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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, April 5, 2017, 1:00 p.m.
City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
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. Annual Report from St. Helens Economic Development Corp. (SHEDCO) – <i>Al Petersen</i> | 1:05 p.m. |
| 3. Discuss Disposition of Municipal Court – <i>John</i> | 1:20 p.m. |
| 4. Discuss Community Action Team Assistance Program – <i>Matt & CAT Representative</i> | 1:50 p.m. |
| 5. Technical Advisory Committee Recommendation - <i>Sue</i> | 2:00 p.m. |
| 6. Review Staff Recommendation for Agenda Management & Live Streaming | 2:05 p.m. |
| 7. Review Special Event Coordination & Management RFP - <i>John</i> | 2:20 p.m. |
| 8. Department Reports | 2:40 p.m. |
| 9. Council Reports | 3:00 p.m. |
| 10. Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:20 p.m. |
| 11. Other Business | |
| 12. Adjourn | |

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- April 5, Council Work Session, 1:00 p.m., Council Chambers
- April 5, Council Public Hearing, 6:00 p.m., Council Chambers
- April 5, Council Regular Session, 7:00 p.m., Council Chambers
- April 10, Parks Commission, 4:00 p.m., Council Chambers
- April 11, Planning Commission, 7:00 p.m., Council Chambers


Future Public Hearing(s)/Forum(s):

- PH: April 5, 6:00 p.m., Comprehensive Plan/Zone Map Amendment/Text Amendments – Citywide

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.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	5 April 2017	
Subject:	Cascades Reserve Allocation Annual Adjustment	

Background:

Each March, the Biochemical Oxygen Demand (BOD) loading rate from Cascades is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. As anticipated, the loading from the mill has increased from the 2015-2016 figures because of the maintenance issues with Cascades' clarifier. Last year the reserve was set at 66%. Data for the past year shows that the actual loading increased to an average of 73% (see table).

	2016-17				
	BE BOD	PE BOD	Total		
	Ave lbs/d	Ave lbs/d	Ave lbs/d	BE %	PE %
Mar-16	7054	2332	9386	75.15	24.85
Apr-16	6605	1988	8593	76.86	23.14
May-16	5271	1697	6968	75.65	24.35
Jun-16	3525	1326	4851	72.67	27.33
Jul-16	2513	1011	3524	71.31	28.69
Aug-16	1660	955	2615	63.48	36.52
Sep-16	4078	918	4996	81.63	18.37
Oct-16	7779	1525	9304	83.61	16.39
Nov-16	5654	1839	7493	75.46	24.54
Dec-16	1018	1851	2869	35.48	64.52
Jan-17	10214	2340	12554	81.36	18.64
Feb-17	14594	2427	17021	85.74	14.26
Totals	69965	20209	90174		
Averages	5830.42	1684.08	7514.50	73.0	27.0

Recommendation:

Adjust Cascades' reserve to 73% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascades compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.

Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: April 5, 2017

Subject: Agenda Management Software & Live Streaming of Meetings

Background

As the City is upgrading its equipment in the Council Chambers, it is a good time to begin using an agenda management software and stream our meetings live on the internet. While we had entered the 21st Century with the current equipment, technology is ever changing and it's time to move forward and begin utilizing tools that are not only beneficial to staff and Council/board members but more user-friendly to the public. Transparency and the ease of access to information is my goal.

Deputy City Recorder Lisa Scholl and I have participated in web demonstrations of four different companies who offer both an agenda and minutes module and live streaming. Here are the results:

Company	Product	Annual Cost Each	Total Annual Expense
Accela <ul style="list-style-type: none"> • <i>System configuration, implementation & training included</i> • <i>No hardware costs</i> • <i>Cloud-based</i> 	Agendas & Minutes Module Civic Streaming (standard def) Civic Streaming HD (add-on)	\$7,128 \$6,480 \$3,240	\$16,848
ClerkBase <ul style="list-style-type: none"> • <i>One-time fee of \$1,500 for hardware & implementing live streaming</i> • <i>Cloud-based</i> 	Agendas & Minutes (City Council Only) Agendas & Minutes (Other City Boards) OpenGOVideo Streaming	\$4,495 \$7,200 \$4,800	\$16,495
Granicus <ul style="list-style-type: none"> • <i>One-time fee of \$7,000 for hardware, training & other</i> • <i>Cloud-based</i> • <i>Unlimited users</i> • <i>Unlimited meeting bodies</i> • <i>Clean look / Not busy</i> • <i>Oregon Legislature</i> 	Government Transparency Suite Meeting Efficiency Suite Peak Agenda Management Software Encoding Appliance Software	\$2,400 \$2,400 \$3,000 \$1,200	\$9,000

Company	Product	Annual Cost Each	Total Annual Expense
iCompass <ul style="list-style-type: none"> No upfront fees Unlimited meetings Unlimited users Cloud-based 6-month money back guarantee Unlimited training & support 	Meeting Manager Pro Video Manager HD CivicWeb Portal	\$6,000 \$5,600 Included	\$11,600

After the demonstrations, Lisa and I narrowed it down to two companies: Granicus & iCompass. Both companies have many of the same features. We asked for and received a second demo from both of them back-to-back to better enable us to make an informed decision between the two. One company felt more user-friendly to us, both on the user-end and the visitor-end. This was Granicus.

Granicus has several different modules in addition to what is above. They have a Citizen Engagement module that would allow for us to receive and track comments, surveys, etc. from citizens regarding anything that we want their involvement in (such as the waterfront development, parks, public works projects, etc.). They also have a boards and commissions management module which would be very useful to me since I manage all of our boards and commissions. These modules would add additional costs and are not included in the quote below.

Recommendation

Lisa and I recommend that the City Council authorize staff to move forward with a contract with Granicus for agenda and minutes management and live streaming as shown below.

Company	Product		
Granicus	Hardware, Training & Professional Services	\$7,000	One-time
	Government Transparency Suite	\$2,400	
	Meeting Efficiency Suite	\$2,400	
	Peak Agenda Management Software	\$3,000	
	Encoding Appliance Software	\$1,200	\$9,000/year \$750/month

Attachments:

- Granicus Proposal and Brochure
- Comparison of iCompass vs. Granicus Features



GRANICUS

St Helens, OR-OP, GT, ME, Peak Agenda

PRESENTED BY: Ahmad Abderrahim, Granicus

PRESENTED TO: St Helens

DELIVERED ON: March 30, 2017

Why Choose Granicus?

