Funds	Fund Balances			Explanation
	Audited 6/30/14	Budgeted Beginning 7/01/14	Increase / (Decrease)	
001- General	1,766,848	1,469,528	297,320	Development revenues up and personnel services costs down
008-Visitors & Tourism	230,498	279,103	(48,605)	New event programs
009-Community Enhancement	463,343	464,244	(901)	Carry forward property acquisition and Marine Board projects
010-Capital Improvement	6,330,602	5,765,708	564,894	Carry forward of capital projects
011-Streets (Gas Tax)	581,153	538,502	42,651	Carry forward of crack seal and street striping projects
012-Administrative Services	95,204	97,354	(2,150)	Attorney fees and IT equipment replacement
013-Public Works	1,524	-	1,524	Decrease in overall expenditures
015-Fleet	46,603	34,301	12,302	Decrease in materials and services
017-Water Operating	1,785,082	1,665,012	120,070	Water sales
517 - Timber reserves	1,394,327	1,000,000	394,327	Timber revenues
018-Sewer Operating	2,926,376	2,716,144	210,232	Overall lower than projected expenditures / greater than anticipated revenues
<b>Total</b>	<b>15,621,560</b>	<b>14,029,896</b>	<b>1,591,664</b>	

\* Net of Contingencies

Current resources collected as of December 31, 2014 total \$10,888,450 and reflect 47% of the budget. Current resources – revenues total \$8,799,560 and reflect 49% of total budget. Based on the current analysis, the following are the highlighted impacts to revenues:

- Property taxes – are trending \$48,000 greater than budget.
- Franchise fees – are trending \$15,000 less than budget.
- Dog licenses – collected \$15,000 less than budget.
- Insurance refunds / credits - are distributed in the first half of the fiscal year and are \$15,000 greater than budget.
- Licenses and permits – Building and Planning permits through second quarter of FY 14-15 are running \$20,000 less than budget.
- Timber revenues for the spring and summer harvests generated \$300,000 greater than anticipated.
- Secondary sewer treatment pool shared agreement with Cascade is running approximately \$40,000 greater than budget.

For further details on beginning fund balances, and actual revenues received through December 31, 2014 refer to Attachment A – Revenue Reports.

Current uses as of December 31, 2014 total \$9,972,851 and reflect 35% of budget. Current uses – expenditures less transfers and contingencies - total \$7,883,961 and reflect 34% of total budget. Based on current analysis, the following are highlighted impacts to expenditures. Please note that some of these items may necessitate appropriation transfers later in the fiscal year (draw on contingencies).

- Personnel service costs (PSC) are anticipated to be on budget overall, primarily due to:
  - \$115,000 - Contracting out of the Building Official, offset by
  - (\$50,000) – Addition of a term limited Assistant Planner (7 months),
  - (\$40,000) - Overfilling of Police Sergeant position (3 months),
  - (\$25,000) – Increase in overtime in Police (understaffing).

Impact by fund and department are illustrated in Table 3 below.

Table 3 - Personnel Costs Analysis FY 2014-15 (net of Direct Labor Transfers)								
Fd	Dpt	Dept	Budget FY 14-15	Actual 12-31-15	Projected 6-30-15	Under / (Over) Budget	%	Notes
001-		General Fund						
	002	Police	2,074,210	1,054,603	2,162,410	(88,200)	-4.3%	- OT, Overfill Sergeant, partially offset vacancy
	004	Library	410,400	204,134	413,900	(3,500)	-0.9%	- Overfill Part-time Librarian
	100	City Council	32,350	16,167	32,350	-	0.0%	
	103	Courts	164,650	73,985	147,260	17,390	10.6%	- Change in employee mix
	104	Planning	106,580	69,766	155,890	(49,310)	-46.3%	- Overfill Assistant Planner
	105	Building	114,120	-	-	114,120	100.0%	- Contract out Building Official
		001 Total	2,902,310	1,418,655	2,911,810	(9,500)	-0.3%	
012-		Admin Services						
	101	City Administrator	162,490	80,531	162,490	-	0.0%	
	102	City Recorder	355,700	177,275	364,890	(9,190)	-2.6%	- contract communications with Carlton
	106	Finance	474,490	232,886	466,100	8,390	1.8%	- change in employee hours (request pending)
		012 Total	992,680	490,692	993,480	(800)	-0.1%	
013-		Public Works						
	402	Engineering	340,250	168,774	339,480	770	0.2%	- Part-time Engineering Tech
	403	Operations	2,015,510	993,962	1,999,780	15,730	0.8%	- Change in employee mix
		013 Total	2,355,760	1,162,736	2,339,260	16,500	0.7%	
013-		Fleet						
	015	Fleet	193,920	95,653	191,490	2,430	1.3%	- Change in employee mix
		015 Total	193,920	95,653	191,490	2,430	1.3%	
017-		Water						
	417	Water Filtration	233,780	119,244	234,520	(740)	-0.3%	- OT related with down tree
		017 Total	233,780	119,244	234,520	(740)	-0.3%	
018-		Sewer / Storm						
	019	WWTP - Secondary	377,760	189,135	378,760	(1,000)	-0.3%	- Standby under budgeted
		018 Total	377,760	189,135	378,760	(1,000)	-0.3%	
		Grand Total	7,056,210	3,476,115	7,049,320	6,890	0.1%	

- Administrative/Community Development Department:
  - Non-Departmental – Transfers
    - Library Grant Continuation Reserve – budgeted \$1,800 but actual was \$3,890. Reappropriated.
    - Marine Board Project (Dock – Sand Island) Matching Funds - \$5,000 – Reappropriated.
    - McCormick Park Bridge – Assess City matching (Staff Labor, Park SDC, General Fund Transfer). Requesting reappropriation of Park Property Reserve of \$28,000 for City’s Potential match of project (should be less due to in-kind contribution of labor).
  - Non-Departmental – Materials and Services
    - Weed Abatement \$5,000 – Reappropriated funds for abatement project in July but only incurred \$575 in actual costs.

- Council directed contributions of \$2,500 to High School for infrastructure repairs (banner fundraiser), \$2,000 to Historical Society for book project, and \$1,800 to SHEDCO for business project. Anticipate cost to be absorbed with existing savings in Non-departmental and remainder of weed abatement reappropriation.
- Planning – Attorney expense
  - Addressing Sensitive Lands Issue – Anticipate \$30,000 in costs. Reappropriated \$17,000 and now requesting an additional \$10,000.
- Finance – Materials and Services
  - Incurred overtime due to re-sequencing of utility meter routes, pre-work applicable to Springbrook upgrade project, and year-end close. Plan to cover by anticipated savings.
  - Incurred temp services expenditures associated with weed abatement and employee turnover in court. Reappropriation of \$7,000.
- Police:
  - Materials and Services
    - Due to turn-over of Police Records Specialist required to contract services. Re-appropriation of \$11,000.
- Library: None at this time
- Public Works:
  - Water Filtration Plant
    - Under-budgeted for chemicals. Requesting reappropriation of \$8,800.
    - Unanticipated repair to WFF sewer system. Requesting reappropriation of \$7,300.
  - Capital Improvements
    - Godfrey Park Outfall Storm Project – Initially budgeted for \$1,800,000, however initial feedback from consultant is significantly higher – still vetting consultant estimates/components. Due to potential increase in project costs, staff will be utilizing DEQ I&I loan funds.

For further detail, refer to Attachment B – Expenditure Reports for Period Ending December 31, 2014 and Attachment C – Capital Projects.

Ending fund balances – Please note that the ending fund balances present in Table 1 reflect fund balances as of December 31, 2014. At this time it is too early to project year-end fund balances and should not be construed as predictive in nature.

City of St. Helens  
Revenue Reports for Period Ending December 31, 2014

Fund	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15			
		Adopted Budget 2013-14	Actual 12/31/14	% of Budget	Audited 2013-14	% of Audit	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 12/31/14	% of Budget
001	General Fund									
	Beginning working capital	1,030,357	1,217,968	118%	1,217,968	100%	1,469,528	1,469,528	1,766,848	120%
	Property taxes	1,491,400	1,386,608	93%	1,542,416	90%	1,535,200	1,535,200	1,457,117	95%
	Franchise fees	1,442,000	385,431	27%	1,422,800	27%	1,469,500	1,469,500	401,625	27%
	Licenses and permits	255,720	254,469	100%	387,244	66%	334,290	334,290	205,458	61%
	Fines and forfeitures	214,000	106,892	50%	224,247	48%	207,000	207,000	101,818	49%
	Intergovernmental	398,500	136,205	34%	387,365	35%	406,520	406,520	146,477	36%
	Interest earnings	10,000	6,471	65%	13,058	50%	10,000	10,000	5,596	56%
	Miscellaneous	45,500	41,083	90%	85,259	48%	40,140	40,140	45,272	113%
	Indirect cost allocation - CC	54,410	35,728	66%	53,151	67%	64,410	64,410	30,593	47%
	Transfers	182,781	179,570	98%	179,570	100%	19,000	19,000	19,000	100%
001	Total	5,124,668	3,750,425	73%	5,513,079	68%	5,555,588	5,555,588	4,179,804	75%
008	St Helens Visitor & Tourism Fd									
	Beginning working capital	283,726	281,653	99%	281,653	100%	279,103	279,103	230,498	83%
	Motel/hotel	73,130	38,256	52%	79,223	48%	80,000	80,000	50,517	63%
	Intergovernmental	10,000	-	0%	2,193	0%	-	-	-	0%
	Miscellaneous	40,000	1,750	4%	25,860	7%	119,450	119,450	13,790	12%
008	Total	406,856	321,659	79%	388,929	83%	478,553	478,553	294,805	62%
009	Community Enhancement									
	Beginning working capital	454,380	458,351	101%	460,335	100%	464,440	464,440	463,344	100%
	Charges for services	500	1,762	0%	2,032	87%	800	800	595	74%
	Intergovernmental	399,660	14,966	4%	111,493	13%	62,810	531,310	20,118	4%
	Interest earnings	2,000	795	40%	1,520	52%	1,800	1,800	590	33%
	Other	2,500,000	-	0%	-	0%	1,000,000	1,000,000	-	0%
	Miscellaneous	28,260	24,411	86%	46,238	53%	13,380	18,380	14,905	81%
	Transfers	350,000	72,937	21%	362,800	20%	3,003,863	3,008,863	3,890	0%
009	Total	3,734,800	573,223	15%	984,419	58%	4,547,093	5,025,593	503,442	10%
010	Capital Projects									
	Beginning working capital	5,416,464	5,571,207	103%	5,571,208	100%	5,765,708	5,765,708	6,330,602	110%
	Intergovernmental	300,000	-	0%	25,559	0%	341,000	341,000	36,223	11%
	Loan Proceeds	1,250,000	60,581	5%	707,947	9%	550,000	550,000	347,212	63%
	System devel. charge	119,000	222,313	187%	364,125	61%	180,000	180,000	176,170	98%
	Miscellaneous			100%	7,000	0%	-	-	-	0%
	Transfers	1,175,000	1,175,000	100%	1,175,000	100%	2,066,000	2,066,000	2,066,000	100%
010	Total	8,260,464	7,029,101	85%	7,850,839	90%	8,902,708	8,902,708	8,956,207	101%
011	Streets (Gas Tax) Fund									
	Beginning working capital	516,567	562,172	109%	562,172	100%	538,502	538,502	581,153	108%
	Intergovernmental	760,000	381,648	50%	741,534	51%	784,000	784,000	371,638	47%
	Interest earnings	15,000	5,631	38%	11,539	49%	12,000	12,000	4,783	40%
	Miscellaneous	3,000	5,023	167%	7,846	64%	3,000	3,000	250	8%
011	Total	1,294,567	954,474	74%	1,323,092	72%	1,337,502	1,337,502	957,825	72%

