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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, January 6, 2016, 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. Discuss Recommended Charter Amendment – *Jacob Graichen* 1:05 p.m.
3. Review Preliminary Budget Calendar – *Jon Ellis* 1:15 p.m.
4. Review Proposed Job Description for PW Building Maintenance Utility Worker which replaces the PW Utility Craftsman Job Description 1:25 p.m.
5. Review Proposed Changes to Accounting Assistant and Office Assistant Job Descriptions 1:35 p.m.
6. Discuss Timing of Recruitment for Finance Director Position 1:45 p.m.
7. Department Reports 2:00 p.m.
8. Council Reports 2:20 p.m.
9. Other Business
10. Next Work Session Items
11. Upcoming Dates to Remember:
 - **January 6, Council Work Session, 1:00 p.m., Council Chambers**
 - **January 6, Council Public Hearing, 6:00 p.m., Council Chambers**
 - **January 6, Council Regular Session, 7:00 p.m., Council Chambers**
 - January 12, Planning Commission, 7:00 p.m., Council Chambers
 - **January 18, Martin Luther King Jr. Day, All City Offices Closed**
 - January 19, Library Board, 7:15 p.m., Columbia Center Auditorium
12. Future Public Hearing(s)/Forum(s):
 - January 6, 6:00 p.m., PH: Appeal of Site Design Review
 - January 20, 6:30 p.m., PH: Development Code Amendments
 - February 3, 6:30 p.m., PH: Annexation of 35092 Pittsburg Road

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 PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Amend charter to eliminate need for majority of electorate vote
DATE: December 17, 2015

Annexations involve many things such as a land use decision process, compliance with State law, and compliance with provisions in a government's charter.

Based on State law (Oregon Revised Statutes), a vote before the electorate is required in *some* circumstances. Put simply, the state law requires a combination of signed petitions or consents to annexation; otherwise a vote is required. However, for some local jurisdictions, their charter necessitates a vote regardless of state law. St. Helens is one of those cities.

St. Helens has only been one of those cities since the late 1990's, however. Attached to this memo is documentation from 1997 that shows the catalyst behind the change to include an electorate vote for all annexations in St. Helens.

Staff proposes that St. Helens eliminate this provision. Scappoose did so earlier in 2015.

Pros for the change:

- Less staff time (especially for the city recorder)
- No annexation has ever been denied by voters (to the best of my knowledge)
- Less uncertainty
- Less cost to applicants or the County (to pay for the election process)

Cons against the change:

- Do you think this is a necessary democratic process that should be kept?

This month, department head staff discussed the matter and supports the change. I also presented the idea to the Planning Commission at their December 8, 2015 meeting and the Commission supports the change.

Though some annexations require a vote, most if not all in the last several years (all since I've been with the city since 2007) have been via consent from property owners where no election would be required by state law.

This action would require a vote to change the city's charter (I assume). Staff seeks the Council's guidance on the matter to proceed.

Attached: Proposed change to charter language to eliminate mandatory electorate vote for annexations in St. Helens regardless of State of Oregon law.

1997 memos and initiative petition to require an electorate vote for annexations in St. Helens

underline words are added
~~words stricken~~ are deleted

CHARTER

CHAPTER I

Names and Boundaries

[...]

Section 3. Boundaries.

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 pursuant to state law. 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.

COUNCIL ACTION SHEET

ISSUE: Petition Requesting A Vote On All Annexation

STAFF PERSON: Brian Little

ACTION REQUIRED: FYI ☒ MOTION ☐ DOCUMENTS ATTACHED ☒

DATE: January 30, 1997

SUBJECT:

At the January 15 Council meeting, Thelma Bonar presented a petition to the Council requesting that all annexation requests be voted on by the citizens. While in the form of an initiative petition, the verbal request was for the Council to refer the issue to the voters. This is important as there are two different processes involved.

Under the referral process, the Council may send any issue to the voters for a vote. This is what the Council did when the water bonds were placed on the ballot in September of 1995. Mrs. Bonar's comments indicated that the group she represented wanted the Council to refer the issue to the voters. However, on January 22, 1997, a prospective initiative petition was filed in proper form. The initiative petition process takes the Council out of any decision-making process for voter referrals and allows an individual or group to solicit signatures to place an issue on the ballot for a vote.

Under the initiative petition process I, as the City Elections Official, have five business days to review the prospective petition to determine if it meets the single subject rule. This I have affirmed. The petition is then sent to the City Attorney for development of a ballot title. This process is now underway. Although language has been proposed by the petitioners, the City Attorney is granted latitude to develop a caption of not more than 10 words, a question of not more than 20 words, and a summary of not more than 85 words. There is a clarity test that is applied, and any party can file a petition with the Circuit Court for a different ballot title. Once a ballot title is established, petitions can be printed and signatures gathered.

For this issue, a total of 708 valid signatures are needed. Petitioners will have up to one year to collect the signatures, although Mrs. Bonar indicated that they would like the matter to appear on the May 20 election. The deadline for having everything completed is March 20.

As submitted, the prospective petition would require a vote on all annexations, including delayed annexations, unless mandated by State law. This presumably would exclude health hazard annexations from voter approval. It would require a vote on small lot annexations. Quite frequently, small lot annexations are non-controversial.

The Council may want to consider placing a second measure on the ballot that would require a vote on larger annexations, but exempt small lot annexations. This would allow for more flexibility in the annexation process and not penalize or hold hostage smaller, noncontroversial annexations. As discussed above, the Council can refer an issue to the voters at anytime.

RECOMMENDATION:

ATTACHMENTS:

Copy of prospective petition.

RECEIVED

CITY OF ST. HELENS INITIATIVE PETITION

*use when no
circulators are paid

JAN 22 1997

Ballot Title:

CITY OF ST. HELENS

CAPTION: Measure requiring a City Wide vote on
all annexations

QUESTION: Shall all future annexations (including delayed), unless mandated by law, require a majority vote of the electors to be valid?

SUMMARY: State Law authorizes citizens to vote on proposed annexations. This would amend the City Charter to provide that all annexations must be voted on by the citizens of St. Helens. Current final annexation decisions are made by the City Council. The Council would still review proposed annexations to meet land use laws. Final annexation decisions would be made by the citizens.

TEXT OF INITIATIVE PETITION

This measure would amend the first sentence of Chapter 1: Name and Boundaries, Section 3 of the St. Helens City Charter.

TEXT OF PROPOSED CHARTER AMENDMENT

"Section 3. Boundaries. 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 recorder shall keep in his office at the city hall at least two copies of this charter in each of which he 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." (Amended portion of Section 3 indicated by underline, all remaining portions shall remain in full force and effect.)

Chief Petitioners:

Ross Taylor
296 S. 16th St.
St. Helens, OR 97051
(503) 366-0165

Dan Nelson
2704 Sykes Rd.
St. Helens, OR 97051
(503) 397-2269

Karen Roldan
225 S. 16th St.
St. Helens, OR 97051
(503) 397-5396

INSTRUCTIONS

FOR CIRCULATORS

Only registered voters of the state of Oregon may sign a petition.