Granicus Cloud

- Over 1,300 clients in all 50 states, at every level of government
- 30+ years of government-focused experience
- More than 1.9 million government records and media files managed
- Public information is accessible on traditional desktop and modern mobile devices
- More than 265,350 government meetings online
- More than 109 million webcasts viewed
- Indefinite retention schedules for all archived meeting and non-meeting content
- Truly unlimited storage and distribution for all meeting bodies and non-meeting content
- Open API architecture and SDK allow for seamless integrations with systems already in place
- Named a critical partner to online success by Center for Digital Government's 2015 Best of the Web winners
- Named to the 2015 GovTech100 by Government Technology and e.Republic Labs
- No. 16 on Emerging Local Government Leaders' Top 50 Local Government Companies in 2016

Product Portfolio

- Provide a complete, end-to-end legislative management solution
- World's most experienced provider of government content management, transparency, and workflow automation
- The pioneer of a fully integrated legislative workflow management system for government
- First to market with an app specializing in electronic packets for elected officials and staff
- Government-specific website content management system as part of our product portfolio
- Offer a civic engagement solution to successfully enable two-way communication

Our Support

- 98% customer satisfaction rating, 99% client retention rating
- Client success stories are available here: <https://granicus.com/success-stories/>

Granicus Open Platform and Government Transparency

The Granicus Open Platform is the cloud-based foundation for all Granicus applications. It allows government organizations to manage and store an unlimited amount of government public meeting data. It is the core of our content management, administration and distribution tools and includes free access to our APIs and SDKs, helping you seamlessly connect your Granicus solution to systems in place. The Granicus Platform includes:

- Ability to upload and publish content including videos and documents.
- Unlimited content storage and distribution
- Open architecture and SDK
- Archived video editing and indexing
- Citizen web portal
- Live and on-demand streaming to mobile devices
- Paperless agenda creation with iLegislate® for the iPad, Android, macOS, and Windows

The Granicus Open API and SDK

We can provide a fully documented and supported Application Programmatic Interface (API) and Software Developer Kit (SDK). This open architecture enables customers and developers to seamlessly integrate existing or future enterprise systems with Granicus. Developers typically use the API to add, update, extract, delete and ultimately customize how information is presented.

We believe open systems and interoperability are critical components of any modern software solution. Granicus is committed to building open architectures, standards, and lasting partnerships with industry leaders. We want to offer clients the most complete solutions on the market, without forcing them into a single system for all enterprise tasks.

The Government Transparency Suite gives your citizens greater access to public meetings and records online. Take the next step towards transparency and stream meetings and events live, link related documents to your video, and provide advanced searching of archives. This Suite also gives you unlimited cloud bandwidth and storage as well as the ability to connect agenda data to the iPad to review agendas and supporting documents, take notes, and more through the iLegislate® application.

- Give citizens convenient access to live and archived streaming through your website
- Reduce public inquiries with searchable, self-service access online
- Import agendas and index video live to eliminate hours of work
- Manage and distribute unlimited meetings and events—all completely automated
- Reach a broader audience - integrate closed captions with video



- Understand and measure public participation with in-depth video analytics

Easy-to-Use Public Website

Publish live and archived videos to a media portal on your website to make it easy for the public to access your content. Enable audiences to share videos over social networking sites or through email to drive greater visibility and viewership.

Mobile-Enabled Delivery

Allows citizens to view videos, agendas, minutes, and supporting documents on mobile devices. By providing live and on-demand streaming via mobile devices, you will be able to reach the broadest audience possible at all times.

Granicus Encoding Appliance

The Granicus Encoding Appliance is designed and built for our platform and streaming protocols to provide government organizations with superior live and on-demand webcasting performance. The hardware is pre-configured and delivered ready to stream. Simply connect power, network and an analog or Digital (SDI audio/video). Full appliance control is available through a web browser or locally installed client application.

Granicus' hosted infrastructure supports the encoding appliance and offers unlimited bandwidth, storage and the highest security standards through a cloud-based platform. The Granicus team works around-the-clock to ensure your applications are protected and operating smoothly. This ensures long-lasting success with our technologies while maximizing your solution's performance.

Physical Specifications

The Granicus Encoding Appliance will mount in virtually all 2- or 4-post racks. The Appliance front mounts much like a switch or router. It requires 2U (3.5") of rack space, is 17.7" deep, and weighs 35 lbs. Rail kit is standard. Tower kit is not currently available. Sound output is less than 65 db.

Ideally installation will be in a secure, climate-controlled environment.

Rear View (Analog):



Rear View (Digital):



Dimensions: 17.7"D x 17.2"W x 3.5"H; 2U High

Mounting: Front Mount; Rail Kit (standard)

Weight: 35 lbs

Sound Output: Less than 65 db

Power Requirements

Power requires a single 120volt or 240volt NEMA 5-15 plug. The power under load is 120 Watts and 0.965 Amps.

- 120 volt NEMA 5-15 plug
- Power under load is 120 Watts and 0.965 Amps

	Idle	Load	Startup
Watts	40	120	96
Amps	0.266	0.965	0.755
kVA	0.04	0.120	0.096
BTU/hr	136	408	326

Ideally, installation will be to an uninterruptable power supply (UPS) supplied by you. A UPS such as the APC Smart-UPS SC 450VA will provide approximately 40 minutes of run time. Appliance functionality requires the device be powered on at all times.

Storage

The Granicus Encoding Appliance can be configured to store up to 1 TB of your most recent archived content. Standard encoding bitrates use approximately 1 GB of disk space for every 2 hours of content. Granicus Cloud Storage is unlimited.

- 2 TB
- Approximately 4000 hours at standard bitrates

Network Bandwidth and Intelligent Routing

With the Granicus H.264 solution we use push streaming. Streaming at standard bitrates requires 650 Kbps upstream.

In addition to a single stream to Granicus for unlimited public viewing, the Appliance is capable of providing local live and on-demand Unicast streaming for up to 50 internal viewers. All initial viewing requests are made on a Granicus-hosted webpage, which examines the public IP address of the request. Viewers who are determined to be public, or outside the local network, are served the stream directly by Granicus, and internal viewers are transparently redirected to the Appliance on the local network.

Granicus is also able to provide 24/7 streaming if local bandwidth requirements are met and QOS settings are in place. Talk to your Sales Engineer for more details.

For organizations that use Granicus VoteCast or need to support more than 50 concurrent streams, Granicus offers the Performance Accelerator, which moves the local distribution components onto a dedicated internal streaming device.

Intelligent Routing

- Granicus uses client public-facing IP addresses to determine if viewer is public or internal
Internal viewers are redirected to the Granicus Encoding Appliance for live and on-demand streaming
- Only available on the Encoding Appliance when not using VoteCast to capture real-time voting data.
- Limited to 50 concurrent live and on-demand streams

Internal Viewership

Internal viewers will view streams from either the Granicus Encoding Appliance, the Performance Accelerator, or directly from the Granicus DataCenter.

Voting System

The Granicus Encoding Appliance can be used for real-time voting capture when combined with a purchase of VoteCast.

Standard Resolution and Bitrates

Resolution	Bitrate
Low 320x240	350kBps
Low Widescreen 480x288	420kBps
Medium 480x360	600kBps
Medium Widescreen 640x360	720kBps
High 640x480	1000kBps
480p 720x480	1000kBps
720p 1280x720*	1500kBps

*HD upgrade required for this resolution

Operating System Requirements

The Granicus Encoding Appliance runs Microsoft Windows 7 operating system. It is designed to run as a stand-alone machine, not joined to your domain. We have found that joining the Encoder to a domain can produce unintended results (Group Policy restrictions, security restrictions, Windows Firewall blocking traffic, restricted logon hours, etc.).