Fund	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15			
		Adopted Budget 2013-14	Actual 12/31/14	% of Budget	Audited 2013-14	% of Audit	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 12/31/14	% of Budget
012	Administrative Services									
	Beginning working capital	108,087	102,879	95%	102,879	100%	97,354	97,354	95,204	98%
	Charges for services	22,070	11,395	52%	22,791	50%	25,140	25,140	13,312	53%
	Indirect cost allocation - CC	1,240,320	593,973	48%	1,182,848	50%	1,268,320	1,268,320	610,022	48%
	Transfers			0%	-	0%	31,400	31,400	-	0%
012	Total	1,370,477	708,248	52%	1,308,518	54%	1,422,214	1,422,214	718,538	51%
013	Public Works									
	Beginning working capital	-	-		-		-	-	1,524	
	Charges for services	-	1,817	0%	5,404	100%	2,000	2,000	7,806	100%
	Indirect cost allocation - CC	199,130	122,630	62%	171,735	71%	270,300	270,300	146,647	54%
	Transfers	40,000	-	0%	-	100%	40,000	40,000	-	100%
013	Total	239,130	124,446	52%	177,139	70%	312,300	312,300	155,978	50%
015	Fleet Maint. Facility Fund									
	Beginning working capital	34,147	51,431	151%	51,431	100%	17,017	17,017	46,603	274%
	Charges for services	250,000	125,000	50%	250,000	50%	250,000	250,000	125,000	50%
015	Total	284,147	176,431	62%	301,431	59%	267,017	267,017	171,603	64%
017	Water Fund									
	Beginning working capital	1,784,079	1,818,112	102%	1,818,112	100%	2,665,012	2,665,012	3,179,409	119%
	Charges for services	2,938,000	1,332,251	45%	4,260,350	31%	4,139,000	4,139,000	2,383,992	58%
	Interest earnings	20,000	9,302	47%	20,338	46%	18,000	18,000	12,880	72%
	Other	-	-	0%	-	100%	-	-	-	100%
	Miscellaneous	16,000	11,924	75%	22,758	52%	20,000	20,000	12,237	61%
017	Total	4,758,079	3,171,590	67%	6,121,558	52%	6,842,012	6,842,012	5,588,518	82%
018	Sewer (Storm) Fund									
	Beginning working capital	2,528,229	2,664,535	105%	2,664,534	100%	2,716,144	2,716,144	2,926,376	108%
	Charges for services	4,511,000	1,935,311	43%	4,617,923	42%	4,582,200	4,582,200	1,988,796	43%
	Interest earnings	25,000	12,812	51%	27,478	47%	25,000	25,000	13,647	55%
	Other	-	195	0%	390	50%	500	500	245	0%
	Miscellaneous	5,000	695	14%	10,153	7%	1,000	1,000	-	0%
018	Total	7,069,229	4,613,548	65%	7,320,478	63%	7,324,844	7,324,844	4,929,064	67%
033	Community Development Fund									
	Beginning balance			0%		0%				0%
	Intergovernmental	400,000	67,686	17%	318,670	21%	-	-	7,031	0%
	Miscellaneous	56,830	10,869	19%	10,869	100%	56,830	56,830	3,340	6%
033	Total	456,830	78,555	17%	329,539	24%	56,830	56,830	10,371	18%
Grand Total		33,482,028	21,983,352	66%	32,100,674	68%	37,046,662	37,525,162	26,466,153	71%

Attachment B  
Page 1 of 6

City of St. Helens  
Expenditure Reports for Period Ending December 31, 2014

Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15			
		Adopted Budget 2013-14	Actual 12/31/13	% of Budget	Audited 2012-13	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 12/31/14	% of Budget
001 General										
002 Police										
	Personnel services	1,945,150	859,860	44%	1,789,736	48%	1,968,400	1,968,400	987,913	50%
	Materials and services	421,500	192,858	46%	427,884	45%	423,530	434,530	212,757	49%
	Police Total	2,366,650	1,052,718	44%	2,217,620	47%	2,391,930	2,402,930	1,200,670	50%
004 Library										
	Personnel services	374,780	186,083	50%	369,254	50%	377,460	377,460	187,649	50%
	Materials and services	157,940	74,837	47%	158,306	47%	166,740	166,740	74,773	45%
	Library Total	532,720	260,920	49%	527,560	49%	544,200	544,200	262,422	48%
005 Parks										
	Personnel services	101,440	48,956	48%	94,574	52%	103,600	103,600	50,629	49%
	Materials and services	128,890	55,388	43%	116,364	48%	129,650	129,650	51,804	40%
	Parks Total	230,330	104,344	45%	210,938	49%	233,250	233,250	102,433	44%
100 City Council										
	Personnel services	32,350	16,165	50%	32,331	50%	32,350	32,350	16,167	50%
	Materials and services	22,060	19,908	90%	20,814	96%	32,060	32,060	14,751	46%
	City Council Total	54,410	36,073	66%	53,145	68%	64,410	64,410	30,918	48%
103 Municipal Court										
	Personnel services	156,940	76,596	49%	158,711	48%	164,650	164,650	73,985	45%
	Materials and services	178,580	73,527	41%	164,460	45%	184,770	184,770	80,608	44%
	Municipal Court Total	335,520	150,124	45%	323,171	46%	349,420	349,420	154,593	44%
104 Planning										
	Personnel services	98,030	48,842	50%	97,738	50%	99,990	109,990	67,386	61%
	Materials and services	63,960	34,907	55%	61,715	57%	78,560	95,560	50,104	52%
	Planning Total	161,990	83,749	52%	159,453	53%	178,550	205,550	117,490	57%
105 Building										
	Personnel services	147,150	15,582	11%	45,931	34%	150,610	150,610	23,205	15%
	Materials and services	36,780	44,062	120%	94,778	46%	49,810	49,810	38,191	77%
	Building Total	183,930	59,644	32%	140,709	42%	200,420	200,420	61,397	31%
110 Non-Departmental										
	Personnel services	29,570	14,631	49%	25,892	57%	26,520	26,520	12,277	46%
	Materials and services	22,800	10,118	44%	83,548	12%	43,250	48,250	20,565	43%
	Capital Outlay	-	-	0%	-	0%	-	-	-	0%
	Transfers	-	1,800	0%	31,800	6%	194,200	201,290	164,890	82%
	Contingency	778,000	-	0%	-	0%	805,700	755,610	-	0%
	Non-Departmental Total	830,370	26,549	3%	141,241	19%	1,069,670	1,031,670	197,732	19%
General Total		4,695,920	1,774,121	38%	3,773,836	47%	5,031,850	5,031,850	2,127,655	42%



Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15			
		Adopted Budget 2013-14	Actual 12/31/13	% of Budget	Audited 2012-13	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 12/31/14	% of Budget
008 Visitors and Tourism										
	Materials and services	114,450	69,235	60%	158,431	44%	196,100	196,100	141,323	72%
	Transfers	-	-	0%	-	0%	19,000	19,000	19,000	100%
	Contingency	25,000	-	0%	-	0%	25,000	25,000	-	0%
	Visitors and Tourism Total	139,450	69,235	50%	158,431	44%	240,100	240,100	160,323	67%
009 Community Enhancement										
201 Public arts reserve										
	Materials and services	3,750	2,106	56%	6,172	34%	15,000	15,000	7,893	53%
	Capital Outlay	43,500	670	2%	27,923	2%	48,550	48,550	15,953	33%
	Contingency	2,000	-	0%	-	0%	5,000	5,000	-	0%
	Public arts reserve Total	49,250	2,776	6%	34,095	8%	68,550	68,550	23,846	35%
202 Library building reserve										
	Materials and services	4,620	7,462	162%	10,927	68%	4,620	4,620	2,310	50%
	Capital Outlay	-	-	0%	20,390	-	75,000	75,000	48,816	-
	Contingency	20,000	-	0%	-	0%	20,000	13,690	-	0%
	Library building reserve Total	24,620	7,462	30%	31,317	24%	99,620	93,310	51,126	55%
203 Library equipment reserve										
	Materials and services	2,500	138	6%	1,577	9%	2,000	2,000	-	0%
	Contingency	5,000	-	0%	-	0%	5,000	5,000	-	0%
	Library equipment reserve Total	7,500	138	2%	1,577	9%	7,000	7,000	-	0%
204 Parks property reserve										
	Capital Outlay	14,860	2,700	0%	2,700	0%	79,800	79,800	-	0%
	Contingency	78,000	-	0%	-	0%	-	-	-	0%
	Parks property reserve Total	92,860	2,700	3%	2,700	100%	79,800	79,800	-	0%
206 PEG access reserve										
	Materials and services	10,000	3,915	39%	7,655	51%	21,250	21,250	3,440	16%
	Contingency	18,545	-	0%	-	0%	-	-	-	0%
	PEG access reserve Total	28,545	3,915	14%	7,655	51%	21,250	21,250	3,440	16%
207 Grants and donations										
	Materials and services	320,794	10,668	0%	24,289	0%	20,150	498,650	83,189	3%
	Capital Outlay	-	-	0%	-	0%	-	-	-	0%
	Grants and donations Total	320,794	10,668	3%	24,289	44%	20,150	498,650	83,189	17%
208 LSTA - Grant										
	Personnel services	26,540	14,232	0%	29,620	48%	31,140	31,140	16,484	53%
	Materials and services	9,000	12,565	0%	25,127	50%	28,750	28,750	12,017	42%
	LSTA - Grant Total	35,540	26,797	75%	54,747	49%	59,890	59,890	28,501	48%
209 Economic development										
	Materials and services	60,000	13,244	0%	52,651	0%	300,000	300,000	45,331	15%
	Capital Outlay	2,740,000	9,977	0%	260,485	0%	3,700,000	3,700,000	-	0%
	Transfers	50,000	47,917	0%	47,917	0%	-	-	-	0%
	Contingency	60,000	-	0%	-	0%	-	-	-	0%
	Economic development Total	2,910,000	71,138	2%	361,053	20%	4,000,000	4,000,000	45,331	1%
210 Library grant reserve										
	Personnel services	-	-	0%	-	0%	3,600	3,600	-	0%
	Materials and services	-	-	0%	-	0%	-	-	-	0%
	Library grant reserve Total	-	-	0%	-	0%	-	3,600	-	0%
211 Police reservist reserve										
	Materials and services	-	-	0%	3,642	0%	6,500	6,500	2,004	31%
	Materials and services	-	-	0%	-	0%	-	-	-	0%
	Police reservist reserve Total	-	-	0%	3,642	0%	-	6,500	2,004	31%
212 Police contribution reserve										
	Materials and services	-	-	0%	-	0%	-	-	6,729	0%
	Materials and services	-	-	0%	-	0%	-	-	-	0%
	Police contributions Total	-	-	0%	-	0%	-	-	6,729	0%
	Community Enhancement Total	3,469,109	125,594	4%	521,075	24%	4,356,260	4,838,550	244,166	5%



Fund / Dept / Division	Classification	Fiscal Year 2013-14					Fiscal Year 2014-15			
		Adopted Budget 2013-14	Actual 12/31/13	% of Budget	Audited 2012-13	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 12/31/14	% of Budget
010 Capital Improvement										
300 Parks projects										
Capital Outlay				0%	-	0%	50,000	50,000		0%
Transfers				0%	-	0%	-	-		0%
Contingency		8,000	-	0%	-	0%	-	-	-	0%
Parks projects Total		8,000	-	0%	-	0%	50,000	50,000	-	0%
301 Street projects										
Capital Outlay		565,000	19,786	4%	283,687	7%	366,000	366,000	26,464	7%
Transfers							500,000	500,000	-	0%
Contingency		100,000	-	0%	-	0%	100,000	100,000	-	0%
Street projects Total		665,000	19,786	3%	283,687	0%	966,000	966,000	26,464	3%
302 Water projects										
Capital Outlay		865,000	105,663	12%	250,612	42%	1,190,000	1,190,000	284,683	24%
Contingency		100,000	-	0%	-	0%	100,000	100,000	-	0%
Water projects Total		965,000	105,663	11%	250,612	0%	1,290,000	1,290,000	284,683	22%
303 Sewer projects										
Capital Outlay		1,350,000	130,765	10%	719,753	18%	765,000	765,000	329,408	43%
Transfers							500,000	500,000	-	
Contingency		100,000	-	0%	-	0%	100,000	100,000	-	0%
Sewer projects Total		1,450,000	130,765	9%	719,753	0%	1,365,000	1,365,000	329,408	24%
304 Storm projects										
Capital Outlay		800,000	7,810	1%	233,462	3%	2,200,000	2,200,000	168,100	8%
Contingency		50,000		0%	-	0%	200,000	200,000	-	0%
Storm projects Total		850,000	7,810	1%	233,462	0%	2,400,000	2,400,000	168,100	7%
305 Equipment										
Capital Outlay		110,000	-	0%	32,724	0%	441,000	441,000	107,621	24%
Contingency		50,000	-	0%	-	0%	40,000	40,000	-	0%
Equipment Total		160,000	-	0%	32,724	0%	481,000	481,000	107,621	22%
Capital Improvement Total		4,098,000	264,024	6%	1,520,237	17%	6,552,000	6,552,000	916,276	14%
011 Streets (Gas Tax)										
Personnel services		386,980	189,255	49%	368,453	51%	319,740	319,740	154,374	48%
Materials and services		458,850	133,356	29%	324,202	41%	461,510	461,510	171,659	37%
Capital Outlay		20,000	257	1%	257	0%	-	-	262	0%
Transfers				0%	-	0%	137,500	137,500	137,500	0%
Contingency		100,000	-	0%	-	0%	100,000	100,000	-	0%
Streets (Gas Tax) Total		965,830	322,868	33%	692,912	47%	1,018,750	1,018,750	463,795	46%