All signers on any one signature sheet must be registered voters of the same county.

It is advisable to use a pen or indelible pencil for signing petitions.

Do not use ditto marks.

A petition circulator must be a registered voter of the state.

Only one circulator may collect signatures on any one sheet of a petition.

It is unlawful for a petition circulator to knowingly make any false statement to any person who signs it or requests information about it.

It is unlawful to circulate or file a petition knowing it to contain a false signature.

FOR SIGNERS

Only registered voters of the state of Oregon may sign a petition.

Sign your full name, as you did when you registered to vote, and fill in the date on which you signed the petition, your residence address and your precinct in the spaces provided.

A woman should sign her own name, not her husband's or her husband's initials (for example: not "Mrs. John A. Jones" or "Mrs. J. A. Jones").

Be sure to print your name clearly in the space provided.

It is unlawful to sign any person's name other than your own. Do not sign another person's name under any circumstances.

It is advisable to use a pen or indelible pencil for signing petitions.

Do not use ditto marks.

It is unlawful to sign a petition more than once.

It is unlawful for a person to knowingly sign a petition when the person is not qualified to sign it.

MEMO

TO: Peter

From: Brian

Subject: Proposed Initiative Petition Regarding Voting On All Annexations

Date: January 28, 1997

A prospective initiative petition has been filed requesting that the question of whether or not all annexations to the City of St. Helens must be voted on and approved by a majority of voters before being taken in by the City.

Pursuant to ORS 250.270, I have reviewed the text of the prospective initiative petition for compliance with the single subject requirement. In my opinion, the text meets the single subject requirement.

I am, therefore, forwarding to you, two copies of the prospective petition for your preparation of the ballot title pursuant to ORS 250.275. Please forward to me the ballot title when you have completed that task to that I may publish a notice of receipt of a ballot title in The Chronicle.

Thank you.

Enc.

Budget Committee Meeting Comparision - Proposed FY 16-17 vs FY 15-16

3 to 4 Budget Committee Meetings

6 Budget Committee Meetings

Table 1 - FY 2016-17 Budget Schedule

Date	Time	Agenda
Thursday, April 07, 2016	6:00 PM	General Budget Overview, Admin, CD, PD, & Library
Thursday, April 21, 2016	6:00 PM	Public Works & CIP
Thursday, May 05, 2016	6:00 PM	Reserved if needed
Thursday, May 12, 2016	6:00 PM	Public Hearing and Approval by Budget Committee
Wednesday, June 01, 2016	6:00 PM	City Council Public Hearing
Wednesday, June 15, 2016	6:00 PM	Adoption of Budget Resolutions

Table 1 - FY 2015-16 Budget Schedule

Date	Time	Agenda
Tuesday, March 31, 2015	6:00 PM	General Budget Overview, Admin
Tuesday, April 07, 2015	6:00 PM	Review of Police Department
Tuesday, April 21, 2015	6:00 PM	Review of Library
Tuesday, April 28, 2015	6:00 PM	Review of Public Works Operations
Tuesday, May 05, 2015	6:00 PM	Review of Capital and Right Size Budget
Tuesday, May 19, 2015	6:00 PM	Public Hearing and Approval by Budget Committee
Wednesday, June 03, 2015	6:30 PM	City Council Public Hearing
Wednesday, June 17, 2015	7:00 PM	Adoption of Budget Resolutions

Budget Calendar FY 2016-17

February						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			6 PM - Budget Process Overview			
21	22	23	24	25	26	27
28	29					
March						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
		1	2	3	4	5
					Dept Requested	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					25	26
20	21	22	23	24	Draft to BC	
27	28	29	30	31		
April						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
					1	2
3	4	5	6	7	8	9
				Admin, CD, PD, Library		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
				PW and CIP		
24	25	26	27	28		
May						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
1	2	3	4	5	6	7
				Reserved		
8	9	10	11	12	13	14
				Public Hearing and Approval		
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
June						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
			1	2	3	4
			CC-Public hearing			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			CC - Adopt			
19	20	21	22	23	24	25
26	27	28	29	30		

Budget Calendar FY 2015-16

February						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			6 PM - Budget Process Overview		Dept Requested	
22	23	24	25	26	27	28
March						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
					Draft to BC	
22	23	24	25	26	27	28
29	30	31				
		1 st BC Mtg Syr - Admin				
April						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
			1	2	3	4
5	6	7	8	9	10	11
		2nd BC Mtg Police				
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		3rd BC Mtg Library				
26	27	28	29	30		
		4th Mtg Public Wks				
May						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
					1	2
3	4	5	6	7	8	9
		Capital Right Sizing				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Public Hearing and Approval				
24	25	26	27	28	29	30
June						
Sun	Mon	Tue	Wed	Thur	Fri	SAT
	1	2	3	4	5	6
			CC-Public hearing			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			CC - Adopt			
21	22	23	24	25	26	27
28	29	30	31	32		

City of St. Helens

Job Title: BUILDING MAINTENANCE UTILITY WORKER
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: December 29, 2015

GENERAL PURPOSE

Plans, performs, and/or coordinates a variety of skilled and semi-skilled work including carpentry and painting work related to maintenance, construction, and repair of City buildings and facilities. Operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the direction of the Public Works Supervisor or a designated alternate.

SUPERVISION EXERCISED

May exercise limited supervision over a few employees as to instruction or direction in the purpose of simple or semi-skilled tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Performs duties related to building maintenance in areas of carpentry and painting including basic construction, finish work, and repair.
- May be directed to evaluate building maintenance needs and provide recommendations on repair/remodel of City buildings.
- Maintains a variety of records relating to inspections and buildings maintenance activity.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates light and medium-sized construction and power equipment, such as mechanized broom, jetter/vacuum truck, backhoe/loader, and other equipment as necessary.
- Performs all duties in conformance to appropriate safety and security standards.

- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying, and backfilling.
- Assists in the training of lower level employees to increase their skills in the maintenance of City buildings and in maintenance, construction and repair of water, sewer, street and storm drainage facilities.
- Operates a variety of power, construction, and maintenance equipment used in building maintenance as well as in the water, sewer, and street departments.
- May paint street lines and symbols.
- May maintain and install street signage within the city limits.
- Other duties as assigned.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Assists on occasion with inspections and/or repairs of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, pressure loss, or no water; evaluates situation; explains findings to supervisor.
- Be available to respond for emergency call-back as necessary and respond to off-duty requests.
- Occasionally contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Occasionally cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services and fire hydrants; assists in shutting off broken sections of water mains.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Two years of experience relating to construction, maintenance, or repair, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities;
- (b) Knowledge of HVAC systems and equipment;
- (c) Skill in operation of some of the listed tools and equipment;
- (d) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions;
- (e) Skill in basic and finish carpentry, including painting;
- (f) Knowledge of building codes and construction standards in the areas of assignment.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL certification, or ability to obtain one.