Network Location, Firewall, and Security

The Granicus Video Player and other parts of the solution require the viewer or user to connect to other domains and URLs. These connections are required for the service to operate as expected. Client computers will require unrestricted outbound access. If outbound connections over 80 and 443 are restricted, you will be responsible for making exceptions. These domains and URLs are subject to change at any time, including during planned upgrades, and if access is restricted and Granicus makes a change, your service could be affected.

The Appliance is generally installed on an internal network. If that will not work, it can also be installed on a DMZ, separate network, or VLAN. To support local distribution, internal viewers need to have access to the Appliance. If placing on a separate network, access can be restricted so that internal viewers have one way access to the Appliance.

The Granicus Encoding Appliance needs to be allowed to bypass all content filtering and proxy servers. The firewall needs to allow unrestricted outbound TCP connections from the Granicus Encoding Appliance to any destination ports within the Granicus IP ranges (207.7.154.0/24 & 209.237.241.0/24). If the network includes an authenticating proxy server, the Appliance must be allowed to bypass authentication.

Streaming Formats

Live streaming is in H.264 format using Flash® and HTML5. Platforms supported include PC, Mac, iOS (iPhone, iPad), and Android devices with the Adobe® Flash plugin. On-demand streaming is supported for most Android devices regardless of whether the Flash plugin is installed.

Encoding Formats

- H.264 Adobe® Flash®
- H.264 HTML5

Bandwidth

- 650 Kbps Live and On-Demand Streams

Audio/Video Source Requirements

Granicus recommends that there be at least one method of redundancy in your AV setup. We have seen best practices of a third party DVR in the instance that there is ever an issue with the encoder.

The Granicus Encoding Appliance must be installed in a location that allows for connection to an analog or digital audio/video source, depending on encoder. A list of supported connections are available upon request.

Digital Encoder A/V Notes

- If your video setup does not generate an embedded audio source, converters are available to combine the audio into a single embedded source
- The device accepts SD-SDI or HD-SDI with resolutions up to 1080p
- Currently Granicus supports the recording and streaming of video up to 720p. We will take the SD or HD content you provide and stream it at the highest quality settings up to 720p
- When Granicus supports recording and streaming up to 1080p your Granicus SDI Encoding Appliance will be compatible with these streaming settings
- The maximum recommended distance to run video cabling is 250 feet
- If you need to run video cables beyond 250 feet, an HD-SDI digital amplifier is recommended

Baluns

The ability to run A/V cabling over long distances depends on the quality of the cable, length, connections and other electrical noise that might possibly interfere with the signal. For distances over 50 feet, Granicus recommends using a product such as a balun which will transmit the signal over standard unshielded twisted pair cabling (Cat 5, 6 or 7) with a rated distance of up to 2200 feet. This is a point-to-point solution and not IP based. It requires a standard RJ-45 at each end of the cable. If desired, Granicus can provide standard baluns as part of the solution. Other options for extending A/V are to use fiber and a media converter or a distribution amplifier. When other methods are used besides standard baluns, Granicus recommends consulting with a reliable A/V vendor for appropriate recommendations.

Closed Captioning Support

The Granicus Encoding Appliance supports video with closed captions. Captions are extracted by Granicus and displayed below the video. Post-event, captions are uploaded and become fully searchable.

	Analog	Digital
Closed Captioning	<p>Separate customer-supplied closed captioning encoder required</p> <p>Video must have captions embedded on line 21</p> <p>Granicus Encoding Appliance extracts captions that are embedded</p> <p>Video player displays captions below video</p>	<p>Separate customer-supplied closed captioning encoder required</p> <p>Works with VANC stored captions as part of the HD-SDI stream or with captions embedded on line 21 for SD-SDI</p> <p>Granicus SDI Encoding Appliance extracts captions that are embedded</p> <p>Video player displays captions below video</p>

Remote Management

Granicus will monitor, support, and maintain our software on your Encoding Appliance. Granicus will provide updates to our software components when maintenance releases become necessary. Other server maintenance, such as performing Windows updates and maintenance of software that is not provided by Granicus will remain your responsibility. Installation of third-party software that is not specifically approved by Granicus may detrimentally impact the server's performance. In extreme cases, the server may need to be reimaged to restore normal operations; in this case, a reimaging fee may be charged.

Hardware/Software Maintenance

When you purchase the Granicus Encoding Appliance, Granicus offers a three-year maintenance plan that covers hardware failures. If a hardware defect is encountered, Granicus will replace the server at no cost to you. The replacement will arrive within 3 days of the return materials authorization by Granicus.

Meeting Efficiency

The Meeting Efficiency Suite is a live meeting workflow solution that combines minutes with a meeting's recording. Capture and publish minutes, saving staff time and cutting administrative costs. Record roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. After the meeting, finalize minutes quickly and easily in Microsoft Word™. Integrate VoteCast with iLegislate® to enable real-time meeting voting on the iPad. With VoteLog, allow the public to track legislation, ordinances, and even voting member records through your website. This Suite also allows you to seamlessly integrate with agenda solutions already in place.

- Meeting preparation tools
- Live minutes automation
- Quick notes and text expansion
- Minutes editing and publishing
- Generate linked minutes
- Real-time meeting voting on the iPad

iLegislate

Granicus' agenda application, iLegislate®, enables government officials to review meeting agendas, supporting documents, and archived videos on any tablet or desktop that supports iOS, Android, Windows or macOS. Proven to save staff hours in their pre-meeting workflow while improving efficiencies, government agencies no longer need to spend thousands of dollars annually printing, copying, and binding meeting materials, not to mention the staff costs for collecting, organizing, and distributing these materials. Eliminate these time and material costs by introducing a completely paperless environment for agendas.

iLegislate seamlessly connects all agenda data to your tablet or desktop, automatically updating it with the latest information when online, and available for review when offline. Elected members and staff can review agendas and PDF attachments, and bookmark items of interest, while offline (currently tablet only). All of these changes are automatically backed up to the Granicus cloud when an internet connection is established

- Convenient access to meeting agendas and supporting documents
- Reduce paper consumption and move to a paperless environment
- Review agendas and attachments offline and on-the-go
- Easily take notes and email agenda items
- Review indexed, archived meeting videos
- Public opinion placed at elected officials' fingertips

Benefits & Functionality

Review meeting agendas with supporting documents Easily review upcoming and previous meeting agendas on your desktop or device. Read agenda item details, including the suggested action, by simply clicking on the item within the agenda. Download the agenda for review at your convenience.

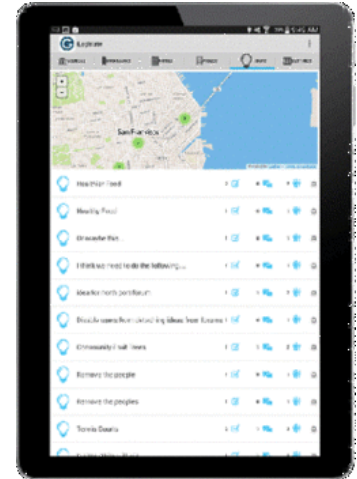


Stream indexed archived videos

Using H.264 technology, watch archived videos within the iLegislate application. Simply click on the videos tab and choose from the same list of archived videos available through your website including meetings, Public Service Announcements, events and more. Archived videos are indexed, making it easy to jump directly to items of interest.