		Fiscal Year 2013-14					Fiscal Year 2014-15			
Fund / Dept / Division	Classification	Adopted Budget 2013-14	Actual 12/31/13	% of Budget	Audited 2012-13	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 12/31/14	% of Budget
012 Administrative Services										
101 City Administrator										
	Personnel services	161,160	76,954	48%	153,330.18	50%	164,620	164,620	81,593	50%
	Materials and services	70,860	19,331	27%	56,088.69	34%	75,460	75,460	14,352	19%
	Capital Outlay				-		5,000	5,000	-	
City Administrator Total		232,020	96,285	41%	209,419	46%	245,080	245,080	95,944	39%
102 City Recorder										
	Personnel services	229,480	112,945	49%	222,925.47	51%	222,900	222,900	109,107	49%
	Materials and services	58,960	18,410	31%	35,570.39	52%	50,850	50,850	25,300	50%
	Capital Outlay			0%	-	0%	4,100	4,100	-	0%
City Recorder Total		288,440	131,354	46%	258,496	51%	277,850	277,850	134,407	48%
106 Finance										
	Personnel services	470,200	233,871	50%	470,092	50%	493,690	493,690	243,015	49%
	Materials and services	155,950	90,984	58%	159,890	57%	157,150	157,150	92,365	59%
	Capital Outlay	2,500	1,063	43%	2,779	38%	2,000	2,000	-	0%
Finance Total		628,650	325,919	52%	632,761	52%	652,840	652,840	335,380	51%
107 City Hall Facilities										
	Materials and services	91,210	40,415	44%	89,955	45%	92,550	92,550	46,511	50%
	Capital Outlay			0%	-	0%				0%
City Hall Facilities Totals		91,210	40,415	44%	89,955	45%	92,550	92,550	46,511	50%
108 IT / Self Insurance										
	Materials and services	25,000	-	0%	4,150	0%	25,000	25,000	-	0%
	Capital Outlay	32,000	5,142	16%	18,534	28%	69,300	69,300	13,446	19%
	Transfers						2,063	2,063		
	Contingency	73,157	-	0%		0%	57,531	57,531	-	0%
IT / Self Insurance Total		130,157	5,142	4%	22,684	23%	153,894	153,894	13,446	9%
Administrative Services Total		1,370,477	599,116	44%	1,213,314	49%	1,422,214	1,422,214	625,689	44%
013 Public Works										
402 Engineering										
	Personnel services	33,970	19,334	57%	27,836	69%	26,240	26,240	13,193	50%
	Materials and services	24,500	8,415	34%	17,445	48%	24,170	24,170	7,106	29%
	Capital Outlay	6,500	1,043	16%	6,106	17%	6,500	6,500	(70)	-1%
Engineering Total		64,970	28,791	44%	51,388	56%	56,910	56,910	20,229	36%
403 Operations										
	Personnel services	-	(509)	0%	(3,281)	0%	-	-	0	0%
	Materials and services	134,160	96,164	72%	127,508	75%	215,390	215,390	135,102	63%
	Contingency	40,000	-	0%	-	0%	40,000	40,000	-	0%
Operations Total		174,160	95,655	55%	124,227	77%	255,390	255,390	135,102	53%
Public Works Total		239,130	124,446	52%	175,615	71%	312,300	312,300	155,332	50%
015 Fleet										
	Personnel services	192,790	94,769	49%	189,222	50%	195,460	195,460	96,426	49%
	Materials and services	76,460	20,680	27%	65,606	32%	76,600	76,600	42,188	55%
	Contingency	11,987	-	0%	-	0%	12,241	12,241	-	0%
Fleet Total		281,237	115,449	41%	254,828	45%	284,301	284,301	138,614	49%
016 Water Reserve										
	Transfers	350,000	71,137	20%	350,000	20%	-	-	-	0%
Water Reserve Total		350,000	71,137	20%	350,000	20%	-	-	-	0%

		Fiscal Year 2013-14					Fiscal Year 2014-15			
Fund / Dept / Division	Classification	Adopted Budget 2013-14	Actual 12/31/13	% of Budget	Audited 2012-13	% of Actual	Adopted Budget 2014-15	Amended Budget 2014-15	Actual 12/31/14	% of Budget
017 Water Operation										
017 Production and Distribution										
	Personnel services	689,660	341,877	50%	662,850	52%	695,080	703,080	350,641	50%
	Materials and services	1,100,230	554,442	50%	1,116,813	50%	1,084,020	1,084,020	524,674	48%
	Transfers	300,000	300,000	100%	300,000	100%	465,000	465,000	465,000	100%
	Contingency	840,000	-	0%	-	0%	214,610	206,610	-	0%
	Production and Distribution	2,929,890	1,196,319	41%	2,079,662	58%	2,458,710	2,458,710	1,340,315	55%
417 Water Filtration Facility										
	Personnel services	220,830	110,070	50%	220,460	50%	235,320	235,320	120,018	51%
	Materials and services	139,850	49,173	35%	113,897	43%	131,680	131,680	68,778	52%
	Debt service	544,680	434,473	80%	503,232	86%	503,000	503,000	436,407	87%
	Capital Outlay	-	10,923	0%	24,898	0%	-	-	-	0%
	Water Filtration Facility Total	905,360	604,639	67%	862,486	70%	870,000	870,000	625,203	72%
517 Forest reserve										
	Materials and services	-	-	0%	-	0%	75,000	75,000	33,860	45%
	Transfers	-	-	0%	-	0%	2,000,000	2,000,000	-	0%
	Forest reserve total	-	-	0%	-	0%	2,075,000	2,075,000	33,860	2%
Water Total		3,835,250	1,800,958	47%	2,942,148	61%	5,403,710	5,403,710	1,999,378	37%
018 Sewer / Storm Operation										
018 Collections										
	Personnel services	743,170	369,338	50%	719,223	51%	710,160	722,160	352,158	49%
	Materials and services	959,800	442,137	46%	881,321	50%	964,410	964,410	404,882	42%
	Capital Outlay	20,000	19,533	0%	19,533	0%	-	-	-	0%
	Debt service	449,270	250,707	56%	363,044	69%	676,494	676,494	266,817	39%
	Transfers	390,000	350,000	90%	350,000	100%	305,000	305,000	265,000	87%
	Contingency	250,000	-	0%	-	0%	334,910	322,910	-	0%
	Public Works Total	2,812,240	1,431,715	51%	2,333,122	61%	2,990,974	2,990,974	1,288,856	43%
019 WWT - Secondary										
	Personnel services	176,520	87,415	50%	171,680	51%	178,360	178,360	91,195	51%
	Materials and services	328,210	150,010	46%	405,516	37%	422,660	422,660	206,368	49%
	Contingency	170,000	-	0%	-	0%	192,590	192,590	-	0%
	WWT - Secondary Total	674,730	237,425	35%	577,195	41%	793,610	793,610	297,563	37%
020 WWT - Primary										
	Personnel services	141,490	70,022	49%	139,481	50%	137,340	137,340	70,484	51%
	Materials and services	239,240	93,508	39%	203,669	46%	226,410	226,410	97,837	43%
	WWT - Primary Total	380,730	163,530	43%	343,150	48%	363,750	363,750	168,321	46%
021 Storm										
	Personnel services	209,340	102,996	49%	195,974	53%	261,950	261,950	129,998	50%
	Materials and services	251,510	113,084	45%	236,611	48%	287,670	287,670	135,009	47%
	Transfers	525,000	525,000	100%	525,000	100%	1,037,500	1,037,500	1,037,500	100%
	Contingency	100,000	-	0%	-	0%	109,920	109,920	-	0%
	Storm Total	1,085,850	741,080	68%	957,585	77%	1,697,040	1,697,040	1,302,507	77%
022 Pumps										
	Personnel services	115,380	57,345	50%	118,618	48%	118,580	118,580	59,469	50%
	Materials and services	58,820	18,746	32%	64,433	29%	66,440	66,440	17,878	27%
	Contingency	34,000	-	0%	-	0%	37,000	37,000	-	0%
	Pumps Total	208,200	76,092	37%	183,051	42%	222,020	222,020	77,347	35%
Sewer / Storm Operation Total		5,161,750	2,649,842	51%	4,394,102	60%	6,067,394	6,067,394	3,134,595	52%

032 Revenue Sharing									
Materials and services			0%	-	0%				0%
Transfers	132,781	131,653	99%	131,653	100%	-	-	-	0%
Contingency			0%	-	0%				0%
Revenue Sharing Total	132,781	131,653	99%	131,653	100%	-	-	-	0%
033 Community Development									
Materials and services	56,830	4,189	7%	10,869	39%	56,830	56,830	-	0%
Capital Outlay	400,000	294,441	74%	318,671	92%	-	-	7,030	100%
Community Development Total	456,830	298,630	65%	329,540	91%	56,830	56,830	7,030	12%
Grand Total	25,195,764	8,347,072	33%	16,457,693	51%	30,745,709	31,227,999	9,972,851	32%

**Capital Improvement Fund (010)**  
**Expenditures as of December 31, 2014**

				Fiscal Year 2013-14					Fiscal Year 2014-15		
				Adopted Budget 2013-14	Actual 12/31/13	% of Budget	UnAudited 2013-14	% of Actual	Adopted Budget 2014-15	Actual 12/31/14	% of Budget
Fd	Dpt	Acct	Account Description								
010 - Capital Improvement Fund											
300 - Parks SDC											
		583000	Land purchase	-	-	0%	-	0%	50,000	-	0%
		692000	Transfer out - debt service	-	-	0%	-	0%	-	-	0%
Total 300				-	-	0%	-	0%	50,000	-	0%
301 - Streets											
		653100	Unimproved paving	190,000	566	0%	184,220	0%	30,000	25,839	86%
		653101	Sidewalk	75,000	-	0%	64,198	0%	25,000	-	0%
		653103	Street Light upgrades	24,000	18,925	79%	18,925	100%	-	-	0%
		653106	SDC rate study	-	296	0%	296	100%	-	-	0%
		653107	St Helens Street Overlay	245,000	-	0%	15,548	0%	230,000	625	0%
		653108	Eisenschmidt Sidewalk-Overlay	31,000	-	0%	500	0%	31,000	-	0%
		653109	1st street Reconstruction	-	-	0%	-	0%	50,000	-	0%
		692000	Interfund - loan property	-	-	0%	-	0%	500,000	-	0%
Total 301				565,000	19,787	0%	283,687	0%	866,000	26,464	3%
302 - Water											
		653200	Telemetry System Upgrade	325,000	35,507	11%	137,455	26%	250,000	87,284	35%
		653201	Water main replacement	200,000	4,124	2%	20,831	20%	200,000	4,807	2%
		653202	Water meter replacement	100,000	65,736	66%	92,030	71%	200,000	192,593	96%
		653205	Purchase land for reservior	240,000	-	0%	-	0%	240,000	-	0%
		653206	SDC rate study	-	296	0%	296	100%	-	-	0%
		653207	2 MG Reservior Rehab	-	-	0%	-	0%	300,000	-	0%
Total 302				865,000	105,663	0%	250,612	0%	1,190,000	284,684	24%
303 - Sewer											
		653300	Sodium Hypochlorite tanks	50,000	15,755	32%	27,967	56%	-	-	0%
		653301	Sewer main replacement	300,000	2,515	1%	21,890	11%	300,000	8,931	3%
		653302	I&I Reduction	1,000,000	112,495	11%	666,009	17%	350,000	315,537	90%
		653303	Headworks upgrade	-	-	0%	3,886	0%	-	-	0%
		653305	Meter station	-	-	0%	-	0%	65,000	4,939	8%
		653306	Lift Station	-	-	0%	-	0%	50,000	-	0%
		692000	Interfund - loan property	-	-	0%	-	0%	500,000	-	0%
Total 303				1,350,000	130,765	0%	719,753	0%	1,265,000	329,407	26%
304 - Storm											
		653302	I&I Reduction	250,000	1,463	1%	28,401	5%	200,000	22,929	11%
		653400	Storm drains	200,000	-	0%	13,543	0%	200,000	33,393	17%
		653409	Godfrey Outfall	350,000	6,347	2%	191,517	3%	1,800,000	111,778	6%
Total 304				800,000	7,810	0%	233,462	0%	2,200,000	168,100	8%
305 - Equipment											
		653500	Trucks	35,000	-	0%	-	0%	-	-	0%
		653501	Heavy equipment - used loader	75,000	-	0%	6,724	0%	-	-	0%
		653505	Bucket truck - used	-	-	0%	26,000	0%	-	-	0%
		653506	Street Sweeper	-	-	0%	-	0%	275,000	-	0%
		653551	Police Vehicles	-	-	0%	-	0%	94,000	87,741	93%
		653552	Lawn Mower	-	-	0%	-	0%	22,000	19,880	90%
		653553	Phone System	-	-	0%	-	0%	50,000	-	0%
Total 305				110,000	-	0%	32,724	0%	441,000	107,621	24%
010 Total				3,690,000	99,177	3%	1,520,237	7%	6,012,000	472,698	8%