First Aid and CPR Certificate

Flagging and Traffic Safety Certificate

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/vacuum truck, street roller, manlift, tamper, jack hammer, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, carpentry tools, cement tools, concrete tools, and painting equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places

and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Building Maintenance Utility Worker job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

City of St. Helens

Job Title: ACCOUNTING ASSISTANT
Department: Administration
FLSA Status: Non-Exempt
Union: No
Date Revised: ~~April 2, 2007~~ December 30, 2015

GENERAL PURPOSE

Performs technical and administrative accounting work in maintaining the fiscal records and systems of the City. Performs routine clerical, bookkeeping, accounting, and administrative work in administering accounts payable, accounts receivable and the payroll functions of the City. Compiles ~~payroll~~ data to maintain ~~payroll~~ records.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director and lead of the Accounting Technician.

SUPERVISION EXERCISED

~~None generally~~ Serves as lead worker to the utility billing section in the monitoring of aged receivables.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Contributes to a positive work environment.
- Maintains a positive relationship with contacts specific to them and positions outside the City organization.
- Prepares and processes weekly accounts payable including, but are not limited to: ~~P~~preparing vendor data and processesing accounts payable transactions; tracking of ~~s~~ invoices/purchase orders and performsing accounts payable filling; working closely with departments to assure accurate and timely processing of invoices; preparesing accounts payable checks for distribution; assistsing in reconciliation of bank statements; balancesing Council approved bills with computer generated invoice batches; preparesing all payable reports for City Council.
- Miscellaneous accounts receivables including, but are not limited to: preparing recurring monthly, quarterly, semi-annual and annual billings for city services and/or assessments; monitoring to assure timely actions for failure to pay; and maintaining centralized log of activity.
- Prepares and processes monthly payroll including but are not limited to: compilation of documents verifying employees' work hours, taxes, insurances,

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and withholdings; generating of employees' pay and applicable remittance advices; reviewing wages computed and correcting errors to ensure accuracy of payroll; generating of applicable federal, state, and local monthly, quarterly and annual reports; and working closely with Human Resources in the interpretation/application of bargaining units' contract terms.

- Provides confidential support to the City's mManagement team assigned to negotiations with the City's identified bargaining units. Duties include, but are not limited to, assisting in cCompilinges data necessary for salary survey comparisons, providing suggestions to assure efficient/effective processing of pay/benefits and; computinges cost of benefits for labor negotiations.
- Records maintenance and retention – responsible for maintaining all historic records associated with accounts payable, miscellaneous receivables, and payroll. Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, from time sheets and other records; file
- Prepares periodic financial, statistical or operational reports. Assists in the preparation of the annual and other State or Federal reports.
- Assists in preparation of year-end reports.
- Prorates expenses to be debited or credited to each department for cost accounting records.
- Inputs budgetary data into financial accounting system and assists in reconciling general ledger to various payroll reports.
- Prepares periodic financial, statistical or operational reports as assigned.
- Assists the Finance Director in the operation and maintenance of the City's central financial computer system.
- Responsible for complete new hire paperwork implementation.
- Prepares and maintains department reports.
- Performs other duties as assigned that support the overall objective of the position.
- ~~Payroll duties performed; collect time cards; input data; edit errors; check deduction; pay expenses; balance general ledger.~~
- ~~Prepares quarterly reports for SAIF.~~
- ~~Keeps records of leave pay and nontaxable wages.~~
- ~~Prepares and issues paychecks~~

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- ~~Enters payroll data on ledgers, control sheets, other accounting records; enters accounts payable expenditures into financial system.~~
- ~~Prepares labor distributions.~~
- ~~Makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility accounts.~~
- ~~Maintains the fixed asset accounts of the City.~~
- ~~Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.~~
- ~~Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.~~

PERIPHERAL DUTIES

- Ability to disseminate verbally and/or in writing general information to employees, general public, and contract vendors related to assigned duties.
- Ability to discern confidential information, parties whom may receive such information and instances allowing release of such confidential information.
- Employment verification.
- ~~Answers payroll and insurance related questions for employees.~~
- ~~Answers personnel related questions for public.~~
- ~~Maintains payroll related employee leave records, such as sick or vacation leave.~~
- ~~Administers payroll related employee benefit programs such as health insurance, leaves, retirement, etc.~~
- ~~Assist A/P as needed~~

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DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from a high school or GED equivalent with specialized course work in accounting, general office practices, or data processing, and,
- b. Two years of progressively responsible municipal accounting or finance work, or
- c. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Working knowledge of modern governmental accounting principles and practices; working knowledge of office automation and computerized financial applications and modern office procedures and practices; working knowledge of payroll and accounts payable functions;
- b. Skill in operating the listed tools and equipment;
- c. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

TOOLS AND EQUIPMENT USED

Computer, including spreadsheet and word processing software; central financial computer system; telephones; 10-key calculator; typewriter; copy machine; fax machine; printer.

PHYSICAL DEMANDS

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

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

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

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

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

City of St. Helens

Job Title: OFFICE ASSISTANT
Department: Administration
FLSA Status: Non-Exempt
Union: Yes
Date Revised: ~~August 11, 2005~~ December 30, 2015

GENERAL PURPOSE

Performs routine accounting, clerical, secretarial, and administrative work in bookkeeping, cashiering, data processing, receiving the public, providing customer assistance, and answering phones.

SUPERVISION RECEIVED

Works under the close supervision of the City Administrator ~~and~~/or the Finance Director, according to an established work routine. May receive directions from specific line staff assigned to dDepartments/dDivisions the Office Assistant is assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to a positive work environment.
- Maintains a positive relationship with contacts specific to them and positions outside the City organization.
- Maintains records, files and books to provide accurate information.
- Accurately -provides cashiering services.
- Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, customer service, cashiering, and records management~~budgeting, municipal court, and facilities.~~
- Ability to provide support to multiple departments/divisions housed at City Hall and Annex based on assignments (floating). Departments and divisions housed at City Hall are Administration, City Recorder, Municipal Court, Utility Billing, Finance, Community Development, and Engineering.
- Municipal Court duties may consist of, but are not limited to: customer and cashiering services; records maintenance (data entry and filing of court documents); compiling and dissemination of information requested/required to defendants, attorneys, and other governmental agencies; completion of assorted governmental agencies' forms; and other assorted reporting requirements.
- Utility Billing duties may consist of, but are not limited to: customer and cashiering services; records maintenance (data entry and filing of assorted documents); compiling and dissemination of

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information requested/required to customers, property owners and City employees; processesing work orders for utility disconnections, reconnections, new orders, and other public works service requests; receivesing telephone calls and citizen visits concerning utility billings or services; receivesing calls in general calls and be able to readily and accurately routeing calls to applicable department/division; and -respondsing to citizen complaints and other governmental agencies' inquiries.

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• Finance duties may consist of, but are not limited to: conducting analysies on designated financial accounts; records maintenance (data entry and filing of documents); compiling and disseminationing of information to internal and external users of financial records; assistting in preparation and/or verification of payroll and accounts payable processes; preparationing-of periodic financial, statistical and/or operational reports assigned.;

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• Screens, sorts, and distributes mail. Organizes and processes special mail such as urgent deliveries, packages, and bulk mailings.