Put public opinion at elected officials' fingertips More than digital agendas, the integration with the Citizen Participation Suite provides easy access to ideas from

the community, as well as feedback from the public on specific agenda items. Make community leaders more effective by placing public support percentages and community comments on agenda items, civic participant demographics, community improvement ideas, and more at their fingertips.



Take notes, annotate, and bookmark specific agenda items

When reviewing an agenda item's details, users can add personal notes to an item or bookmark it for future review. Users can type notes, or mark agendas and supporting documents with highlighting, drawing, and underlining tools. We've even made note and bookmark review easier by allowing users to see all notes or all bookmarked items at once.

Feature List

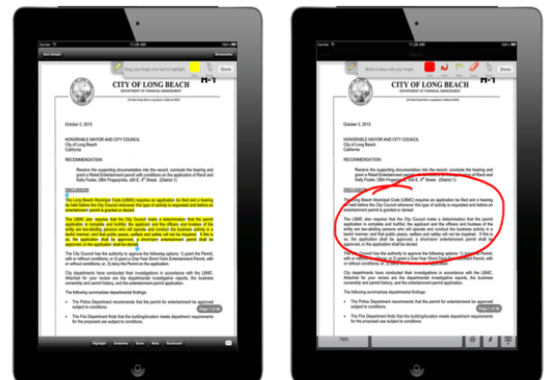
- Review complete paperless agenda packets
- Take notes on agenda items and supporting documents
- Bookmark items of interest
- View archived meeting videos specific to agenda items
- Review agendas for various meeting bodies
- Automatically backup data to the cloud
- Supports the Granicus API
- Integrates with 3rd party agenda management systems
- Integrates with the Citizen Participation Suite

Tablet Features

- Email agenda items with annotations
- Review and annotate agendas offline
- Save, delete, and annotate previous agendas

Dependencies

- Free to any Granicus Platform and Suite users



- Apple iPad or iPad Mini (iOS7 or greater/iPad G2 or greater)
- macOS version 10.9 or newer
- Android Device (Version 4.3 and greater)
- 64-bit Windows 7, 8, or 10

Peak Agenda Management

Peak Agenda Management is browser based. The elegantly designed agenda creation interface, built with the most advanced technology in the market, provides government officials with a paperless solution that is easy to use, incredibly fast and the most supported in the industry.

Peak Agenda Management will allow users to spend less time on administrative chores, and more time doing the job they love.

Peak's distinguishing features include:

- In-app live chat support
- The same advanced technology used by Facebook and Netflix for a noticeably faster user experience
- Auto-populate of fields
- Sequential or concurrent approval phases
- PDF and document conversion
- Cross-platform support
- Simple agenda packet creation

Key Benefits of Peak Agenda Management

Peak performs all the duties of the agenda creation process from the convenience of any web browser. The sleekly designed dashboard provides quick access to relevant information in the agenda creation process. As agendas are approved, they can easily be published online. Peak is supported by a top-of-the line customer care team and an ever increasing library of educational content, developed just for Granicus clients.

Technology to keep you ahead of the curve

Built using the ReactJS framework, originally developed by Facebook, Peak offers the fastest, most responsive agenda software solution available.

This technology also not only allows for a lightning fast user experience, but also allows Granicus to rapidly deploy new features and enhancements into the application over time, delivering government users more value faster than any other competing software.

A Sleek and Intuitive Design

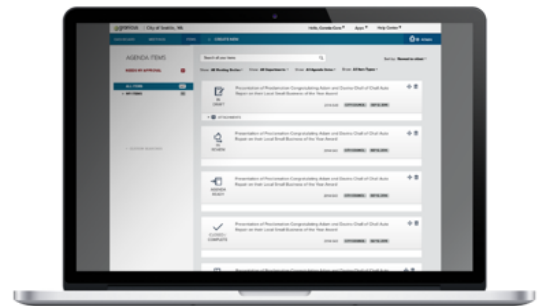
Users can quickly access important information from the colorful, easy-to-navigate interface. Large buttons and clear iconography guide users to effectively manage the tools, and real-time updates provide clerks and managers information about the agenda status.

Customized Administrative Settings

Peak's administrative toolbox allows clients to create custom objects, such as departments, meeting bodies and user types. Based on these customized permissions, users can create, manage and approve agenda items from start to publication.

Agenda Creation

Assign agendas items by submitting departments, meeting bodies or meeting date through Peak to start an approval workflow.



Approval Workflows

Once an agenda has been created, the approval process begins. Route items through a sequential or concurrent approval workflow, and send it to notify assigned users by email that new items are available for their review, FYI, or approval.

Agenda Packet Publication

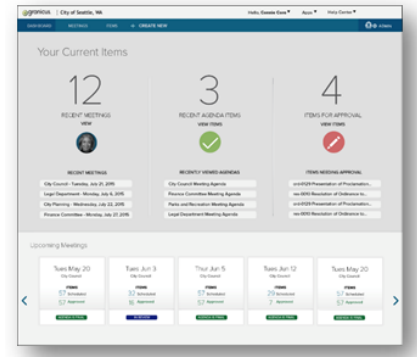
Agenda packets with all supporting attachments are generated into a single PDF file. This easy process provides governing bodies the ability to easily publish agendas for public consumption while also allowing for the ability to publish to Granicus' iLegislate tablet app for a truly paperless agenda experience.

Simple, Elegant Dashboard

The Peak dashboard shows a user's action items based on permissions, like recently viewed agenda items and meetings and any outstanding approvals.

Excellent Customer Service with Guide Me and Live Chat

One of the key features of Peak is the ability to communicate with a live person for support, as well as a helpful Guide Me feature that helps guide users through the crucial workflow processes. With Live Chat, clients can communicate with a live representative for support with Peak Agenda.



Freedom from Hardware

Peak Agenda is a browser-based application with no installed hardware requirements. The application can be accessed through any major browser on any operating system. Users are not be confined to a workstation and can access the program at any time from a URL.