<b>BUILDING DEPARTMENT FEES</b> <b>City of St. Helens Fee Schedule Effective 1-1-2015</b>		
I. STRUCTURAL PERMIT FEES		NOTES
<b>A. TOTAL VALUATION OF IMPROVEMENT:</b> The valuation of building construction shall be the total construction cost for all classes of work. Includes architectural, structural, electrical, plumbing, heating and ventilation devices & equipment to also <u>include</u> contractors profit.		ORS 455.020 & 455.210
\$1.00 to \$ 2,000	\$61.50	
\$2,001 to \$5,000	\$107.60	
\$5,001 to \$25,000	\$107.60 for first \$5000 plus \$11.62 for each additional \$1000 or fraction thereof, to including \$25,000	
\$25,001 to \$ 50,000	<del>\$340.17</del> for the first \$25,000 plus \$8.72 for each additional \$1,000, or fraction thereof, to and including \$50,000	<b>\$340.00</b>
\$ 50,001 to \$100,000	<del>\$558.24</del> for the first \$50,000 plus \$ 5.81 for each additional \$1,000, or fraction thereof, to and including \$100,000	<b>\$558.00</b>
\$100,001 and up	<del>\$848.83</del> for the first \$100,000 plus \$4.85 for each additional \$1,000, or fraction thereof.	<b>\$848.50</b>
<b>B. PLAN REVIEW FEE:</b>		
Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$91.20/hour	
Fire/Life/Safety Plan review (if required)	40% of structural fee	
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)	
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$110.70/hour	
Reinspection Fee (after 2 same-type failed inspections)	\$90.41	
New addition of planning release fee (if planning sig. is required)	See Planning Fee Schedule	
Inspection fee which no fee is specifically indicated	\$92.30/hour	
Administration fee	\$40.00	
<b>D. STATE OF OREGON SURCHARGE FEE:</b>		
Subject to yearly increases, currently at 12%	Current State Surcharge (___ % x structural fee)	
II. PHASED CONSTRUCTION (all types; Residential & Commercial)		
<b>A. PERMIT FEE:</b> Flat Fee (for all types); \$100 for commercial codes or \$50 residential codes, for each separate phase of the project.	\$100 Commercial / \$50 Residential	
<b>B. PLAN REVIEW FEE:</b> The plan review fee shall be increased in an amount equal to 10% of the building permit fee calculated using the value of the particular phase of the project, not to exceed an additional \$1,500 for each phase.	Additional 10% to standard plan review for construction type	OAR 918-480-0020
III. DEFERRED SUBMITTALS (all types; Residential & Commercial)		
<b>A. PERMIT FEE:</b> The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project. This fee is <u>in addition</u> to the project plan review fee based on total project value.	65% of deferred value	OAR 918-460-0070 OAR 918-480-0030
IV. DEMOLITION PERMIT FEES		
<b>A. Residential:</b> Flat Fee	\$90.00	
<b>B. Commercial:</b> Based on job value	Refer to; I. Structural Permit Fee	

V. PLUMBING FEE		
<b>A. 1 &amp; 2 FAMILY DWELLINGS:</b>	<b>Fee</b>	<b>Notes</b>
1 bathroom (new construction)	\$431.15	OAR 918-050-0100 (pg. 3)
2 bathroom (new construction)	\$521.90	
3 bathroom (new construction)	\$612.65	
Bathroom (each additional; new construction)	\$90.75	
Water service; first 100 feet (new construction excluded)	\$60.50	
Sanitary & Storm water service; first 100 feet (new construction excluded)	\$60.50 each	
Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$33.26	
Minor installation (per fixture including additions/remodels, alterations & repairs)	\$22.70	
Irrigation/Backflow Device (first 100 feet)(if not counted as a minor install minimum permit fee applies)	Minimum Plumbing Permit Fee \$60.00	
Special equipment or DWV alteration	\$60.50	
<b>B. MANUFACTURED STRUCTURES &amp; PREFABRICATED STRUCTURES:</b>		
Connection to existing drain, sewer & water (initial installation)	\$60.50	OAR 918-050-0120
New, sanitary and storm water connection	\$60.50/each	
New water service	\$60.50	
Add'l 30' or part thereof (water, sanitary & storm sewer)	\$33.26	
<b>C. PARKS; RV and MANUFACTURED DWELLING PARKS:</b>		
Base fee (includes 5 or less spaces)	\$267.00	
6-19 spaces (base fee plus cost per spaces)	\$46.00/per space	
20 or more spaces (base fee plus cost per spaces)	\$25.30	
<del>Structures &amp; storm sewer systems (per fixture)</del>	\$21.00	<b>Water, Sanitary &amp; Storm Sewer (per fixture)</b>
<b>D. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>		OAR 918-050-0100 (pg.4)
3 or less fixtures	\$76.00	
Base fee (includes 4 to 10 fixtures)	\$186.00	
11 or more fixtures (base fee plus cost per fixture)	\$22.70	
Water service (first 100 feet)	\$60.50	
Building sanitary sewer (first 100 feet)	\$60.50	
Building storm sewer (first 100 feet)	\$60.50	
Add'l 100' or part thereof (water or sewer)	\$33.26	
<b>E. PLAN REVIEW FEE:</b>		
Plan Review Fee is 30% of Plumbing Permit Fee	30% of plumbing fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$61.50/hour	
<b>F. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$110.70/hour	
Reinspection Fee (after 2 same-type failed inspections)	<del>\$110.70</del>	<b>90.41/each</b>
Specially requested inspections (1 hr. min.)	<del>\$92.20/hour</del>	<b>90.41/hour</b>
Inspection fee which no fee is specifically indicated	<del>\$92.20/hour</del>	<b>90.41/hour</b>
Minimum Plumbing Permit Fee	\$60.00	
<b>G. STATE OF OREGON SURCHARGE FEE:</b>		
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Plumbing fee)	

## VI. MECHANICAL PERMIT

### **A. RESIDENTIAL:** Unless otherwise noted, fees apply to both gas & electric appliances, including piping.

Gas Test: 1-4 outlets	\$3.93	
Gas Test; for each above 4 outlets	\$1.00/ea.	
Air Conditioning or Heat pump	\$11.80	
Bath/Laundry Fans or Misc house fans	\$8.84	
BBQ gas line	\$11.80	
Vacuum Sustem	\$11.80	
Gas dryer gas test (will require dryer vent fee)	\$3.93	
Dryer Vent	\$8.84	
Fireplace (all types)	\$11.80	
Furnace/Duct Work	\$11.80	
Heat Pump (electric)	\$11.80	
Propane Insert	\$11.80	
Range/Cook Top; gas (No permit required if electrical.)	\$11.80	
Range Hood/Vent	\$8.84	
Water Heater; gas (No mechanical permit required if electrical BUT a Plumbing permit is required for all types.)	\$8.84	
Woodstove	\$11.80	

### **B. COMMERCIAL, INDUSTRIAL & DWELLINGS OTHER THAN 1 & 2 FAMILY:**

\$1.00 to \$6,000	\$92.00	
\$6,001 to \$7,000	\$101.20	
\$7,001 to \$25,000	\$101.20 for the first \$7,000, plus \$9.71 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.	
\$25,001 to \$50,000	<del>\$275.92</del> for the first \$25,000, plus \$7.28 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.	<b>\$275.98</b>
\$50,001 to \$100,000	<del>\$457.86</del> for the first \$50,000, plus \$4.85 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.	<b>\$457.98</b>
\$100,001 and up	<del>\$700.27</del> for the first \$100,000, plus \$4.03 for each additional \$1,000 or fraction thereof.	<b>\$700.48</b>
Phased Construction	See II. (above)	
Deferred Submittals	See III. (above)	

### **C. PLAN REVIEW FEE:**

Plan Review Fee is 65% of Mechanical Permit Fee	65% of mechanical fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1 hr.)	\$91.20 per hour	
Fire/Life/Safety Plan review (if required)	40% of structural fee	

### **D. INSPECTION FEES & MISC. FEES:**

Inspections required outside normal business hours (min. 2 hr. charge)	\$110.70/hour	
Reinspection Fee (after 2 same-type-failed inspections)	<del>\$110.70 each</del>	<b>\$90.41/each</b>
Specially requested inspections (1 hr. min.)	<del>\$110.70</del>	<b>90.41/hour</b>
Inspection fee which no fee is specifically indicated	<del>\$108.00/hour</del>	<b>\$90.41/hour</b>
Minimum Mechanical Permit Fee	\$60.00	

### **E. STATE OF OREGON SURCHARGE FEE:**

Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	
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## VII. MANUFACTURED DWELLINGS

### **A. RESIDENTIAL:**

Installation Fee	\$201.60	OAR 918-050-0130 (pg 5)
New or relocated Sewer & Storm Sewer	\$60.50/each	
New or relocated water service	\$60.50	
Connection to drain, sewer & water	\$60.50	
State of Oregon Code Development Fee	\$30.00	
Additional Permits are required for decks, garage, pole buildings, & plumbing/mechanical changes per current codes.	(see specific fees above)	

### **B. RUNNERS / CONCRETE SLAB\***

If the applicant is going to construct runners or a slab, the following fees shall be added to the sitting permit fee. The runners/concrete slab permit fees are based on valuation (fair labor costs & materials);

\$1.00 to \$6,000.00	\$90.00	
\$6,001 to \$7,000	\$98.68	
\$7,001 to \$8,000	\$108.15	
\$8,001 to \$9,000	\$117.62	
\$9,001 to \$10,000	\$127.09	
\$10,001 to \$11,000	\$136.56	
\$11,001 to \$12,000	\$146.03	
\$12,001 to \$13,000	\$155.50	
\$13,001 to \$14,000	\$164.97	

\* Runners or a slab are not required by Oregon law. You may site a manufactured dwelling on a pad of gravel with pier blocks, in accordance with the current Oregon Manufactured Dwelling Standards for installation.

### **C. MOVABLE COMMERCIAL INSTALLATION**

Installation Fee	\$187.00	
Connection to water service	\$60.50	
Connection to sewer service or holding tank	\$60.50/each	

### **D. PLAN REVIEW FEE:**

For Runners/Concrete Slab; Plan Review Fee is 65% of Runner/Slab Fee	65% x (____) runner/slab amt. only	
Movable Commercial Installation; Flat Plan Review Fee (plans required for anchoring)	\$41.00	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$91.20/hour	
Planning & Engineering Review fees could apply.		

### **E. INSPECTION FEES & MISC. FEES:**

Inspections required outside normal business hours (min. 2 hr. charge)	\$110.70/hour	
Reinspection Fee (after 2 same-type-failed inspections)	<del>\$110.70/each</del>	\$90.41/each
Specially requested inspections (1 hr. min.)	<del>\$110.70/hour</del>	\$90.41/hour
Inspection fee which no fee is specifically indicated	<del>\$110.70/hour</del>	\$90.41/hour

### **F. STATE OF OREGON SURCHARGE FEE:**

Subject to yearly increases, currently at 12%	Current State Surcharge (____% x Installation fees)	
Current State Development fee	Currently \$30.00	

## VIII. SOLAR STRUCTURAL INSTALLATION FEES

<b>A. PERMIT FEE:</b> Flat fee for installations that comply with the prescriptive path described in section 305.4 of the Oregon Solar Installation Specialty Code. This includes 1 plan review & 1 inspection	\$148.50	
Per 305.4 OSISC: All other installations shall be based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A. Structural Fee chart above.	Use above; I. Structural Fee Chart	
<b>B. PLAN REVIEW FEE:</b>		
Plan Review Fee is 65% of Structural Permit Fee	65% of solar structural fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	<del>\$110.70/hour</del>	\$91.20/hour
Fire/Life/Safety Plan review (if required)	40% of solar structural fee	
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$110.70/hour	
Reinspection Fee (after 2 same-type failed inspections)	<del>\$110.70</del>	\$90.41/each
Specially requested inspections (per hour)	<del>\$110.70/hour</del>	\$90.41/hour
Inspection fee which no fee is specifically indicated	<del>\$110.70/hour</del>	\$90.41/hour
<b>D. STATE OF OREGON SURCHARGE FEE:</b>		
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Installation fees)	

## IX. FIRE SUPPRESSION SYSTEMS

<b>A. RESIDENTIAL PERMIT FEE:</b> based on square footage of the structure, below. This fee covers the cost of normal plan review & inspections.		
0-2000 Square Feet	\$340.00	
2001-3600 Square Feet	\$367.00	
3601-7200 Square Feet	\$407.00	
7201 and greater	\$462.00	
<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>		
Fee shall be based on value of project.	Use above; I. Structural Fee Chart	
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$110.70/hour	
Reinspection Fee (after 2 same-type failed inspections)	<del>\$110.70</del>	90.41/each
Specially requested inspections (per hour)	<del>\$110.70</del>	90.41/hour
Inspection fee which no fee is specifically indicated	<del>\$110.70/hour</del>	90.41/hour
A backflow device could also be required.	Minor Installation fee; <del>\$60.50</del> \$60.00 per fixture or minimum plumbing permit	