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• Assists others with reports by locating and compiling information onto established formats and maintaining support records. May be required to extract data from existing databases and convert to alternate formats.

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• Performs other duties as assigned that support the overall objective of the position.

•

• Assists Finance Director and Accounting Assistant in the preparation and verification of monthly payrolls.

• Assists Finance Director and Accounting Assistant in maintaining data on full-time and part-time employees including total hours, changes in name or address, salary changes, exemptions, insurance, vacation and sick leave records.

• Assists Finance Director and Accounting Assistant in processing claims and vouchers for payment, and verification of account codes.

• Assists Finance Director and Accounting Assistant in the preparation of monthly, quarterly, and annual payroll reports.

• Assists Finance Director and Accounting Assistant in the preparation of employee benefit payments.

• Assists Finance Director and Accounting Assistant in maintaining daily cash balance and balancing cash on hand against receipts; assists in preparing and balancing deposits.

• Prepares periodic utility, financial, statistical or operational reports as assigned.

• Assists the Municipal Judge and Court Clerk in administering criminal proceedings and docketing.

• Assists the Municipal Judge and Court Clerk in the coordination of court matters.

• Prepares and maintains jury lists and keeps jury panels updated on trial activity.

- ~~• Responds to requests from the Municipal Judge and Court Clerk, City Prosecutor, Police Department, and others for assistance and information.~~
- ~~• Perform a variety of courtroom related tasks.~~
- ~~• Serves as a back up to Utility Billing Specialist when the incumbent is gone on leave.~~
- ~~• Serves as a back up to the Municipal Court Clerk when the incumbent is gone on leave.~~
- Operates listed office machines as required.

PERIPHERAL DUTIES

- Provides clerical support to the finance staff and Municipal Court, as required.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Provides backup to other related positions.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.
- Assists in setting up, closing, and amending utility accounts and Municipal Court accounts.
- Answers central telephone system.
- Issues various licenses and permits as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- ~~(A)~~a. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping;
- ~~(B)~~b. One (1) year of post high school training and/or education in accounting; and
- ~~(C)~~c. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- ~~(A)~~a. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices;
- ~~(B)~~b. Skill in operation of listed tools and equipment; and
- ~~(C)~~c. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

~~Office Assistant-City Hall - updated 12-30-15 - Redlined.doc~~
~~Office Assistant-City Hall - updated 12-30-15 - Redlined~~
~~Office Assistant-City Hall~~

None.

TOOLS AND EQUIPMENT USED

Phone switchboard; networked computer terminal; personal computer; copy machine; postage machine; fax machine; various computer software programs; 10-key calculator.

PHYSICAL DEMANDS

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

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

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


Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Discussion on Recruitment of Finance Director Position

Date: January 6, 2016

Request:

Receive further direction from City Council as to the recruitment of the Finance Director position.

History:

In June 2016, Finance Director Ellis will be retiring his position with the City. To assure a timely transition of the position, staff wishes to further vet possible scenarios and receive direction from City Council.

Possible Scenarios:

- 1) Back fill the Finance Director position a month prior to projected retirement date.
 - a. Recruitment timing:
 - i. Initiate recruitment process on March 1, 2016 to coincide with the Spring Conference of the Oregon Government Finance Officers Association (OGFOA) spring conference (March 6, 2016).
 - ii. Close date for recruitment on April 15, 2016
 - iii. Selection by May 13, 2016
 - iv. Start date June 1, 2016
 - b. Retiring Finance Director be reassigned to work special projects in the month of June and orientate new Finance Director accordingly.
 - c. Potential increase in personnel cost to FY 15-16 budget would be \$12,500 which could be allocated based on ICAP (GF \$2,000) or based on the assigned special projects.
- 2) Back fill the Finance Director position, whereby timing would allow newly hired Finance Director to participate in some of the budget meetings. This means one of two things:
 - a. Back fill position from sometime in April or
 - b. Compress the budget committee process to the month of May and back fill position from the 1st of May.
 - c. Potential increase in personnel cost to FY 15-16 budget would be \$25,000 to 37,500 which could be allocated based on ICAP or based on the assigned special projects.
- 3) Time the recruitment and hiring of new Finance Director to have position filled in July 2016 and contract with retiring Finance Director. Total costs unknown at this time – based on further analysis.
- 4) Other Potential Alternatives, Contracting out position, IGA with other agency, different timing for recruitment, restructure organization?



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: January 6, 2016

Planning Division Report attached.

Business License Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date 12.29.2015

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

PLANNING ADMINISTRATION

Planning staff attended the legal issues for planners workshop this month.

We added a new addition to the "How do I..." section on the Planning Department's web page. Now there is a link that discusses property lines, since that is a common question. Other subjects will be added as time allows.

Assisted with a city sewer easement fix near 245 N. Vernonia Road. An easement for such from the 1980's lacked a legal description of the easement.

Prepared initial stuff to discuss annexations and the City Charter's requirement for a mandatory electorate vote with the Council in January.

DEVELOPMENT CODE ENFORCEMENT

Resolved a minor sign violation in a residential area: Mill Street/Ava Court. This was based on a complaint received in September of this year.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

December 8, 2015 meeting (outcome): The Commission reviewed and approved, with minor modification, the findings and final decision for a Conditional Use Permit denial at 1771 Columbia Boulevard. The Commission reviewed the preliminary draft of the latest batch of code amendments prior to their public hearing on the matter in January. The Commission also discussed annexations and the City's charter requirement for a vote by the electorate. The Commission agreed that such provision could be removed; this will be a matter for future Council discussion.

January 12, 2015 meeting (upcoming): Two public hearings are scheduled. One if for the latest batch of Development Code amendments. The other is for an annexation at 35092 Pittsburg Road. The Council will see both of these following Planning Commission review and recommendation.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Assisted the City Administrator with State of Oregon Dept. of State Lands Submerged and Submersible Land Lease legal descriptions and map exhibit. GIS was an important tool for this exercise. This is related to the recently acquired Boise veneer and white paper properties.

MAIN STREET PROGRAM

I attended the SHEDCO Board of Directors meeting on December 17, 2015 at the Chamber of Commerce.

At this meeting, Sheri Stuart, of the Oregon Main Street Program, presented a local program evaluation following a self-assessment, community interviews, review of SHEDCO's materials (documents prepared over the years), and such. Generally it was positive and the details are beyond this department report. However, one troubling phenomenon were comments from community interviews where people think SHEDCO was responsible for the Halloweentown event. Community members blame them for some of the perceived mishaps of the event. I discussed this with the City Communication Officer with the hope that this myth can be dispelled with next year's Halloweentown outreach, so SHEDCO does not get an unwarranted black eye in 2016.

UPCOMING LAND USE ISSUES BEFORE COUNCIL

There are two land use appeals the Council will see early next year. One is an administrative decision with the Port of St. Helens as the appellant. The other is a Planning Commission decision regarding a Conditional Use Permit.

STREET VACATION MATERIALS REQUESTED

When someone desires to vacate a public right-of-way, they need to begin by getting certain applications materials/information furnished by myself.