Pricing Table

SOFTWARE-AS-A-SERVICE			
Name	Qty.	Unit (Monthly)	Total (Monthly)
Government Transparency Suite Live and on-demand streaming and storage	1 Suite	\$200.00	\$200.00
Meeting Efficiency Suite Minute making automation	1 Suite	\$200.00	\$200.00
Peak Agenda Management Software Agenda workflow automation	1 Package	\$250.00	\$250.00
Granicus Encoding Appliance Software - (GT)	1 Package	\$100.00	\$100.00
Total Software Monthly Cost:			\$750.00

Name	Qty.	Unit (Upfront)	Total (Upfront)
HARDWARE UPFRONT			
Granicus SDI Encoding Appliance Hardware	1 Unit(s)	\$3,500.00	\$3,500.00
Shipping - Large Item	1	\$125.00	\$125.00
TRAINING UPFRONT			
Training and Workflow Analysis - (ME) (Online)	1.0 Day(s)	\$1,300.00	\$1,300.00
PROFESSIONAL SERVICES UPFRONT			
Peak Standard Agenda Report	1 Template(s)	\$0.00	\$0.00
Server Configuration - (ME)	1 Service(s)	\$500.00	\$500.00
Templates Configuration - (ME)	1 Template(s)	\$700.00	\$700.00
Encoding Appliance Hardware Configuration - (GT)	1 Service(s)	\$875.00	\$875.00
Total Upfront Cost:			\$7,000.00

PROPOSAL TOTAL COSTS	
Total Upfront Cost:	\$7,000.00
Total Monthly Cost:	\$750.00

****All currency is in US dollars****

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Granicus provides the industry's leading cloud-based solutions for government efficiency and transparency, helping government staff streamline their workflows and establish more meaningful connections with citizens.

Visit us at www.granicus.com to see how.

SOLUTIONS OVERVIEW

More than 1,200 organizations and 63,000 government staff members use Granicus' software solutions to streamline workflows and establish meaningful connections with citizens — online, over social networks and on mobile devices.

A CLOUD-BASED FOUNDATION FOR GOVERNMENT TECHNOLOGY

- Manage and store unlimited civic data, including public meetings, agendas and records
- Upload and publish documents, videos and more to powerful web-based portals
- Leverage an open architecture and API to connect with existing systems
- Create a paperless agenda environment on tablet devices with iLegislate®
- Present a seamless contact experience to your citizens with our government-specific website content management system
- Expand as needed with enterprise scalability and a world-class hosted infrastructure

THE GRANICUS PLATFORM

AN INDUSTRY-LEADING CLOUD PLATFORM FOR GOVERNMENT

The Granicus Platform is the foundation for deploying and scaling innovative cloud-based government technology solutions. By using our hosting, content management, security, administration and distribution tools, you are assured that mission-critical civic data — including meeting videos, agenda packets and legislative records — are secure, all while reaching audiences online on mobile devices without interruption.



WEBSITE MANAGEMENT

Civica CMS
Civica CRM



WEBCASTING

Granicus Video
Granicus Portable
Encoder
Performance Accelerator



RECORDS MANAGEMENT

Land and Vitals
ROAM
eAccept
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AGENDA MANAGEMENT

Legistar (Enterprise)
Peak Agenda
Management



CITIZEN ENGAGEMENT

Speak Up
eComment



MEETING EFFICIENCY

MinutesManager
VoteCast
iLegislate



BOARDS AND COMMISSIONS

Boards and Commissions



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WEBSITE MANAGEMENT

CONNECTING YOUR COMMUNITY

CONNECT CITIZENS WITH SEAMLESS WEBSITE TECHNOLOGY

- Leverage a user-driven approach to traditional and mobile website development
- Easily make changes to your site with a simple-yet-powerful government-specific content management system (CMS)
- Create a website designed to serve citizens with streamlined online transactions
- Centralize the management of your website with configurable user permissions
- Automate how citizens receive important information updates through social media, email and text notifications

With CivicaCMS by Granicus, local governments, special districts and non-profits across North America have created websites that are functional, beautifully designed and fun to interact with. Easily accessible across all devices thanks to responsive design, websites developed on the CivicaCMS platform provide an integrated, seamless online experience with a website that delivers content to users wherever they might be while also creating a deeper, smarter experience with them when they're on the website.

“We're really using the website to engage in a two-way manner - this is something different from what we used to be, which was just delivering information.”

Scott Nelson, Webmaster
Santa Barbara, CA



Create a website designed to serve citizens with streamlined online transactions

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AGENDA MANAGEMENT

AUTOMATE THE LEGISLATIVE WORKFLOW



“With the previous agenda packet production solution, there were integration issues, weekly updates that caused problems, and even support problems. Ultimately, we knew we needed a reliable all-in-one solution, so we looked to Granicus.”

Laura Bauer
City Clerk

Commerce City, CO

Publish legislative data to your website for quick and easy public search

Our Agenda Management solutions, powered by Legistar®, allow government organizations to easily manage their entire legislative and record-keeping process using cloud-based tools and workflows. Staff can collect and manage agenda items, route approvals, compile packets and distribute instantly.

By leveraging the power of an industry-leading online legislative research center, audiences can follow reports, actions and decisions in real-time. Altogether, these advantages make Granicus the leader in improving government efficiency and cost savings in the legislative process — reducing paper and printing costs by 75-100 percent and saving millions of dollars.

REACH NEW AUTOMATION LEVELS WITH AGENDA MANAGEMENT

- Eliminate manual workflows and simplify agenda creation
- Automate tasks with electronic agenda item approval
- Compile files and supporting materials for upcoming meetings with just a few clicks
- Organize, store and retrieve electronic documents
- Easily track legislation and generate historical reports for staff, citizens and council
- Centralize and streamline file creation and long-term retention



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MEETING EFFICIENCY

OPTIMIZE MEETING TIME & SIMPLIFY MINUTES WORKFLOW

BRING ORDER AND EFFICIENCY TO THE PUBLIC MEETING PROCESS

- Streamline meetings with easily recorded roll call, motions and votes
- Capture meeting actions directly into the public record
- Run more productive meetings with touch-screen displays for voting bodies
- Publish minutes and supporting materials into comprehensive public records
- Help citizens follow fast-paced meetings with public displays in meeting chambers

With iLegislate®, staff and elected officials can review paperless agenda packets, annotate agendas and PDF attachments, view meeting videos, review community feedback and cast votes digitally.

Granicus' Meeting Efficiency solutions streamline and automate the public meeting process, bringing it into the digital age. With a few keystrokes, you are able to capture motions, votes and notes, and assemble a powerful digital minutes record that links directly with meeting video in real time. Clerk staff will save countless hours in their before-, during-, and after-meeting workflow.

By enabling the use of touchscreens or tablet devices to capture votes and speaker requests in real time during the meeting, clerks and legislative leaders can achieve the highest levels of efficiency, accuracy and transparency while streamlining cumbersome workflows.

“The process was so smooth once we got it implemented and the clerk's office was so happy, we immediately approached the city manager and said, 'Hey, let's do this for all of our meetings,' and he was extremely supportive.”

Ann Graf
Director of IT and Library Resources
City of Azusa, CA



Cross-link agendas, videos and minutes into an integrated public record

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WEBCASTING

PROMOTE ACCOUNTABILITY AND PUBLIC TRUST



Our webcasting solutions enable your organization to build a content-rich library of public meeting webcasts and records without hassle. Leverage easy-to-use media management tools to schedule and publish live and on-demand webcasts, both from a stationary location or with our Portable Encoder.

Maximize transparency through links to related documents or reports in your webcasts, granular keyword search, content subscriptions and ADA-compliant closed captioning. All of these tools empower viewers to stay informed about the topics that matter most to them. Our visitor and viewership reports allow you to analyze trends and better understand your audience.