## X. MEDICAL GAS INSTALLATIONS

<b>A. PERMIT FEE:</b> Based on value of installation cost, system equipment; inlets, outlet fixtures & appliances.	Use above structural Fee calculation (I.A)	
<b>B. PLAN REVIEW FEE:</b>		
Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$91.20/hour	
Fire/Life/Safety Plan review (if required)	40% of structural fee	
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$110.70/hour	
Reinspection Fee (after 2 same-type failed inspections)	<del>\$110.70</del>	\$90.41/each
Specially requested inspections (1 hr. min.)	<del>\$110.70/hour</del>	\$90.41/hour
Inspection fee which no fee is specifically indicated	<del>\$110.70/hour</del>	\$90.41/hour
Minimum Building Permit Fee	\$60.00	
<b>D. STATE OF OREGON SURCHARGE FEE:</b>		
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	

XI. MISCELLANEOUS FEES		
<b>A.</b> Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction there after)	\$40.00/hour	
<b>B.</b> Records Request	Time & Materials	
<b>C.</b> Temporary Certificate of Occupancy	\$150.00 Residential / \$250.00 Commercial	
<b>D.</b> Refund Policy	Refund must be greater than \$75, or no refund can be issued.	
<b>E.</b> Minimum Fee for all types of permits, if not previously indicated.	\$60.00	
<b>F.</b> Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	
<b>G.</b> Administration Fee	\$40	
<b>H.</b> Plan Review/Release Fees	Non-refundable	
XII. GRADE & FILL PERMIT		
<b>PLAN REVIEW FEE</b>		
50 cubic yards or less	No fee	
51 to 100 cubic yards	\$39.00	
101 to 200,001	65% of the fill and grade permit fee	
<b>PERMIT FEES</b>		
50 cubic yards or less	No fee	
51 to 100 cubic yards	\$60.00	
101 to 1,000 cubic yards	\$60.00 for the first 100 cubic yards, plus \$22.55 for each additional 100 cubic yards or fraction thereof	
1,001 to 10,000 cubic yards	<del>\$264.45</del> for the first 1,000 cubic yards, plus \$18.45 for each additional <del>100</del> cubic yards thereof	<b>\$262.95 1,000</b>
10,001 to 100,000	<del>\$430.50</del> for the first 10,000 cubic yards, plus \$84.60 for each additional 10,000 cubic yards thereof	<b>\$429.00</b>
100,001 cubic yard or more	<del>\$1,191.56</del> for the first 100,000 cubic yards, plus \$46.10 for each additional 10,000 cubic yards or fraction thereof	<b>\$1,190.40</b>
<b><u>A. STATE OF OREGON SURCHARGE FEE:</u></b>		
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	

# Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: January 16, 2015

Subject: Council Operating Rules and Procedures

## Background

Every now and then, it's a good idea to review our City policies and procedures to be sure that they still say what we practice and what we want them to say. One of those documents is the Council Operating Rules and Procedures (CORP). Does it conflict with our Charter? Or with current practice? The CORP was adopted in 2008, so, it's been seven years. It's time to review it.

## Recommendation

Staff recommends reviewing the attached CORP and Charter, compare them and make changes as needed, if any.

**Attachments:** Council Operating Rules and Procedures  
City Charter

**City of St. Helens  
CITY COUNCIL  
OPERATING RULES AND PROCEDURES**

**SECTION I – AUTHORITY**

These operating procedures and policies are adopted under the authority granted in the St. Helens Charter, Chapter IV, Section 13.

**SECTION II – OFFICERS OF THE CITY COUNCIL**

1. **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council.
2. **President of the Council** – At its first meeting of each odd-numbered year, the Council by ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor's absence.

**SECTION III –MEETINGS OF THE CITY COUNCIL**

**1. Meetings**

All meetings of the council or the boards, committees, and commissions of the city shall be in conformance with Chapter 192, Oregon Revised Statutes, Public Meetings.

**A. Regular Meetings**

The regular meetings of the Council shall be on the first and third Wednesdays of each month, except when that day falls on a legal holiday in which event the council shall meet on the next following regular business day. Unless otherwise noticed, regular meetings shall be held on the days appointed at 7:30 p.m.

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its regular meetings for the year.

**B. Special Meetings**

A special meeting may be called either by the Mayor or two (2) members of the Council. Written notice of the time and place of such special meeting and the subjects to be acted upon shall be delivered in writing to interested persons, the media and all members of the council at least 24 hours in advance of the time of said meeting, and the council may consider and act only upon such matters as contained in the written notice.

**C. Work Session Meetings**

Regular work sessions of the council shall be on the first and third Wednesdays of each month, unless otherwise noticed, and shall be held on the days appointed at 12:00 p.m. Meetings shall end not later than 4:00 p.m. unless the council by a two-thirds vote of those present extends the meeting a time certain. At such work sessions no final decisions may be made or action taken. Work Sessions shall begin with visitor's comments to provide the public with an opportunity to address the City Council.

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its work session meetings for the year.

#### **D. Adjourned Meetings**

At any regular or adjourned meeting, the meeting may be adjourned to a later date by a majority vote of the Council. In the event any regular meeting is adjourned, the Mayor may call an adjourned meeting at such time as the Mayor may designate upon giving appropriate legal notice and having each councilor notified personally, or in writing, at least 24 hours in advance of the time and place of such adjourned meeting.

#### **E. Public Hearings**

The regular public hearings of the council shall be on the first and third Wednesdays of each month, unless otherwise arranged, and shall be held on the days appointed between 6:00 p.m. and 7:30 p.m. depending on the purpose. Staff may, at its discretion, schedule such time as needed per topic and considering the start of the council's regular meeting at 7:30 p.m. At public hearings, no final decisions may be made or action by the Council.

#### **F. Public Forums**

Monthly public forums will normally be scheduled the first Wednesday of each month beginning at 6:00 p.m. Public forums are topic specific to provide the public an opportunity to receive information and provide input and testimony.

#### **G. Emergency Meetings**

Emergency meetings are special meetings called on less than twenty-four (24) hours' notice. The Council will declare the emergency and the minutes of the meeting will describe the emergency justifying less than twenty-four (24) hours notice. The City will take appropriate steps to notify the media and other interested persons to inform them of the meeting. Notice will be by telephone or facsimile.

#### **H. Executive Sessions**

All executive sessions of the Council shall be called and conducted in accordance with the Oregon Open Meetings Law. No executive session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open regular meetings of the council. Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council.

### **2. Meeting Place**

All Council meetings shall be held in the City Hall or such other location as may be determined by the Council.

### **3. Quorum**

A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or these rules.

### **4. Attendance**

The Mayor and Councilors are expected to attend all Council meetings and work sessions. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent's unexcused absence from the City for 30 days without the consent of the Council or upon his/her absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy. Excused absences from Council meetings and work sessions may be granted on a case by case basis.

A Councilor who is unavailable in person may participate in work sessions and regular meetings by conference phone if approved by the Mayor and two members of the Council. If telephonic participation is approved, the Councilor would be considered in attendance.

## **5. Ordinances**

Every ordinance shall be enacted in accord with Chapter VIII of the St. Helens City Charter. The enacting clause of all ordinances shall be “The City of St. Helens does ordain as follows:”. Except as the following paragraphs provide to the contrary, every ordinance title shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

Except as the following paragraph provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read first in full and then by title.

Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and three copies are provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open Council meeting as finally amended prior to being approved by the Council.

Upon final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

Upon the enactment of an ordinance the Recorder shall sign it with the date of its passage and his/her name and title of office, and within three (3) days thereafter the Mayor shall sign it with the date of his/her signature, name and title of office.

An ordinance enacted by the Council shall take effect on the thirtieth (30<sup>th</sup>) day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

## **6. Procedures**

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by the City charter, city code and these operating rules and procedures.

## **7. Voting**

Except as the Charter otherwise provides, the affirmative vote of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council. The voting on all ordinances or resolutions shall be by roll call vote and recorded in the minutes showing those members voting for and those voting against.

## **8. Decorum**

The presiding officer of the council shall be responsible for ensuring that order and decorum are maintained during all meetings of the Council, and shall be responsible for assigning to the Sergeant-at-Arms his or her duties and station. The Chief of Police, or such member of the Police Department as he/she shall designate, shall be Sergeant-at-Arms of the Council. He/she shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order, decorum and to enforce the rules of conduct as directed by the presiding officer. Sergeant-at-Arms shall be present at all scheduled meetings and where a quorum exists.

## **9. Presiding Officer**

Mayor – The Mayor shall preside over Council deliberations. He/she shall have a vote on all questions before the Council. He/she shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council.

Council President – At its first meeting of each odd-numbered year, the Council by ballot shall elect a president from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of his office, the President shall act as Mayor.

In the absence of the Mayor and the President, if a quorum of the council is present, the senior member of the council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the council, council shall choose, by vote, a President Pro-Tem to preside at that meeting.

The Council President or the Council President Pro-Tem, while serving as presiding officer, may propose motions and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

## **10. Record of Proceedings**

The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

## **11. Order of Business**

Matters to be considered by the Council at its meetings shall be placed on an agenda to be prepared by the City Recorder from the following materials:

- All items considered by the Council from work sessions that require official action of the Council. Work session agenda items will normally be considered at the next regular meeting.
- All items directed by the Mayor or a member of the Council to be listed on the agenda. The Mayor or presiding officer will be notified of agenda items requested by a Council member.
- All items deemed appropriate by the City Recorder.
- All items which are required by law to be presented to the Council.
- The Council may also consider any other item, proposed by the Mayor, a member of the Council or the City Recorder, not included on the written agenda.
- Items appearing on the Council agenda may be assigned a time limit by the Mayor or presiding officer. The Mayor or Council may extend the time limit until an issue or item is discussed and resolved.
- Correspondence, petitions or other written material that concerns items that are or may be on the agenda may be submitted to the City Recorder's Office at any time, but may only appear on the agenda if received by 12:00 p.m. the Wednesday preceding the intended Council meeting. The City Recorder may hold agenda items to have an appropriate study made of the issue, question or request. Any material submitted without the author's name and address will not be put on the Council agenda. Substantive matters arising under "Topics From The Floor" will be referred to the City Recorder for study.



## **12. Agendas and Supportive Material**

The City Recorder shall provide copies of public records to any person so requesting that material, in compliance with the Oregon Revised Statutes, Public Records Law. A fee for copies may be charged based upon the cost of copying plus a reasonable administrative fee based on actual cost, which fees shall be adopted by Council resolution.

Copies of the supportive agenda material will be available to the media, and upon request, to members of the public at the time distributed to the Council, except for those items exempt from disclosure under the Public Records Law.

## **17. Appointing Committees**

All committees, boards and commissions not required by State law to be appointed by the Council shall be appointed by the Mayor. After the committees have been formally announced they cannot be changed except at a regular meeting of the Council. Appointments shall be made to as an agenda item for the meeting at which the appointment is to be made.

## **18. Council Liaisons**

The Mayor, or the presiding officer in the Mayor's absence will appoint council members liaison appointments to City departments, programs or boards and commissions. Liaisons will act as a communication link to the council and kept the council informed of their department's activities. Council members will not substitute appointments or attendance at meetings without approval of the Mayor or presiding officer.

## **SECTION IV – CONDUCT AT MEETINGS**

1. The Council will be clear and simple in its procedures and consideration of matters coming before it.
2. Any Council member or the Mayor may present main motions on business to come before the Council.
3. It is the policy of the Council to ensure an informed public, aware of the deliberations and decisions of the body and of the information upon which decisions were made. It is the policy of the Council that those decisions be arrived at openly. The Mayor and council are encouraged to explain their rationale for votes during council meetings.
4. Public Debate and Testimony:
  - Members of the public have no right to speak or address the Council at a Council meeting unless recognized by the presiding officer.
  - Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council.
  - Unless otherwise directed, persons addressing the Council shall limit their remarks to 5 minutes.
  - A person may request additional time subject to approval of the presiding officer.
  - Questions and discussions by audience members shall be directed to the presiding officer.
  - Directed discussion between members of the audience and Council members or City employees shall be permitted only at the discretion of the presiding officer.
  - Public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, "Visitors Comments" unless specifically permitted by the presiding officer.

- All persons addressing the Council shall do so from the podium after first having clearly stated their name and address for the record. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

## **5. Identification of Fiscal Impact of Policy Decisions**

At such time as the Council adopts a new program or policy with significant revenue implications, it shall offer clear direction to City staff and to the budget committee as to how the program or policy is to be funded. When the City council adopts such a new program or policy or significantly modifies an existing program or policy, it shall indicate how it expects that program or policy to be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.

As used in this section, the term “program or policy with significant revenue implications” includes an ordinance or a resolution in which implementation may entail expenditures in any budget year in excess of one and one-half percent (1.5%) of the City’s annual General Fund budget, and which may require increasing existing taxes or fees or imposition of new taxes or fees.

## **6. Reconsidering a Vote**

A motion to reconsider a vote can be made only once and at the session at which the motion or matter was adopted, or at the next meeting of the council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has taken effect.