This month, a St. Helens Marina representative picked up such materials to vacate some of the N. 1st Street ROW fronting within the vicinity of the St. Helens Marina.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Friday, December 18, 2015 3:28 PM
To: Jacob Graichen
Subject: December Planning Department Report

Here are my additions for the December Planning Department Report.

1. Arts & Cultural Commission (ACC): Gateway Sculpture Phase 2 Project – Hosted meeting with sub-committee to edit the project “elevator speech”, non-profit organization outreach email, launch promotion ideas, delegate tasks, and discuss general project updates.
2. Submitted the EPA Community-Wide Assessment (CWA) Grant Application (Deadline: Dec. 18) using the grants.gov system. Included 15-page application narrative, four required attachments, and letters of support from 18 local and state agencies
3. Attended meeting at MFA to review Task #1 of the AWP work plan (Existing Conditions) and discussed upcoming AWP timeline
4. Sat in on EconW interviews with key stakeholders scheduled for Port of St. Helens Intergovernmental Partnership Program (IPP) economic impact transportation study
5. Worked on notice requirements for upcoming text amendments public hearing notice requirements (file ZA.3.15)
6. Worked on annexation staff report and public hearing notice requirements (file A.1.14)
7. Attended Parks Commission to give PT Master Plans to members who were absent last meeting and discuss potential park improvements
8. Reviewed the Draft 2015-2024 Oregon Statewide Trails Recreation Plan and the ODOT Bicycle & Pedestrian Plan (Public comment period open for both)
9. Began initial RFP review of Columbia Community Health Grant RFP for Jail Diversion Programming
10. Reviewed the Oregon Parks & Recreation Local Government Grant Announcement/RFP – Brainstormed potential projects

Jennifer Dimsho
Assistant Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: December 21, 2015

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

Signature: 12/21/15
Date: [Signature]

RESIDENT BUSINESS – RENEWAL 2015

- | | | |
|--------------------------|----------------------------------|--------------------|
| <input type="checkbox"/> | *Christopher T. Agee Renovations | General Contractor |
|--------------------------|----------------------------------|--------------------|

RESIDENT BUSINESS – NEW 2015

- | | | |
|--------------------------|--|------------------|
| <input type="checkbox"/> | *Ruben's Lawn Service
324 N 11 th Street, #C | Yard Maintenance |
|--------------------------|--|------------------|

NON-RESIDENT BUSINESS - 2015

- | | | |
|--------------------------|-----------------------------|--|
| <input type="checkbox"/> | Al's Plumbing Inc. | Contract Plumbing |
| <input type="checkbox"/> | J & E Meza Plastering, Inc. | Stucco, EIFs, Stone Veneer Application |
| <input type="checkbox"/> | USI – JB Insulation | Insulation |

*Denotes In-Home Business

BUSINESS LICENSE REPORT

City Department Approval: December 21, 2015

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

Signature: [Signature]
Date: 12/29/15

RESIDENT BUSINESS – RENEWAL 2016

<input type="checkbox"/> 2 Broke Girls & a Guy	2ndhand Dealer/Household Items
<input type="checkbox"/> Absolutely You on 19/Hair Design	Hair Salon
<input type="checkbox"/> Alterations by Heather Clark	Clothing Repair
<input type="checkbox"/> Angel Marie Pivowar	2ndhand Items
<input type="checkbox"/> Armstrong World Industries Inc.	Manufacturing Ceiling Tiles
<input type="checkbox"/> BJK Murphy Enterprises LLC	Coffee Stand
<input type="checkbox"/> *Bearded Innovations LLC	Firearms Sales
<input type="checkbox"/> Belleza Day Spa & Hair Salon	Day Spa & Hair Salon
<input type="checkbox"/> *Blue Heron Septic & Drain Service	Sewer & Drain Cleaning
<input type="checkbox"/> Bob's Barber Shop	Hair Cutting
<input type="checkbox"/> Bob's Towing & Salvage Inc.	Towing & Salvage
<input type="checkbox"/> Bon Elle	Sale of Used Items
<input type="checkbox"/> Cardinal Services Inc.	Employment Services
<input type="checkbox"/> The Cellular Connection	Retail
<input type="checkbox"/> Chevron St. Helens	Gas Station/Retail Store
<input type="checkbox"/> *Christopher T. Agee Renovations	General Contracting
<input type="checkbox"/> Citizen Storage	Storage Units
<input type="checkbox"/> *Classic Cabinets	Woodworking
<input type="checkbox"/> Coffee House Holdings Inc.	Retail Café Serving Wine & Beer
<input type="checkbox"/> Columbia County Habitat for Humanity	Contractor
<input type="checkbox"/> Columbia River BMX	BMX Racing
<input type="checkbox"/> Columbia River Natural Medicine LLC	Medical Practice
<input type="checkbox"/> Columbia Self Storage Inc.	Self Storage
<input type="checkbox"/> Computer Rescue/Seaglass Pendants	Resale Used Parts
<input type="checkbox"/> *Construction Specialists Inc.	General Contractor
<input type="checkbox"/> *Creative Stitches	Quilting & Needlework
<input type="checkbox"/> Creekside Junior Academy LLC	Preschool
<input type="checkbox"/> Crowsnest Enterprises LLC	Fulfillment
<input type="checkbox"/> *Cutting Edge Tree Service LLC	Tree Trimming/Removal/Stump Grinding
<input type="checkbox"/> dBOX	2ndhand/Antique Mall
<input type="checkbox"/> The Digital Guru	Computer Repair
<input type="checkbox"/> Easy 2 Wash LLC	Car Wash
<input type="checkbox"/> Emmert Auto Glass	Automobile Glass Installation
<input type="checkbox"/> Emmert Chev Buick Pontiac Inc.	Auto Sales & Service
<input type="checkbox"/> Everything Twice LLC	Retail (Upcycled Goods)