MANAGE AND BROADCAST GOVERNMENT MEDIA ONLINE

- Give citizens convenient access to live and archived streaming through your website
- Reduce public inquiries with searchable, self-service online access
- Eliminate hours of work with imported agendas and live video indexing
- Manage and automatically distribute unlimited meetings and events
- Reach a broader audience by integrating closed captions with video
- Understand and measure public participation with in-depth video analytics

“Now, we can publish indexed meeting archives to the Web and fulfill our Council’s request to remain transparent without changing our workflow.”

Karen Rodriguez
Senior Systems Analyst
Los Angeles, CA



Maximize transparency with searchable and indexed online meeting videos and records

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CITIZEN ENGAGEMENT

COLLECT ACTIONABLE PUBLIC FEEDBACK AND IDEAS ONLINE



“We were looking for a big forum where people could share their ideas and thoughts with us. Beyond that, SpeakUpSM has become a self-regulating educational tool for citizens who answer each other's questions.”

Lisa Sedlak
Communications Manager
Blacksburg, VA

Collect and prioritize community feedback and ideas

Granicus' Citizen Engagement tools help government agencies take civic outreach strategies to the next level. Meaningfully connect with residents from a secure “hub” on your website and use a powerful range of tools to gather and track constructive feedback.

Whether it's through online surveys, targeted online forums, discussions about community projects and initiatives or electronic public meeting participation, your civic engagement strategy can go digital in no time. It has never been easier to capture, measure and understand public opinion.

ENGAGE CITIZENS ONLINE IN PRODUCTIVE NEW WAYS

- Collect citizen ideas and feedback with easy-to-use online tools
- Reduce staff time and effortlessly collect, manage and prioritize citizen input
- Create focused conversations and generate input on specific initiatives
- Receive timely and actionable public feedback on meeting agenda items
- Involve community members in the governing process and produce better outcomes
- Access community ideas, demographics and feedback with iLegislate[®] integration

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BOARDS AND COMMISSIONS

SIMPLIFY APPLICATIONS AND APPOINTMENTS ONLINE



MANAGE THE ENTIRE CITIZEN APPOINTMENT PROCESS

- Keep the public informed of active public bodies and membership opportunities
- Allow community members to apply for boards through your website
- Create custom application forms
- Manage board rosters, appointment workflows and vacancies
- Generate cost savings with a paperless strategy

Boards and Commissions is an online solution for clerks and staff to easily manage government body appointments, vacancies and applications. It goes beyond any other product with a comprehensive set of citizen application and appointment efficiency tools, including demographics reporting, appointment dashboards and automated workflows from start to finish. The end results are significant time and cost savings for your staff and greater public awareness of the boards and commissions appointment process.



“This interface has been really easy to use for the citizens. We’ve had a lot of really positive feedback that it’s really intuitive: it steps you through it, when you hit submit at the end of your application you’re done. It’s a one stop shop.”

Lori Hatton
Director of Boards & Commissions
Louisville, KY

Manage appointments, applications and vacancies in one comprehensive program

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RECORDS MANAGEMENT

ADDRESS THE FULL LIFECYCLE OF THE RECORDING PROCESS

“ We migrated from a totally different company's software to Granicus' software, and the transition and the conversion that people always think will be so difficult, it could not have been easier had it been a dream. ”

Karen Phillips
County Clerk
Smith County, Texas



Make records searches an instant process for your staff and your citizens

Granicus Records Management makes the clerk's office an efficient gateway of public information and day-to-day business.

This streamlined, centralized application addresses the full lifecycle of the land and vitals recording process, including eCommerce transactions and court case eFiling. The open architecture design allows for seamless integration with other departments or software solutions, including third-party enterprise imaging and workflow systems.

STREAMLINE THE GOVERNMENT RECORDING PROCESS

- Optimize the clerk's office business processes with an all-in-one solution
- Input and retrieve comprehensive land and vitals documentation
- Generate and record marriage licenses and birth and death certificates
- Build complete transaction audits
- Accept online and over-the-counter payments
- Integrate with eFiling (eUniversa), public lookup (ROAM) and eCommerce tools (eAccept)

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Features

	iCompass Meeting Manager	iCompass Meeting Manager Pro	iCompass Video Manager HD	Granicus	Vendor 3
General					
Price					
Licensed Users	Unlimited	Unlimited		unlimited	
Years in business	15+	15+		17+	
IT involvement - (1 - Cloud Based/SaaS, 2- Desktop Client, 3 - Local Server)	1	1		1	
References rating (1 - love it, 2 - Works, 3 - Not Happy, 4 - Not provided/connected)	1	1		1	
Satisfaction Guarantee - No Risk Purchasing	Yes	Yes		Yes	
Data Storage	Unlimited	Unlimited		unlimited	
Easy as That' Training	Unlimited	Unlimited	Unlimited	unlimited	
24/7/365 Support (Phone, Email)	Unlimited	Unlimited	Unlimited	unlimited	
100% Cloud Based	•	•	•	yes	
Other Feature					
Other Feature					
Agenda & Minutes Creation					
Published Agendas	Unlimited	Unlimited		unlimited	
Number of different Meetings supported/included	Unlimited	Unlimited		unlimited	
Library of Best Practice Agenda Templates	•	•		unlimited	
Drag & Drop Agenda Building	•	•		yes	
One-Click Publishing (Print, email, web and councillor publishing/notifications)	•	•		yes	
Pre-populated Minutes	•	•		yes	
Pre-populated Motion Sheets	•	•		yes	
Automated Meeting Follow-ups Report	•	•		yes	
Agenda & Minutes Approval Routing		•		yes	
Roll Call Tracking		•		yes	
Vote Tracking		•		yes	
Automated Facebook and Twitter Updates		•		n/a	
Audio/Video Streaming (Optional, Included, Not Provided)	Optional	Optional		yes	
Audio/Video Streaming 3rd Party Integrations	Granicus	Granicus			

Do minutes LIV

Other Feature					
Other Feature					
Reports & Tracking					
Works with Microsoft Office files (Word, Excel, PPT, etc.)	•	•		yes	
Staff Report Builder (Creates/combines field data, report memo and additional attachments into 1 report document)		•		yes	
Reports Approval and Workflow routing	•	•		yes	
On the fly editing/updating of workflow (e.g.. out of office, cancel approval, etc.)	•	•		yes	
Approvers are able to edit report	•	•		yes	
History of report changes and ability to restore previous versions	•	•		yes	
Meeting Decisions Tracking and Reporting (decisions, dates, follow-up actions, etc.)		•		yes	
Staff Report tracking (Creation status, dates, delegation, etc..)		•		yes	
Optional Tracking/Reporting Templates (Contracts, Ordinances, Correspondence, etc...)		Optional		yes	
Other Feature					
Other Feature					
Agenda Review & Annotation					
Agenda review and annotation available for Elected Officials, Staff and Public	•	•		yes	
Agenda review and annotation on iPad	•	•		yes	
Agenda review and annotation on PC/Laptop	•	•		yes	
Agenda review and annotation with Android, other tablets and any web browser	•	•		yes	
Offline Access	•	•		yes	
Other Feature					
Other Feature					
Website Integration					
Automated Posting of Agenda (Agenda Cover, Packet, PDF and Digital Versions)	•	•		yes	
E-resources Database/Search (Agendas, Agenda Packets, Additional Resources)	•	•		yes	
Printer Friendly Versions of Agendas Packets	•	•		yes	
Printer Friendly Versions of Minutes Packets	•	•		yes	
Government Transparency Web Portal		•		yes	
Auto Updating Meeting Calendar		•		yes	
E-Updates sign-up for Media and Public for agenda publication/update notification		•		yes	
Ideal viewing for all mobile devices (Responsive Design)		•		yes	
Voting and Attendance reporting		•		yes	