## **7. Miscellaneous Provisions**

- Members of the Council requesting a legal opinion of the City Attorney may do so directly during a meeting or if the Mayor is aware of the inquiry. A Council member desiring to contact the City Attorney will normally contact the City Administrator to ascertain if the question has previously been posed to the Attorney and/or if staff has researched and can address the issue.
- Authorization is needed from the presiding officer or majority of Council to take a reimbursable trip and incur expenses on city-related business. The following expenditure categories qualify for reimbursement under the above procedure:
  - Reasonable Out of town travel expenses including mileage, meals, and lodging.
  - Long distance telephone costs.
  - Additional cellular phone costs related to calls made regarding City business.

Expense reimbursement forms for expenses incurred for authorized purposes are available through the City Recorder. Receipts or other types of documentation are required for all items. The Mayor will review and approve expense claims submitted by council members. The Council President will review and approve expenditures made by the Mayor.

- The Mayor or Council member shall also clarify what, if any, official capacity they are representing when speaking to the press.
- Normally, the City Administrator or his/her designee shall act as the City ombudsman for City business and affairs.

## CHARTER

### PREAMBLE

We, the voters of the City of St. Helens, Oregon, exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter. (Approved by voters in general election held November 6, 2012)

## CHAPTER I Names and Boundaries

### Section 1. Title.

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This charter shall be referred to as the 2012 City of St. Helens Charter. (Approved by voters in general election held November 6, 2012)

### Section 2. Name.

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The City of St. Helens, Oregon, continues as a municipal corporation with the name City of St. Helens. (Approved by voters in general election held November 6, 2012)

### Section 3. Boundaries.

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The corporate limits of the City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by a majority of the voters. Unless mandated by State Law, annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate. The city custodian of records shall keep in the recorder's office at the city hall at least two copies of this charter in each of which the custodian of records shall maintain an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours of the recorder. (Approved by voters in general election held November 6, 2012)

## CHAPTER II Powers

### Section 4. Powers.

---

The city has all powers which the constitutions, statutes, and common laws of the United States and of Oregon expressly or impliedly grant or allow the City, as fully as though this charter specifically enumerated each of those powers. (Approved by voters in general election held November 6, 2012)

### Section 5. Construction.

---

The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under the United States and Oregon law. (Approved by voters in general election held November 6, 2012)

### Section 6. Distribution.

---

The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances. (Approved by voters in general election held November 6, 2012)

## **CHAPTER III Form of Government**

### **Section 7. Where Powers Vested.**

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Except as this charter provides otherwise, all powers of the city shall be vested in the council.  
(Approved by voters in general election held November 6, 2012)

### **Section 8. Council.**

---

The council shall be composed of a mayor and four councilors elected from the city at large.  
(Approved by voters in general election held November 6, 2012)

### **Section 9. Councilors.**

---

The councilors in office at the time this charter is adopted shall continue in office, each until the end of their term of office as fixed by the charter of the city in effect at the time this charter is adopted. At each biennial general election after this charter takes effect, two councilors shall be elected, each for a term of four years. (Approved by voters in general election held November 6, 2012)

### **Section 10. Mayor.**

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The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under the council rules. The mayor is a voting member of the council and has no veto authority. With the consent of the council, and following the procedures of the council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

At each biennial general election, a mayor shall be elected for a term of two years. (Approved by voters in general election held November 6, 2012)

### **Section 11. Council President.**

---

At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by written ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of this office, the president shall act as mayor. (Approved by voters in general election held November 6, 2012)

### **Section 12. Qualification of Officers.**

---

No person shall be eligible for an elective office of the city unless at the time of his election he is a qualified elector within the meaning of the state constitution and has resided in the city during the 12 months immediately preceding the election. The council shall be final judge of the qualifications and election of its own members. (Approved by voters in general election held November 6, 2012)

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**Section 13. Rules.**

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The council must by resolution adopt rules to govern its meetings. (Approved by voters in general election held November 6, 2012)

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**Section 14. Meetings.**

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The council must meet at least once each month at a time and place designated by its rules, and may meet at other times in accordance with the rules. (Approved by voters in general election held November 6, 2012)

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**Section 15. Quorum.**

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A majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by council rules. (Approved by voters in general election held November 6, 2012)

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**Section 16. Vote Required.**

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The express approval of a majority of the Council members, present at any meeting requiring a quorum, is necessary for any Council decision, except when this charter requires approval by a majority of the members of the Council. (Approved by voters in general election held November 6, 2012)

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**Section 17. Record.**

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A record of council meetings must be kept in a manner prescribed by the council rules. (Approved by voters in general election held November 6, 2012)

## **CHAPTER IV**

### **Legislative Authority**

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**Section 18. Ordinances.**

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The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of St. Helens ordains as follows:". (Approved by voters in general election held November 6, 2012)

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**Section 19. Ordinance Adoption.**

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(a) Except as authorized by subsection (b), adoption of an ordinance requires a reading of the ordinance by title at two meetings at least two weeks apart and approval by a majority of the members of the Council.

(b) The Council may adopt an ordinance after one reading at a single meeting by the unanimous approval of the council, a quorum being present, provided the proposed ordinance is available in writing to the public at least one week before the meeting.

(c) After adoption of an ordinance, the vote of each member must be entered into the council minutes.

(d) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title. (Approved by voters in general election held November 6, 2012)

#### **Section 20. Effective Date of Ordinances.**

---

Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if an emergency is declared to exist. (Approved by voters in general election held November 6, 2012)

### **CHAPTER V Administrative Authority**

#### **Section 21. Resolutions.**

---

The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions shall state "The City of St. Helens resolves as follows:". (Approved by voters in general election held November 6, 2012)

#### **Section 22. Resolution Approval.**

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(a) Approval of a resolution or any other council administrative decision requires approval of the council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

(d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title. (Approved by voters in general election held November 6, 2012)

#### **Section 23. Effective Date of Resolutions.**

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Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution. (Approved by voters in general election held November 6, 2012)

### **CHAPTER VI Elections**

#### **Section 24. Councilors.**

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The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, two councilors will be elected for four-year terms. (Approved by voters in general election held November 6, 2012)

### **Section 25. Mayor.**

---

The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every general election after adoption, a mayor will be elected for a two-year term. (Approved by voters in general election held November 6, 2012)

### **Section 26. State Law.**

---

City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan. (Approved by voters in general election held November 6, 2012)

### **Section 27. Qualifications.**

---

(a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.

(b) No person may be a candidate at a single election for more than one city office.

(c) Neither the mayor nor a councilor may be employed by the city.

(d) The council is the final judge of election and qualifications of its members. (Approved by voters in general election held November 6, 2012)

### **Section 28. Nominations.**

---

The council may adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position. If no ordinance is adopted, state election law applies. (Approved by voters in general election held November 6, 2012)

### **Section 29. Terms.**

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The term of an officer elected at a general election begins at the first council meeting of the following year immediately after the election and continues until the successor qualifies and assumes the office. (Approved by voters in general election held November 6, 2012)

### **Section 30. Oath.**

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The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon. (Approved by voters in general election held November 6, 2012)

### **Section 31. Vacancies.**

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The mayor or a council office becomes vacant:

(a) Upon the incumbent's:

- i. Death,
- ii. Adjudicated incompetence, or
- iii. Recall from the office.

(b) Upon declaration by the council after the incumbent's:

- i. Failure to qualify for the office within 10 days of the time the term of office is to begin,
- ii. Absence from the city for 30 days without the mayor or council consent, or from all council meetings within a 60-day period,
- iii. Ceasing to reside in the city,
- iv. Ceasing to be a qualified elector under state law,
- v. Conviction of a public offense punishable by loss of liberty,
- vi. Resignation from the office. (Approved by voters in general election held November 6, 2012)

### **Section 32. Filling Vacancies.**

---

(a) A vacancy in the position of mayor shall be assumed by the council president until the mayor's term of office expires. Once the council president assumes the position of mayor, the council president's council position shall be deemed vacant and the council shall elect a new council president.

(b) When a vacancy in the position of councilor occurs, the city council, at the next regularly scheduled council meeting, shall begin the process of filling the vacancy as follows:

- i. If two years or more remain on the term of a council position when such position is declared vacant, the council may appoint, by majority vote of the remaining councilors and mayor, a qualified elector to serve until the next scheduled election that is at least sixty days after the appointment is made. Any qualified elector under this charter may make the proper nominating procedures as outlined in Section 28, Nominations, and seek election for the remaining term of the council position that was declared vacant at that scheduled election.
- ii. If there is less than two years remaining in a council position declared vacant, the remaining councilors and mayor shall appoint a qualified elector to serve the remaining term of the vacant council position.
- iii. In either case, if the council appoints a qualified elector to a vacant council position, the council shall hold a public meeting to interview potential candidates. The council may use whatever methods it determines are necessary to obtain qualified electors to serve on the council. (Approved by voters in general election held November 6, 2012)

## **CHAPTER VII Appointive Officers**



**Section 33. Other Officers.**

---

The council has authority to appoint officers as they deem necessary. Each of these officers shall be appointed and may be removed by the mayor with the consent of the council. The council may combine any two or more appointive city offices. The council may designate any appointive officer to supervise any other appointive officer except the municipal judge in the exercise of his judicial functions. (Approved by voters in general election held November 6, 2012)

**Section 34. City Attorney.**

---

The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney. The attorney must appoint, supervise and may remove any City Attorney office employees. (Approved by voters in general election held November 6, 2012)

**Section 35. Municipal Court and Judge.**

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(a) Subject to any applicable municipal code, a majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the St. Helens Municipal Court.

(b) All proceedings of this court will conform to the state laws governing municipal courts.

(c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

(d) The municipal court has original jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction over state laws unless limited by city ordinances.

(e) The municipal judge may:

- i. Render judgments and impose sanctions on persons and property;
- ii. Order the arrest of anyone accused of an offense against the city;
- iii. Commit to jail or admit to bail anyone accused of a city offense;
- iv. Issue and compel obedience to subpoenas;
- v. Compel witnesses to appear and testify and jurors to serve for trials before the court;
- vi. Penalize contempt of court;
- vii. Issue processes necessary to enforce judgments and orders of the court;
- viii. Issue search warrants;
- ix. Perform other judicial and quasi-judicial functions assigned by ordinances and/or state statutes;

x. When not governed by this charter or city ordinances, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing state courts.

xi. The municipal court judge shall have the jurisdiction and authority of a state court judge within the limits of the City of St. Helens, in both civil and criminal matters; and when exercising such jurisdiction and authority, shall be subject to all of the general laws of the state prescribing the duties of a judge and the mode of performing same.

(f) The council may appoint and may remove municipal court judges pro tem.

(g) The council may transfer some or all of the functions of the municipal court to an appropriate state court. (Approved by voters in general election held November 6, 2012)

## **CHAPTER VIII Personnel**

### **Section 36. Compensation.**

The council must authorize the compensation of city elected and appointed officers and employees as part of its approval of the annual budget. (Approved by voters in general election held November 6, 2012)

### **Section 37. Merit Systems.**

The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness. (Approved by voters in general election held November 6, 2012)

## **CHAPTER IX Public Improvements**

### **Section 38. Improvements.**

The procedures for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or the applicable general laws of the state. Action on any proposed public improvement, except a sidewalk or except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance by two-thirds of the owners of real property to be specially assessed. In this section, "owner" shall mean the record holder of legal title, or, where land is being purchased under a land sales contract recorded or verified to the recorder in writing, the contract purchaser shall be deemed the "owner." (Approved by voters in general election held November 6, 2012)

### **Section 39. Special Assessments.**

The procedure for levying, collecting, and enforcing special assessments for public improvements or other services to be charged against real property will be governed by ordinance. (Approved by voters in general election held November 6, 2012)

## CHAPTER X Environmental and Health Provisions

### Section 40. Garbage Burners.

---

It is prohibited in the City of St. Helens to construct or operate an incinerator that burns garbage within three miles of a public school, hospital or retirement home. (Approved by voters in general election held November 6, 2012)

## CHAPTER XI Miscellaneous Provisions

### Section 41. Debt.

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City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness. (Approved by voters in general election held November 6, 2012)

### Section 42. Ordinance Continuation.

---

All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed. (Approved by voters in general election held November 6, 2012)

### Section 43. Repeal.

---

All charter provisions adopted before this charter takes effect are hereby repealed. (Approved by voters in general election held November 6, 2012)

### Section 44. Severability.

---

The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter. (Approved by voters in general election held November 6, 2012)

### Section 45. Time of Effect.

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This charter shall take effect January 1, 2013. (Approved by voters in general election held November 6, 2012)

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**The St. Helens Municipal Code is current through Ordinance 3179, passed December 3, 2014.**

Disclaimer: The City Recorder's Office has the official version of the St. Helens Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

## RESOLUTION NO. 1692

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST HELENS, OREGON, ESTABLISHING A YOUTH CITY COUNCIL (YCC) FOR THE CITY OF ST. HELENS

**WHEREAS**, the City Council of the City of St. Helens, Oregon, has determined that the young people of our community have unique insight into the needs, desires, problems and issues which confront, and are experienced by young people; and

**WHEREAS**, the City Council believes that our youth, as inheritors of the community, are certainly deserving of a voice and representation, in efforts adopted by the City to identify and resolve issues which concern the youth of the community; and

**WHEREAS**, the City Council feels it is important to provide an opportunity for the youth of St. Helens to acquire a greater knowledge of and appreciation for the political system through active participation in the system; and

**WHEREAS**, the City Council believes by establishing a Youth City Council it will instill a feeling of positive self-worth and esteem, to teach respect for the rights and property of others, to promote community pride, and eliminate potential negative influences among our future community leaders.

**NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF ST. HELENS, OREGON:**

Section I. There is hereby established a "Youth City Council" hereinafter "YCC" The purpose of the YCC is to actively advise the City Council with *thoughtful* recommendations on issues concerning youth and to assist City staff in considering youth perspectives in its planning efforts. The YCC shall hold periodic meetings with the Mayor and/or City Council and will attend City Council and City Board and Commission meetings when youth issues are on *the agenda*. YCC shall create task forces, as needed. The YCC shall not constitute a Board or Commission under section ??? of the City of St. Helens Home Rule Charter.

Page Two

Section 2. The Youth Council shall be composed of fifteen members, between the ages of 11 and 18 years, from the St. Helens High Schools, the St. Helens Middle School, St Helens Alternative School and home Schooling programs, with the majority of the members from the St. Helens High School. City Council shall appoint members to serve one year terms. The existing members can continue to serve on the YCC for two years, if they so desire. The YCC shall have adult non-voting advisors. The advisors may be appointed from the full-time career employees of the City staff, School staff or may be a community volunteers.

Section 3. The YCC shall meet one or two times per month. All members shall serve on at least one task force and cannot miss more than four meetings in a one-year period. The YCC shall choose its own officers and shall adopt rules of procedure for the proper conduct of its business.

Section 4. No member of the YCC shall receive compensation for service, but members of the YCC may be reimbursed necessary expenses which are approved in advance by the Adult Advisor. All members shall be subject to removal by City Council at its pleasure and at any time without cause.

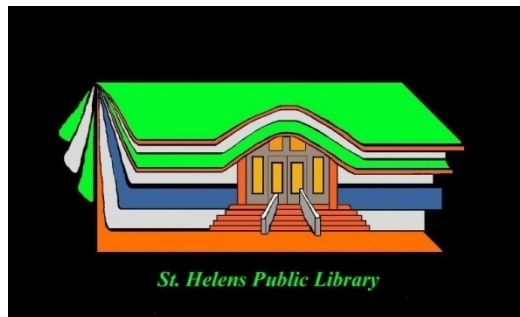
RESOLUTION NO. 2015

INTRODUCED, READ, PASSED AND ADOPTED by the City Council of The City of St Helens, Oregon, this 18th day of February 2015.

Randy Petersen, Mayor \_\_\_\_\_

ATTEST:

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



**February 11, 2015**

**From:** Margaret Jeffries, Library Director

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

**Subject:** Library Department Report

**Every Child Ready to Read Workshops for Parents:** Ten adults and nine children attended the first session of parent education in early literacy taught by Youth Librarian, Nathan Jones. These sessions will continue on **Thursday evenings at 5:00pm through March 12<sup>th</sup>**. Grant funding provided by Northwest Regional ESD provides dinner beforehand, a free book with each workshop and childcare during the sessions. Transportation reimbursements are also available. Please call the Library to register.

**Ukulele Lessons (Ages 18+):** The first ukulele class was a success! Thirteen musicians attended as well as additional prospective participants and interested family members. Everyone tuned their ukuleles, learned a few chords and played *Singing in the Rain* by the end of class. There is no need to register. Interested individuals are encouraged to drop in and join the group.

**Saturday, February 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> 10:00 a.m. – Noon, Armstrong Room**

**Mah Jongg Classes (Ages 18+):** Eight adults are attending the twice weekly Mah Jongg classes as well as enjoying tea and banana bread during their break. ☺ The Library hopes to offer another series of classes later this spring or in the summer. Creating a regular time for players to meet at the Library is being explored.


**Cat in the Hat – Weird Hat Challenge:** Visit the library in between **March 2nd and March 7th**, and count every hat you find on the shelves – there will be some interesting ones. Tell the library staff the correct number of hats and win a Dr. Seuss themed prize. Do-it-yourself crafts and activities will also be available in the Children's area.

## Calendar of Events:

2/11	Teen Gaming Night, 4:30pm
2/12	Every Child Ready to Read (ECRR) Parent Class, 5:00pm
2/13	Mah Jongg Classes Continue
2/14	Ukulele Instruction Continues, 10:00am-Noon
2/14	St. Helens Writers' Guild, Noon-2:00pm
2/16	Library Closed for President's Day
2/17	Teen Book Club, 5:00pm
2/17	D.E.A.R. – Drop Everything and Read, 6:00pm
2/18	Teen Advisory Board, 4:00pm
2/18	Teen Gaming Night, 4:30-6:15pm
2/19	Every Child Ready to Read (ECRR) Parent Class, 5-6:30pm
2/19	Library Board Meeting, 7:00pm
2/20	Mah Jongg Classes End
2/20	Youth Librarian Visits Li'l Learners Preschool
2/20	Baby Sitter Training (6 <sup>th</sup> Grade and Up), 4-6:30pm, Call to register
2/21	Ukulele Instruction Continues, 10:00am-Noon
2/24	D.E.A.R. – Drop Everything and Read, 6:00pm
2/25	Friends of the Library Meeting, 5:30pm
2/26	Every Child Ready to Read (ECRR) Parent Class, 5-6:30pm
2/28	Ukulele Instruction Continues, 10:00am-Noon
3/2	Dr. Seuss's Birthday
3/2-7	Cat in the Hat – Weird Hat Challenge



## PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
<b>Date:</b>	18 February 2015	
<b>Subject:</b>	January Status Summary	

### Engineering

1. Held pre-construction meeting for the 2014 Watermain Replacement Project
2. Finalized project documents for the Godfrey Park Storm project and advertised for bids.
3. Secured contractors to restore paving and sidewalk for completed storm drain project.
4. Coordinated contractors for Sand Island restrooms, Courthouse dock utilities, sanitary sewer repair, and telemetry projects.
5. See complete report.

### Parks

1. Removed Christmas decorations and took down Christmas tree; repaired decorations.
2. Removed old restroom unit at north end of Sand Island; assisted contractor with construction.
3. Assisted with removal of old pumpout station on docks and installation of new unit.
4. Performed a tree report for a tree located at S. Vernonia Road and Highway 30.
5. See complete report.

### Public Works Operations & Maintenance

1. Replaced 107 standard water meters with new radio read meters, plus installed 3 new rr meters.
2. Completed storm drain project on Milton Way & St. Helens Street.
3. Responded to six after hours call-outs.
4. Built access road into ravine on N. 3<sup>rd</sup> Street in preparation of Godfrey Park Storm project.
5. Performed 42 services/maintenance on various vehicles and equipment and assisted staff.
6. See complete report.

### Water Filtration Plant

1. Continue to troubleshoot various phone problems that persist after the December failure.
2. Coordinated work to replace and relocate the electrical panels for the sewer grinder station.
3. Exploring possibilities to reduce energy costs and phone expenses for the WFF.
4. See complete report.

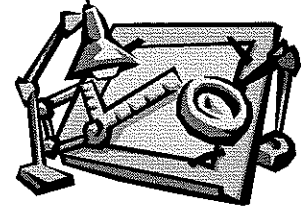
### Waste Water Treatment Plant

1. Worked on a variety of pre-treatment issues and prepared annual pretreatment report for DEQ.
2. Cleaned wetwells at PS#1 & #5; cleaned contact tanks and headworks channel 2.
3. Replaced bearings on headworks screen #2.
4. Cleaned and reset all SolarBee units.
5. See complete report.



## Engineering Department Status Report

9 February 2015



### DEVELOPMENT PROJECTS

#### Elk Ridge Estates Phase VI

The new rock catchment fence along Hankey Road between Steinke Drive and Elk Meadows Drive was inspected and approved by the City and the County. The Contractor is forming the new sidewalk that will extend from Elk Meadows Drive down to Pittsburg Road. This should be constructed this spring. Work on the Phase 6 infrastructure has been put on hold during the winter months. The Developer will likely have to apply for an extension of their Preliminary Plat approval to complete the required improvements. The current approval expires at the end of May.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### St. Helens Street and Milton Way Storm

Thanks to efforts of the Public Works Department crews, the new storm drain system on Milton Way and St. Helens Street has been completed. Assistance from the Engineering Department was provided throughout the project to ensure the new pipe was set at the appropriate slope and alignment. Engineering also received quotes and arranged for contractors to complete the paving and sidewalk.

#### Godfrey Park Storm Drain Project

This project was advertised for bids on January 26, with bids due on March 3. A mandatory pre-bid meeting for any interested contractors is scheduled for February 10 at 2 PM. Although this a fairly large-scale project with an Engineer's Estimate of between \$1.8M and \$2.1M, it has generated a great deal of interest.

#### Wastewater Treatment Plant Septage Metering Station

The Contractor is shipping equipment to the site during the week of February 9. If this proves to be true, installation and training is anticipated to occur before the end of the month.

#### I & I Reduction Program

Work on the project is complete, but a list of warranty items for the Contractor to correct is being generated, including further yard restoration at 124 N. 2<sup>nd</sup> Street. Staff continues to review documentation in order to prepare the as-built drawings for the recently completed 2012-2014 I&I Reduction Project.

#### ME8-ME10 Sanitary Sewer Repair

The Contractor, Semling Construction, Inc., has started work on this severely defective sanitary sewer main located between S. 7<sup>th</sup> and S. 8<sup>th</sup> Streets, just south of Old Portland Road. A sub-contractor will complete a cure-in-place pipe liner after the main and house laterals have been prepped by Semling. After the repair work is complete, City crews will install a new manhole in S. 8<sup>th</sup> Street for easier future access to maintain the pipes.

#### Sanitary Lift Station No. 7 Upgrade Project

The WWTP staff has prepared a draft RFP to obtain professional engineering services to prepare plans and specifications for an upgrade to Sanitary Lift Station No. 7 on Old Portland Road. The existing pumps have been problematic and require a lot of regular maintenance. The older style is not energy efficient and, because of some damage the lift station experienced when a tree fell on the station, at least one of the pumps has been malfunctioning for several months. The upgrade will include new energy efficient pumps and modifications to the dry well and control panel to improve functionality and reliability.

## **WATER SYSTEM PROJECTS**

### *Telemetry System Upgrade*

The Contractor has been busy installing new telemetry equipment at the wells, reservoirs, booster pump station, and the City Shops. The new telemetry system will vastly improve communications throughout the water distribution system sites. This will increase the water operator's ability to oversee all functions of the system and reduce call-out time.

### *2014 Watermain Replacement Project*

A pre-construction meeting with the Contractor, Pacific Excavation, Inc., was held on February 4 for this project which will replace undersized watermain on N. 14<sup>th</sup>, N. 16<sup>th</sup>, and N. 17<sup>th</sup> Streets. Work is expected to start at the first of March.

## **STREET AND TRANSPORTATION PROJECTS**

### *2014 St. Helens Street Overlay Project*

The final touches are being prepared and reviewed for a planned bid period of early March through March 31<sup>st</sup>. This project has been on hold until the watermain replacement on N. 14<sup>th</sup> and N. 16<sup>th</sup> Streets could be completed. The overlay will replace asphalt on the majority of St. Helens Street from Milton Way to 13<sup>th</sup> Street.

### *Eisenschmidt Lane Overlay and Sidewalk Project*

Plans and specifications are in the final design stage for repaving Eisenschmidt Lane and constructing new sidewalk on the north side of the roadway. This is a much used access to Lewis & Clark School and the Eisenschmidt Pool for students and school busses. Currently, the pedestrian area is delineated by a concrete curb and there is not an actual sidewalk between S. 12<sup>th</sup> Street and the pool. This project will construct a new 5-ft wide sidewalk the full length of the north side of Eisenschmidt Lane and replace the failing asphalt.

### *Various Street Improvement Projects*

Other street improvement projects currently in some stage of design are:

\*Crack sealing, street preservation project

### *Right of Way and Construction Permits*

There were two Right-of-Way permits issued by the Engineering Department during the month of January. One permit was to NW Natural to remove a service for a house demolition on Crescent Drive, and another for a new neighborhood mailbox installation on Oakwood Drive.

## **MISCELLANEOUS PROJECTS**

### *Composting Toilets Replacement Project at Sand Island*

The construction of the new restrooms is complete. The new Marine Board funded units are a vast improvement over the old restrooms and include skylights and a night light for improved security. The composting system is completely self-contained and will require less maintenance. These are state-of-the-art facilities! One of the old structures is being re-purposed to be used as a maintenance storage building.

### *Courthouse Docks Utility Improvements*

Despite a few setbacks with equipment damaged in shipment or arriving "some assembly required", the Contractor is nearing completion of the new utility system for the Courthouse docks. The Marine Board funded project includes multiple pedestals that will provide electrical and water services along the full length of the docks with a centralized pay station that will enable use of each individual electrical connection and pedestal. The project also included a new dump and pumpout station, installed by Public Works.