*Denotes In-Home Business

<input type="checkbox"/> Exceptional Smiles	Dentist
<input type="checkbox"/> Family Vision of Oregon, PC	Optometry Practice
<input type="checkbox"/> Fat Dog Farms	Repurposed Items/Plants/Crafts
<input type="checkbox"/> Ginger Fargher	Secondhand Dealer
<input type="checkbox"/> Grace's Riverfront Antiques & Art Mall	Retail Antiques & Art
<input type="checkbox"/> Guardian Mini-Storage	Mini Storage
<input type="checkbox"/> Happy Garden Chinese Restaurant	Restaurant
<input type="checkbox"/> Healthy Nails	Nails
<input type="checkbox"/> *Integrity ATMS NW LLC	Managing/Installing ATMS
<input type="checkbox"/> J. Japs	Secondhand Sales
<input type="checkbox"/> *JS Home Improvements	General Contractor
<input type="checkbox"/> *JAWS Contracting	General Contractor
<input type="checkbox"/> JIMIKAT, Inc. dba Johnny's Bar	Restaurant & Bar
<input type="checkbox"/> Julie Lawrenson	Selling Secondhand/Crafts/Clothes
<input type="checkbox"/> Just Fish N Chips	Restaurant/Food Services
<input type="checkbox"/> Katy's Tax Service	Income Tax Preparation
<input type="checkbox"/> Kinnear Specialties Inc.	Hudraulic Sales & Manufacturing
<input type="checkbox"/> Kozy Korner Restaurant/Lounge	Restaurant
<input type="checkbox"/> Kuy's Oriental Cuisine	Restaurant
<input type="checkbox"/> *Lacey W Photography	Photography Service
<input type="checkbox"/> Larry Meres	Secondhand Dealer
<input type="checkbox"/> Letica Corporation	Manufacturing
<input type="checkbox"/> Lily Mason	Esthetician
<input type="checkbox"/> Lucas & Associates LLC	Law Office
<input type="checkbox"/> Mark's Custom Exteriors, Inc.	General Contractor
<input type="checkbox"/> *Mental Happiness	Professional Services/Organizational Consulting
<input type="checkbox"/> *Michelle Gabrielli	Cleaning Houses/Boats
<input type="checkbox"/> Missed Fortunes LLC	Secondhand Store
<input type="checkbox"/> *Mitech Inc.	Computer Programming
<input type="checkbox"/> Miyako	Restaurant
<input type="checkbox"/> Muchas Gracias	Mexican Restaurant
<input type="checkbox"/> The Oregon Clinic	Medical Clinic
<input type="checkbox"/> Oregon Healthcare Center/Meadow Park	Nursing Home Skilled Care
<input type="checkbox"/> Oregon Performing Arts Studio	Dance Studio
<input type="checkbox"/> PNRS St. Helens Dialysis Unit	Dialysis Unit
<input type="checkbox"/> Pacific Bells Inc./Taco Bell	Restaurant
<input type="checkbox"/> Pet Palace	Pet Grooming
<input type="checkbox"/> Pinpoint Acupuncture Clinic	Acupuncture, Chinese Medicine
<input type="checkbox"/> *Ray's Mobile Bike Repair	Mobile Bicycle Repair
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (McDonalds)
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (Walgreens)
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (McDonalds)
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (Wal-Mart)
<input type="checkbox"/> The Redding Group LLC	Property Management

*Denotes In-Home Business

<input type="checkbox"/>	Rent-A-Center #2915	Rental/Sale of Durable Household Goods
<input type="checkbox"/>	*Reyes Lawn Maintenance	Lawn & Yard Maintenance
<input type="checkbox"/>	Richardson's Furniture	Retail Furniture
<input type="checkbox"/>	*Rick Scholl Yard Maintenance	Yard Maintenance
<input type="checkbox"/>	River City Promotions LLC	Banquet/Convention/Catering
<input type="checkbox"/>	STA Phase II	Secondhand Sales
<input type="checkbox"/>	St. Helens Auto Body /Custom Paint	Body Shop
<input type="checkbox"/>	St. Helens Real Estate Inc.	Real Estate
<input type="checkbox"/>	St. Helens Veterinary Clinic	Veterinary Clinic
<input type="checkbox"/>	Sandee's Salsa	Making & Selling Salsa
<input type="checkbox"/>	Sanders Services	Boat Engine Repair
<input type="checkbox"/>	Sandy's Barber Shop	Barber Shop
<input type="checkbox"/>	Sherlock's Grocery	Convenience Store
<input type="checkbox"/>	*Simply the Best Cleaning Service	House Cleaning Service
<input type="checkbox"/>	Snoopy's Doggie Day Care	Canine Care
<input type="checkbox"/>	*Spilt Ink Gallery LLC	Artwork
<input type="checkbox"/>	Stan's Refrigeration & A/C Inc.	Appliances Sales & Service
<input type="checkbox"/>	Studio C Massage	Massage Therapy
<input type="checkbox"/>	*Susie's Business	Light Housekeeping & Maintenance
<input type="checkbox"/>	*TLH Enterprises	Dump Trucking
<input type="checkbox"/>	TOBB Communications	Phone Wholesale
<input type="checkbox"/>	Ten-in-Ten Inc.	Pizza Delivery
<input type="checkbox"/>	*Tony Mandella's Fin Carpentry	Contractor
<input type="checkbox"/>	U-Store Self Storage St. Helens	Office/Equipment/Storage
<input type="checkbox"/>	V and J Sales	Secondhand Dealer
<input type="checkbox"/>	The Village Inn Motel & Restaurant Inc.	Restaurant & Lounge
<input type="checkbox"/>	*Visions in Wood	Carving
<input type="checkbox"/>	West One	Telephone, Cellphone & Internet Service Prov.
<input type="checkbox"/>	Wilcox & Flegel	Oil Distribution
<input type="checkbox"/>	Work 'n Paws Dog Training	Retail
<input type="checkbox"/>	*Wrongside Audio Production	CD Recording and Sales
<input type="checkbox"/>	Yo Place Inc.	Self Serve Frozen Yogurt
<input type="checkbox"/>	Zhen's Chinese Restaurant Inc.	Restaurant

RESIDENT BUSINESS – NEW 2016

<input type="checkbox"/>	Normine Lombard Inc. 2194 Columbia Blvd	Recruiting
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NON-RESIDENT BUSINESS - 2016

<input type="checkbox"/>	A-Max Security Solutions Inc.	Locksmith
<input type="checkbox"/>	ADT LLC	Security Alarm Sales/Service
<input type="checkbox"/>	AKS Engineering & Forestry LLC	Engineering/Surveying