Other Feature					
Other Feature					
Document Center					
Public and Internal Access to Document Database	•	•		yes	
Advanced Context Searching Across all Documents	•	•		yes	
Integrated Favorites for Public and Internal Users	•	•		yes	
Drag and Drop File Management	•	•		yes	
Social Media Sharing	•	•		n/a	
Unlimited Storage for Meeting Documents	•	•		yes	
Automatic OCR (Optical Character Recognition) of PDF Documents		•		yes	
Other Feature					
Other Feature					
Records Center					
Public and internal Access to Records Database		•		yes	
Cross Departmental Structure / Availability		•		yes	
Record Classification Tracking		•		yes	
Record Destruction Tracking		•		yes	
Case File Management		•		yes	
Searching Record Content and Meta Data		•		yes	
Laserfiche Integration	•	•		yes	
Sharepoint Integration	•	•		n/a	
Other Feature					
Other Feature					
Video Manager					
iCompass/CivicWeb Portal Integration			•	yes	
Native Mobile Support (iPhone, iPad, Android, Blackberry & no app required)			•	yes	
HD Video with variable bitrate			•	yes	
OnDemand Media Archiving (unlimited)			•	yes	
Encoding Hardware included			•	yes	
Video Indexing to Agenda Content - Real Time			•	yes	
Video Indexing to Agenda Content - OnDemand			•	yes	
Unlimited Bandwidth			•	yes	
Unlimited Viewers			•	yes	
24/7 Live Streaming			•	yes	
24/7 Live Stream Monitoring			•	yes	

Audio Podcasts included			•	n/a	
RSS Feeds included			•	yes	
HD OnDemand for Short Form Programming			•	yes	
16x9 Support for Live and OnDemand			•	yes	
Large format players			•	yes	
Rich Video Content Search			•	yes	
Detailed Viewership Reports			•	yes	
Other Feature					
Other Feature					

Granicus offers a
range of
solutions to grow
into, including:
Boards and
Commission,
eComment,
Speak Up, Ipad
Voting,
Communication
Cloud. Etc

CITY OF ST. HELENS, OREGON REQUEST FOR PROPOSALS Special Event Coordination & Management

The City of St. Helens is requesting proposals from qualified professionals to coordinate and manage special events in St. Helens.

SUBMITTAL:

- All proposals shall be clearly marked with the following:
 “Special Events RFP for the City of St. Helens”
- All questions should be directed to City Administrator, John Walsh.
- RFP should also be mailed or emailed to the City Administrator.

Mailing Address:

City of St. Helens
Attn: John Walsh, City Administrator
P.O. Box 278
265 Strand Street
St. Helens, OR 97051
Email Address: jwalsh@ci.st-helens.or.us

PROJECTED SCHEDULE: *(subject to change)*

April 7, 2017	:	RFP opens
April 24, 2017	:	Last day for written questions on RFP intent
May 5, 2017	:	RFP close date
May 8, 2017	:	Start applicant evaluations
May 17, 2017	:	Award contract

JOB QUALIFICATIONS:

- Education: Bachelor's degree in Events Management preferred but not required
- Experience: Minimum 5-10 years' experience in planning, including outdoor events
- Experience managing events budgets
- Excellent organizational and project management skills
- Innovative, creative, self-starter
- Problem solver, results oriented
- Able to work well under the pressure of event deadlines
- Able to prioritize tasks in a fast-paced environment
- Government event experience preferred

**CITY OF ST. HELENS, OREGON
REQUEST FOR PROPOSALS
Special Event Coordination & Management**

Table of Contents

- I. CONDITIONS AND STIPULATIONS
- II. CITY BACKGROUND INFORMATION
- III. EVENT DESCRIPTION PROGRAM BUDGET
- IV. SCOPE OF SERVICES
- V. APPLICANT INFORMATION
- VI. GENERAL TERMS AND CONDITIONS

SECTION I: CONDITIONS AND STIPULATIONS

The City of St. Helens is seeking proposals from qualified professionals to work with the City in the coordination and management of the City's special events.

The City reserves the right to reject any or all proposals, or any parts thereof and to select the consultant and service options that best meet the needs of the City of St. Helens. The City's objective is to provide quality special events for the best value to the City. The successful applicant must ensure the welfare of the City's citizens, utilizing local resources where possible, while demonstrating fiscal responsibility for the City.

The City expects that all vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project. The City of St. Helens is not obligated to award the contract based on cost alone.

Within thirty (30) days of the approval by City Council of a successful candidate, the consultant awarded the business shall submit to the City of St. Helens an action plan and timetable for events in 2017. The City reserves the right to accept, reject, or modify the action plan.

SECTION II: BACKGROUND INFORMATION

The City of St. Helens is located on the Columbia River approximately 30 miles north of Portland, in the northwest corner of Oregon. The County Seat of Columbia County, St. Helens has a population of just over 13,000. The City is currently engaged in a major waterfront redevelopment project of two recently acquired former mill site properties situated along the river. This waterfront redevelopment, along with other economic development initiatives, including tourism events and activities have drawn increased interest in the St. Helens community. St. Helens has received national media attention in recent years for our month long annual celebration "Spirit of Halloweentown."

For many years the City contracted with a Tourism Director to work with a now disbanded Tourism Committee and make recommendations to the City Council on the City's events, activities and other tourism based investments. For the past two years the City has contracted with a local event management firm to focus on community events and activities. Due to great success with contracting out this service the City has decided to continue working with a qualified event management firm to oversee the community's special events.

SECTION III: EVENT DESCRIPTION PROGRAM BUDGET

For the past two years the City has focused its tourism investments into four major event programs. It is the City's desire to continue these four events at the current level of investment to sustain and improve the events. These events include the following:

- **Spirit of Halloweentown** – This event has grown into a media sensation attracting 10 of thousands of visitors to see place where Disney's late Halloweentown was filmed. The event has expanded to a month long program (weekends) where the City transforms and embraces the Spirit of Halloween. Past activities have included celebrity visitors, character actors, music performances, meet and greet events, tractor rides, parking management, vendor management, haunted tours and more.

Total Budget (excluding management fee) is approximately \$100,000 with expectation of \$70,000 in sponsorships and event revenue.

- **Christmas Tree Lighting**
The Christmas Tree Lighting Event occurs the evening the Christmas ships visit in December. This event oversees the decorating and take down of the Court House Plaza and activities the night of the event. Typically there is a Santa and Mrs. Claus, amplified or live music, free hot chocolate, warming barrels and a bon fire.