## Parks Department for January 2015

Daily duties were performed; which includes cleaning restrooms, and garbage pickup.

Ground up stumps in McCormick Park

Assisted contractor on docks

Removed brush and dead trees for the new restrooms on the Island

Cleaned out the restrooms on the Island

Assisted in removing the old pump out station on the dock

Did a tree report on a tree at South Vernonia and HWY 30

Removed the Christmas street decorations

Took down the Christmas tree

Took wastewater personnel out on the river to take water samples

Removed graffiti at Grey Cliffs Park

Assisted the contractors installing the restrooms on the Island

Removed the Island's north restroom

Transport the contractor's barge to the Island

Replaced a broken TP dispenser at McCormick

Repaired Christmas Street decorations

Chipped up storm debris from the wind storm

Picked up lots of storm debris

Filled a pot hole at McCormick Park

Assisted with placing the new pump out station on the dock

Cleaned out the Police Department's flower beds

## **Public Works Work Report January 2015**

### **Water Dept:**

Replaced 107 meters with radio reads  
Installed 3 new radio reads  
Replaced hydrant on Hankins Dr.  
Helped with Milton Way project  
Repaired leak on main on S. 9<sup>th</sup> St.  
Replaced shut-offs at 391 Park Way, 530 Hillcrest, 455 S. 17<sup>th</sup> St. & 405 N. 12<sup>th</sup> St.  
Potholed 434 Grey Cliff Dr.  
Replaced meter box at Bowling Alley  
Replaced shut-off & meter box at 164 S. 1<sup>st</sup> St.

### **Sewer Dept:**

Worked on S. 6<sup>th</sup> St. storm project  
Worked on Milton Way storm project  
Unplugged line at 185 N. 7<sup>th</sup> St.  
Checked backup at 305 S. 9<sup>th</sup> St. – on owner's side  
Raised manhole for paving on St. Helens St.  
Built road into canyon on N. 3<sup>rd</sup> St.  
Shoulder rock on N. 6<sup>th</sup> St. from West to Wyeth

### **Call-Outs:**

Sewer plugged 245 S. 8<sup>th</sup> St – owner's side  
Water off for repair – 245 Michael Ave.  
Picked up dead dog at N. 9<sup>th</sup> St. & Deer Island Rd.  
Car ran over meter at 58212 Old Portland Rd.  
Car hit guardrail at S. 7<sup>th</sup> & St. Helens St.  
Water off for repair at 110 Mill St., Unit B

### **Miscellaneous:**

Swept streets  
Marked 35 locates  
Checked wells & reservoirs daily

To: Neal and Sue  
From Brett  
Re: Monthly report January 1<sup>st</sup> to 31<sup>st</sup> 2015

Jan 2<sup>nd</sup>

Office Computer work

PW #34 filled machine with hydraulic oil and watched the hammer for a while removed the hammer and took it to Portland to be rebuilt

Shop Cleaned bathroom and shop sink

Jan 5<sup>th</sup>

Police S-7 Replaced left hand light bulb

Police S-5 Checked belt squeak and belt idler was making noise found that the car is still under warranty, we took the car to Emmert Mts for repair

PW Looked at the trees on south 4<sup>th</sup> street for Jim, planed on taking them out on Tuesday

PW #46 Installed a new Jack on the chipper

Jan 6<sup>th</sup>

PW #16 Installed a good used flusher hose on the reel

PW #15 Installed 4 new tires

Parks #60 Installed new belt and tensioners

Jan 7<sup>th</sup>

PW #55 Installed new right hand side gutter broom motor

PW #34 Started the grader for Jim after charging the battery's

PW #19 Started the truck for Curt (Would not start for Him)

PW Cut Trees down for Jim on Fourth Street

Jan 8<sup>th</sup>

Office Computer work

PW 34 Picked up the hammer at Pape Machinery and delivered it to the job site on Milton Way

Parks #60 Back flushed the coolant lines

PW #8 Put air in the front driver side tire

Police S-9 Full service

Jan 9<sup>th</sup>

Shop Cleaned restroom and shop sink and cleaned up the area around the pump for the hoist

CCFR Helped Duane put a head on the engine for the medic

Police S-9 Installed new front brakes

Jan 12<sup>th</sup>

Office Computer work file paper work

Parks Replace a chain on the small saw

PW #45 Freed up the brakes on the trailer

Jan 13<sup>th</sup>

Parks Sharpened chain saws also had to replace a chain saw bar and chain because Paul keeps sharpening the saws and he does not know what he is doing. We and the supervisors have asked him to quit doing this but he still does it and costs the City extra money.

PW #34 Installed the pins on the hammer and reinstalled the plug that holds the pins in

Parks Sandblasted a part for McCormick Park for Shan

Jan 14<sup>th</sup>

Parks #9 Flushed out hydraulic pump and filled with clean oil

PW #510 Checked the fuel filler cap seemed to be ok had a report of it leaking

Parks Helped parks load wood into the one ton truck

WWTP Removed the Propane tank from the Forklift and brought out to the shop for repairs

Jan 15<sup>th</sup>

Parks #53 Repaired left rear tire replaced valve stem

Parks Looked at a broken windshield on the toolcat

WWTP Looked at the broken valve on the fuel tank need to replace the tank

Jan 16<sup>th</sup>

Office Filled Paper work

PW #34 Installed pin that fell out and installed lock bolt in the pin

Shop Cleaned restroom and shop sink swept floor

PW #52 Full service

Jan 20<sup>th</sup>

Parks Went to the island to look at the walk ways

PW Found a tripped breaker at #2 Well turned it back on and the compressor works fine

Jan 21<sup>st</sup>

Brett Sick

Jan 22<sup>nd</sup>

Brett Sick

Jan 23<sup>rd</sup>

Office Filled paper work

Shop Cleaned shop sink and restroom

Parks #54 Replaced rear brakes and wheel cylinders

Jan 26<sup>th</sup>

Parks #5 Checked oil level and added 2 quarts

PW #55 Installed two head lights

PW #17 Replaced broken hydraulic line for the dump box

PW #72 Repaired exhaust



Jan 27<sup>th</sup>

PW #8 Took the truck to St. Helens Auto body and to Emmert Mts. To get an estimate on damage to the truck done by hitting a deer

PW #21 Installed a light in the box

PW #34 Repaired a hydraulic leak

Jan 28<sup>th</sup>

Parks #60 Replaced the battery terminal

PW #8 Repaired the light on the box

PW Helped Tim and Scott build a cover for the pump station on the dock

Jan 29<sup>th</sup>

WWTP Pump station 7 Checked coolant level and filled with coolant disconnected the battery and let it sit hoping it would reset but it did not need to do some more checking

Police S-7 Installed new license plate light

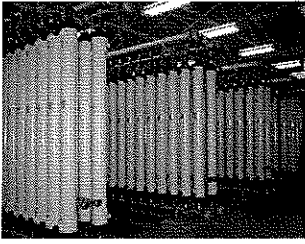
Jan 30<sup>th</sup>

Office Computer work filled paper work

Shop Cleaned restroom and shop sink

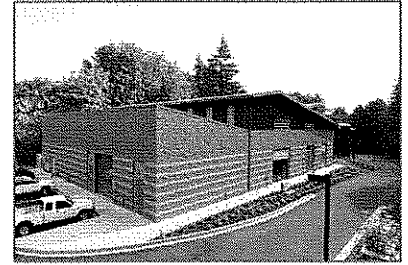
PW #18 washed pickup

Keith Sick



## City of St. Helens – Public Works Water Filtration Plant

PWS 00724  
P.O. Box 278  
St. Helens, OR 97051  
PH: (503) 397-1311 FAX: (503) 397-3351



### Water Filtration Facility Journal January 2015

**Week 1** Produced and sent December OHA reports to the State. Made yearly reports backup to portable media drive. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Phone outage at 10AM. Created repair ticket with Integra. CenturyLink responded near the end of the second day of the outage, but, the phones had returned to service, so, I asked the troubleman if he found the problem and he told me, he was just responding to the trouble call he received from Integra and that he had done nothing. The phones fixed themselves? An hour after I spoke to the CenturyLink troubleman, our primary security system phone line failed? We received a call from American Security alarms letting us know we have a phone line trouble alarm at their station, and since it is Friday night, 4pm., we put the security phone trouble alarm in suspension until Monday at noon. (There is a 2<sup>nd</sup> security alarm line still working) Sometime over the weekend the failed phone line came back into service and the WFF security alarms cleared, all back to normal on this Monday morning? Monthly change out of Chlorine monitor reagents. Corresponding with Trane air conditioning about receiving service for our main air handler in the WFF and ordered an HVAC motor for our air handling unit that has quit working that Trane will install.



**Week 2.** Received our Chlorine delivery. Submitted a bid from Hamer electric to transfer the electrical J-box enclosures that are mounted down inside the wet well of the sewer grinder station, to an above ground electrical panel. At this time in order to change out the grinder pumps, one has to stand, turned around, on the rungs of a ladder 5' down inside the wet well to perform the work on the wiring for the pumps, plus the "water tight" junction box had water inside the enclosure that has corroded the wires and the aluminum electrical box. (Just a side note, there have been several occasions when these electrical J-boxes have been under water when the grinders pumps failed)

**Week 3** Moving forward with Hamer moving the electrical out of the grinder station, also making arrangements with Trane to service our HVAC unit. Meeting with Verizon to discuss options with the phone service to the WFF.

**Week 4** Hamer on site moving the electrical from inside the sewer wet well to an electrical box mounted topside of the grinder station. County electrical inspector signed off on the project, job finished. Received a visit from PUD and Energy Smart administration staff to tour WFF and look for ways to reduce energy consumption and receive rebate incentives to make changes in some of our electrical use in the WFF. Some really great ideas shared, a full report will be made available for our review of what they see as items that qualify for rebates. Corresponding with the State Pressure Vessel Permitting department to clear up some confusion with how our permits have been issued to the wrong vessels in the WFF. Site

visit from Russ Tamka from the State to review and revise our licenses and Permits, learned that City Insurance is overdue for renewal on the WFF air system air tanks and compressor. Site visit from Trane Oregon to perform maintenance on our HVAC unit. Responding to correspondence from the manager of North Point about progress that has been made on our new HMI system and shared with them that we have extended the contract out another year and hope to see it brought to completion within this next year.

Respectfully submitted,  
Howie Burton and Guy Davis,  
City of St. Helens – Public Works Filtration Facility Operators

## **WWTP Monthly Operations and Maintenance Report**

**January 2015**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 1/28-Cleaned SolarBee dishes and panels. Rebooted all units.
- 1/29-Aerator #24 in alarm. Tried to reset but it won't. Will call McCoy Elec.
- 1/29-SolarBee E in alarm. Rebooted and is running normally.

### **Primary System Report**

- 1/20-Cleaned SolarBee's dishes and panels.
- 1/21-SolarBee I motor com error. Disconnected all cables and reset unit.

### **Pump Stations**

- 1/8-PS#11-Pete here to replace GFI.
- 1/8-PS#7-Checkvalve on pump #2 leaking. Tightened the bolts but did not fix problem.
- 1/20-PS#11-Replaced struts on both doors.
- 1/29-PS#7-Generator had low coolant level alarm. Called Brett to take a look.
- 1/30-PS#3-Pete with McCoy Elec. replaced faulty hour meter.
- 1/30-PS#1 & 5-Pressure washed wetwells.

### **Sodium Hypochlorite System**

- 3414 gallons used this month.
- 4238 gallons used last month.

### **Call-outs**

- 1/5-PS#11-Power failure-0230-Stewart in. Found heater tripped the GFI and cut power to the dialer. Power to the pumps and controls never went out.

### **Plant**

- 1/2-Bearing on headworks screen #2 delivered and installed.
- 1/4-9-Quarterly sampling.
- 1/7-Headworks channel 2's auger overflowing water. Opened up ports and found brushes worn and rags blocking screen. Adjusted run timer to see if that will work. Still overflowing. Ordered new brushes for both augers.
- 1/13-Cleaned North contact tank.
- 1/15-Found leak behind drinking fountain in lab building. Public Works came down to stop leak, patch wall and reassemble.
- 1/22-Cleaned South contact tank.
- 1/26-Cleaned headworks channel 2.
- 1/30-Connected remaining conduit to septage receiving station.

### **Pretreatment**

- All month working on annual pretreatment report.
- 1/6-Chlorine smell in headworks. Called Armstrong and asked them to turn it down.
- 1/6-Worked on SHOR issues with DEQ and Boise.
- 1/15-Conference call with Boise and SHOR regarding NPDES permit.
- 1/16-Conference call with Boise, SHOR, and DEQ.
- 1/21-Conference call with Genet at DEQ regarding SHOR and permitting them. Also talked about whether local limits were needed.

### **Next Month**

- Septage Receiving Station