*Denotes In-Home Business

<input type="checkbox"/>	ARM Security Inc.	Door to Door Sales
<input type="checkbox"/>	Accurate Concrete Cutting Inc.	Concrete Cutting
<input type="checkbox"/>	Acuren Inspection	Non-Destructive Testing
<input type="checkbox"/>	Advanced American Construction Inc.	Construction
<input type="checkbox"/>	Air Rite Control Inc.	Heating/AC Service
<input type="checkbox"/>	American Exterm. Plus Inc.	Extermination Company
<input type="checkbox"/>	American Residential Services	Plumbing/Drain Services
<input type="checkbox"/>	Anderson Roofing Co. Inc.	Commercial Roofing Contractor
<input type="checkbox"/>	Arjae Sheet Metal Co.	HVAC/R Install & Service
<input type="checkbox"/>	Arthur B Conner	Painting
<input type="checkbox"/>	Auto-Chlor System of OR	Commercial Dishwashers Service/Lease
<input type="checkbox"/>	B&B Air Condition & Heating Inc.	HVAC Sales/Service
<input type="checkbox"/>	Basic Fire Protection Inc.	Install Fire Sprinklers
<input type="checkbox"/>	Boyd D. Ruby	Building Contractor
<input type="checkbox"/>	C-2 Utility Contractors LLC	Underground Utilities
<input type="checkbox"/>	Carlson's Heating & A/C Inc.	HVAC
<input type="checkbox"/>	Coffman Excavation Inc.	Excavation Contractor
<input type="checkbox"/>	Columbia NW Heating Inc.	HVAC Service & Install
<input type="checkbox"/>	Comcast of Oregon II Inc.	Solicitation/Internet, Phone, Home Security
<input type="checkbox"/>	Compass Land Surveyors	Land Surveying
<input type="checkbox"/>	Cornerstone Disaster Repair, Inc.	Property Restoration/GC
<input type="checkbox"/>	Crystal Bright Service LLC	Janitorial
<input type="checkbox"/>	Dan-Co	Hood Installation
<input type="checkbox"/>	Day Management Corporation	2-Way Radio Rentals, Sales & Service
<input type="checkbox"/>	Delta Fire, Inc.	Fire Sprinkler Installation
<input type="checkbox"/>	Dorma USA, Inc.	Install, Svs, Sell Commercial Auto Doors
<input type="checkbox"/>	Duke's Root Control Inc.	Sewer Line Chemical Root Control Service
<input type="checkbox"/>	Eugene Welder's Supply Co Inc.	Sales/Service Fire Extinguisher
<input type="checkbox"/>	F & C Inc.	General Contractor
<input type="checkbox"/>	Felton's Heating & Cooling	HVAC
<input type="checkbox"/>	Fiber Tech Carpert/Uphol Cleaning	Carpet/Upholstery Cleaning
<input type="checkbox"/>	Fiber Services Plus	Test/Inspect/Install Fire Safety Equipment
<input type="checkbox"/>	Fieldturf USA Inc.	Sports Surfacing
<input type="checkbox"/>	Fire Systems West Inc.	Fire Protection Contractor
<input type="checkbox"/>	Fireside Contracting Services LLC	Distributor of Fireplaces, Stoves, Garage Doors
<input type="checkbox"/>	Firwood Design Group LLC	Surveying & Engineering
<input type="checkbox"/>	Gale Contractor Services	Insul/Specialty Subcontractor
<input type="checkbox"/>	General Tree Service	Landscape Care
<input type="checkbox"/>	HASA Inc.	Manufacturer
<input type="checkbox"/>	HVAC Inc.	Mechanical Contractor
<input type="checkbox"/>	Hamer Electric Inc.	Electrical Contractor
<input type="checkbox"/>	Hammer and Hand Inc.	Construction
<input type="checkbox"/>	The Heat Pump Store	HVAC
<input type="checkbox"/>	Home Alone Critter Care	Mobile Pet Care Other Than Veterinary

*Denotes In-Home Business

<input type="checkbox"/>	Honeywell International Inc.	Diverified Tech & Mfg
<input type="checkbox"/>	Hudson Portable Toilet Service	Toilet Service
<input type="checkbox"/>	Industrial Commercial Electric Company	Electrical Contractor
<input type="checkbox"/>	Installed Building Products – Portland	Insulation Contractor
<input type="checkbox"/>	Interstate Roofing Inc.	Roofing Contractor
<input type="checkbox"/>	Iron Mountain Info Management Inc.	On-Site Document Destruction
<input type="checkbox"/>	J.H. Kelly LLC	Commercial Construction
<input type="checkbox"/>	James W. Fowler	Heavy Civil Construction
<input type="checkbox"/>	John Luttrell Construction	Construction
<input type="checkbox"/>	Juan's Yard Maintenance	Yard Maintenance
<input type="checkbox"/>	K. Schwarz Construction Inc.	Excavation/Concrete
<input type="checkbox"/>	Key Mechanical Co.	HVAC/Refrigeration Contractor
<input type="checkbox"/>	Knife River Corporation – Northwest	Construction
<input type="checkbox"/>	L.C. Hall's Truck Line	LTL Trucking – Freight
<input type="checkbox"/>	Lakeside Heating and Cooling	Heating and Cooling
<input type="checkbox"/>	Laneco Inc.	Demolition/Construction
<input type="checkbox"/>	Lawrence Oil Company	Oil Distributorship/Cardlock
<input type="checkbox"/>	Long Painting Company	Painting and Wallcovering
<input type="checkbox"/>	Loy Clark Pipeline Company	Utility Construction
<input type="checkbox"/>	MDM Contracting & Excavation	Excavation
<input type="checkbox"/>	Metro Presort Inc.	Mailing Services
<input type="checkbox"/>	Meyer Sign Co of Oregon	Sign Manufacturer/Installer
<input type="checkbox"/>	Murray, Smith & Associates Inc.	Engineering
<input type="checkbox"/>	National Construction Rentals Inc.	Chain Link Fence Rental
<input type="checkbox"/>	Northstar Alarm Services	Security Alarm System
<input type="checkbox"/>	Northwest Mechanical Group LLC	Mechanical Construction
<input type="checkbox"/>	Oregon City Heating & Cooling	HVAC
<input type="checkbox"/>	Orkin Exterminating Co. Inc.	Pest Management Service
<input type="checkbox"/>	Oswego Drywall Install Inc.	Drywall, Metal Stud & Acoustical
<input type="checkbox"/>	Pace Equipment Co.	Material Handling Equipment
<input type="checkbox"/>	Point Monitor Corporation	Low Voltage Systems Installation & Service
<input type="checkbox"/>	Portland Mechanical Contractor	Mechanical Contractor
<input type="checkbox"/>	Power Specialists Association Inc.	Consulting
<input type="checkbox"/>	Prarie Electric Inc.	Electrical Contractor
<input type="checkbox"/>	Professional Quality Roofing LLC	Commercial Roofing
<input type="checkbox"/>	Renaud Electric Co Inc.	Electrical & HVAC
<input type="checkbox"/>	Rentokil North America	Pest Control/Air duct Cleaning/Maint. Service
<input type="checkbox"/>	Reynolds Land Surveying Inc.	Land Surveying
<input type="checkbox"/>	Rich Bailey Construction LLC	Home Construction
<input type="checkbox"/>	Rick Smith Construction Inc.	General Contractor
<input type="checkbox"/>	Rick's Custom Fencing & Deck	Fence & Decking
<input type="checkbox"/>	Robertson & Olson Construction Inc.	Construction
<input type="checkbox"/>	Rofinot Heating Inc.	HVAC Systems
<input type="checkbox"/>	Roth Zachry Heating Inc.	HVAC Contractor

*Denotes In-Home Business

<input type="checkbox"/>	Russell S. Morrone	House Cleaning
<input type="checkbox"/>	S-2 Contractors	Asphalt Paving
<input type="checkbox"/>	SRDH Plumbing Inc.	Plumbing Contractor
<input type="checkbox"/>	Schwan's Home Service Inc.	Frozen Food Delivery
<input type="checkbox"/>	Selix Cabinets Inc.	Custom Cabinetry
<input type="checkbox"/>	Semling Construction Inc.	General Contractor
<input type="checkbox"/>	Seppala Enterprises Inc.	Sub-Contractor, Paint/Siding/Plumbing
<input type="checkbox"/>	Sky Heating & A/C Inc.	HVAC
<input type="checkbox"/>	Slack Enterprises LLC	Repair Commercial Restaurant Equipment
<input type="checkbox"/>	Source Refrigeration and HVAC	Refrigeration Remodel
<input type="checkbox"/>	Specialized Pavement Marking Inc.	Highway Striping
<input type="checkbox"/>	Specialty Heating & Cooling Inc.	HVAC
<input type="checkbox"/>	Stanley Convergent Sec. Sol. Inc.	Fire & Burglar Alarm Systems
<input type="checkbox"/>	Stebbins Engineering & Manufacturing	Specialty Contractor
<input type="checkbox"/>	Streimer Sheet Metal Works Inc.	Sheetmetal Subcontractor
<input type="checkbox"/>	Temp-a-Cure Inc.	HVAC
<input type="checkbox"/>	Temp Control Mechanical Service	General Contractor
<input type="checkbox"/>	Tennessee Cable Service Inc.	Cable Construction
<input type="checkbox"/>	Therapeutic Associates – SH PT	Physical Therapy
<input type="checkbox"/>	Twin City Service	HVAC/R Install/Service
<input type="checkbox"/>	Tyco Integrated Security LLC	Electrical Security Systems
<input type="checkbox"/>	Vee-Lee Amusement	Amusement Games
<input type="checkbox"/>	Vilardi Electric	Electrical Contractor
<input type="checkbox"/>	Vivint Inc.	Install, Service, Monitor Home Auto Systems
<input type="checkbox"/>	WFJ Janitorial Services Inc.	Janitorial Cleaning
<input type="checkbox"/>	West Coast Metal Buildings Inc.	Contractor/Manufacturer
<input type="checkbox"/>	West Side Electric Co. Inc.	Electrical Contractor
<input type="checkbox"/>	Western Heating & Cooling Inc.	HVAC
<input type="checkbox"/>	Wetland Solutions Northwest LLC	Environmental Consulting
<input type="checkbox"/>	Willamette Restoration Services Inc.	Construction/Restoration
<input type="checkbox"/>	Wolfers Inc.	HVAC
<input type="checkbox"/>	Yacht Management Services LLC	Boat Managing/Consulting

RENTALS - 2016

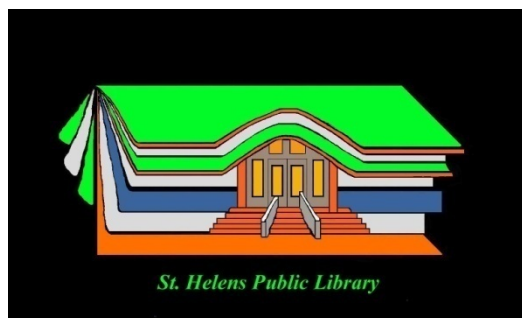
<input type="checkbox"/>	American Property Management	Commercial Rentals
<input type="checkbox"/>	Ben Sharp	Commercial Rentals
<input type="checkbox"/>	First Student, Inc.	Commercial Rentals
<input type="checkbox"/>	Hafeman Rentals – Commercial	Commercial Rentals
<input type="checkbox"/>	Ogan, Inc.	Commercial Rentals
<input type="checkbox"/>	PDX Properties	Commercial Rentals
<input type="checkbox"/>	Adams, Mary H. (Mrs. Robert R. Adams)	Residential Rentals
<input type="checkbox"/>	By the Sea X LLC	Residential Rentals

*Denotes In-Home Business

<input type="checkbox"/>	Colbert H. Cannon	Residential Rentals
<input type="checkbox"/>	Crest Apts	Residential Rentals
<input type="checkbox"/>	D & J Residential Rentals	Residential Rentals
<input type="checkbox"/>	Don Woshnak	Residential Rentals
<input type="checkbox"/>	EIB Enterprises	Residential Rentals
<input type="checkbox"/>	Gable Park Apartments	Residential Rentals
<input type="checkbox"/>	Gable Road Prop LLC dba Hidden Oaks	Residential Rentals
<input type="checkbox"/>	Hafeman Rentals	Residential Rentals
<input type="checkbox"/>	Janice A. Johnson	Residential Rentals
<input type="checkbox"/>	Jeff & Karen Reinan	Residential Rentals
<input type="checkbox"/>	Lester Lukas, Jr.	Residential Rentals
<input type="checkbox"/>	Norcrest Apartments	Residential Rentals
<input type="checkbox"/>	Northfork Apts	Residential Rentals
<input type="checkbox"/>	Ogan, Inc.	Residential Rentals
<input type="checkbox"/>	Pam Powell Rentals	Residential Rentals
<input type="checkbox"/>	Parkside Apts/Hickey	Residential Rentals
<input type="checkbox"/>	Paul Krenz	Residential Rentals
<input type="checkbox"/>	Paul Thayer, Sunset Manor Apts.	Residential Rentals
<input type="checkbox"/>	Riverview Apartments	Residential Rentals
<input type="checkbox"/>	Robert Tracey Rentals	Residential Rentals
<input type="checkbox"/>	St. Helens Hospitality Inc.	Residential Rentals
<input type="checkbox"/>	St. Helens Riverfront LLC	Residential Rentals
<input type="checkbox"/>	Stork Rentals	Residential Rentals
<input type="checkbox"/>	Tropicana Court/Holz	Residential Rentals
<input type="checkbox"/>	The Village Inn Motel & Restaurant	Residential Rentals
<input type="checkbox"/>	Wayne Weigandt Rentals	Residential Rentals
<input type="checkbox"/>	Woodland Trail Apts	Residential Rentals

MISCELLANEOUS - 2016

<input type="checkbox"/>	Darling International, Inc.	Delivery
<input type="checkbox"/>	Pepsi Beverage Company	Delivery
<input type="checkbox"/>	Umpqua Dairy Products Co.	Delivery



December 30, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Columbia County Cultural Coalition Grant Awarded: The Library recently received approval of a \$2,000 grant from the Coalition to assist with the purchase of a new microfilm reader that will greatly enhance the access to newspapers that are still under copyright and not available for digitization. Patrons will be able to download images to their own thumb drive for later use. Our current microfilm reader is very fragile and replacement parts are no longer available. The Friends of the St. Helens Public Library will provide the remaining cash contribution and the Library will provide a repurposed computer, printer, monitor and the needed expertise to implement the project. Thank you to Brenda Herren for pursuing this funding.

Youth Librarian Job Posting: The posting will close on Friday, January 8th. Our interview panel will include one of our early childhood outreach partners. In the interim, we are unable to maintain our current outreach but story times at the Library will continue with our Library Assistant, Nicole Woodruff. She attended an early childhood institute several years ago and jointly conducted story time with Nathan earlier this month.

Part Time Library Assistant: The part time library assistant position will be posted after the first of the year. Immediate assistance will be provided by former employee, Elizabeth Higgins, who works at the Scappoose Public Library and is able to work one 5 hour shift per week through May and possibly June.

Teen Game Nights: Our Teen Game Nights will continue while we search for a new Youth Librarian. Brenda Herren and Becky Bean will provide technical expertise and supervise teens.

Calendar

12/31	Library closes early at 5:00pm
1/1	Library is closed
1/2	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium
1/5-7	Weekly story times resume with Miss Nicole
1/8	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium
1/8	St. Helens Writers' Guild, Noon – 2pm, Armstrong Room
1/15	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium
1/19	Library Board Meeting, 7:15pm, Auditorium