Total Budget (excluding management fee) is approximately \$4,000.

- **4th of July**
The St Helens community has hosted a 4th of July fireworks celebration on the waterfront for many years. In the past, various community organizations have sponsored the event and the City's role was limited to traffic control and other event support services. In recent years securing a willing community organization has become increasingly difficult and the City has stepped in to ensure the event success. It is the City's continued desire to partner with a community services organization or major sponsor to ensure the Fourth of July celebration continues. The successful applicant should expect to collaborate with community organizations in order to foster positive relationships and a good event minimizing the impact on City's financial resources.

Total Budget (excluding management fee) is approximately \$20,000 with expectation of \$15,000 in sponsorships and event revenue.

- **13 Nights on the River**

This season will be the 13th year of 13 Nights on the River. This popular summer concert series has been a collaboration between the City of St. Helens and the St. Helens Community Foundation. This season the City is anticipated to play an increased management role to coordinate events and ensure fiscal sustainability. Concerts have traditionally occurred Thursday nights in Columbia View Park June through Labor Day though an alternative schedule is currently being considered.

Total Budget (excluding management fee) is approximately \$60,000 of which there is an expectation of \$60,000 in sponsorships and event revenue.

SECTION IV: SCOPE OF SERVICES

Event Coordination & Management

The successful candidate will be responsible for coordinating all events from inception to completion. Duties will include, but are not limited to:

- developing, managing and executing master event logistical plan and timeline for each gathering;
- advertising, promoting and marketing events, including management of existing social media accounts and event website;
- creating, managing and reconciling event budgets, expenses and timelines;
- soliciting sponsorship for events;
- creating and/or coordinating informational brochures for visitors to events;
- administering and managing the events once event days arrive;
- coordinating all aspects of the events;
- recruiting musical talent when appropriate;
- coordinating with appropriately licensed vendors and Columbia River Fire & Rescue. (The cost of the fireworks is a separate expense and will be paid separately. Thus any cost of fireworks should not be included in any proposers bid);
- organizing and coordinating event clean-up before, during and after event with the City of St. Helens Department of Public Works;
- coordinating with other City departments, as necessary;
- utilizing community volunteers for events whenever possible;

- providing expertise and consult on various community run events, helping with planning and implementation, attending related community meetings;
- ensuring deliverables are on time, on budget and meet City expectations;
- reporting regularly to the City Council and staff.

During the event day the successful candidate will ensure they have an adequate number of representatives on site to manage all event preparation, address questions and issues along with managing the event set-up. Once the event begins the successful candidate will ensure continuity of the event and manage any issues that materialize during the event. Once the event is concluded for the day the selected firm will ensure the event site is secured (for multi-day events) and the event area is cleaned and garbage is picked up and placed in an appropriate location; daily for multi-day events, and at the conclusion of daily or evening events. The successful candidate is expected to work closely with City staff throughout the contract period, with all outgoing media information to be reviewed by the City's Communications Officer before release, to assure consistency with City policy.

The City's policy is for all events to obtain event insurance. The City procures its own special event insurance and proposers need not include such costs with their proposals.

SECTION V: APPLICANT INFORMATION

Successful candidate will be offered a contract.

A cover letter must be submitted with the proposal. The letter must include:

1. A statement of interest and why the applicant is best qualified to be selected.
2. The name of the person or persons authorized to make representations on behalf of the firm.
3. A statement of agreement that the offer submitted is binding on the applicant for (90) calendar days following the RFP due date.

Proposal Title Page. The Title Page should include:

1. The RFP subject.
2. Name of the firm or individual responding, including mailing address, telephone number, email address, and contact person.

Proposal:

1. History:
 - a. Brief overview of history, primary line of business as well as specialty areas.
 - b. Principal business location that will service the City.
 - c. Length of time providing services as described herein.
2. Qualifications: Applicant is requested to provide a description of the number of proposed staff, qualifications, experience and credentials:

- a. Description of service philosophy and what sets your company apart from others.
 - b. Indicate current responsibilities of person designated to serve as lead contact.
 - c. Indicate backup support capability.
3. Scope of Services: Please include a detailed explanation of services offered, as they relate to the City's Scope of Services provided, and your recommended approach to addressing the City's needs. Include any services offered by you that may be above and beyond the Scope of Services indicated by the City including proposed compensation plan for the event services.
4. Customer and event references: A list of references and a resume should be provided with the RFP:
 - a. Provide the contact names and telephone numbers of three (3) references;
 - b. List similar events in scope and industry,
5. Provide a sample PowerPoint Festival/Event example, on a USB drive, that demonstrates Applicant's experience in all facets of an event.

SECTION VI: GENERAL TERMS AND CONDITIONS

By responding to this RFP the applicant agrees to be fully responsible for understanding the requirements of the RFP and to ask any questions necessary. The City of St. Helens reserves the right to reject any or all responses to the RFP, to advertise for new responses or to accept any response deemed to be in the best interests of the City.

Acceptance of any RFP should not be construed as a contract nor shall indicate any commitment on the part of the City for any future action. The RFP does not commit the City of St. Helens to pay any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 5, 2017

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: 3.27.2017

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

We are in the middle of public hearings for adoption of amendments related to the Waterfront Development Framework Plan. A summary can be found online: <http://www.ci-st-helens.or.us/planning/page/zoning-development-code-changes>

Had a preliminary Q&A meeting for a potential project at 1955 Old Portland Road. This is the old Ralphs auto wrecking yard.

Progress continues on the TGM grant for the Riverfront Connector plan (preliminary efforts). The official process, where we can start documenting hours for the City's match, is anticipated to start soon and ahead of ODOT's schedule.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a two-parcel partition at 36061 Construction Way (County File: MP 17-10). **See attached.**

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for improvements to the CCMH site by 58646 McNulty Way (County File: DR 17-03). **See attached.**

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a Conditional Use Permit, Type I Home Occupation at 58841 Ward Drive (County File CU 17-06). **See attached.**

Conducted a pre-application meeting for a reapplication of the Red Leaf Subdivision. This was originally approved about 10 years ago, but fell victim to the Great Recession. This is property just south of Columbia Commons (500 N. Columbia River Hwy).

Had a preliminary Q&A meeting about some potential development of the former Violette Villa mobile home park (now vacant) property.

Participated in a Columbia County pre-application meeting for property outside City limits but inside the Urban Growth Boundary. This is vacant, but recently graded and fence posts installed (prematurely) along Gable Road just west of Railroad Avenue.

Had a preliminary Q&A meeting for a potential project in the County but also St. Helens urban growth area for vacant but recently filled and graded property across from 2135 Gable Road. This property is just on the west side of Railroad Avenue.

Some work with the City's legal counsel on a legal matter. This is an issue from the recent past that may come up again.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

March 14, 2017 meeting (outcome): The Commission approved a 10-lot attached single-family dwelling subdivision preliminary plat on the 200 block of N. 15th Street. The Commission also held a public hearing related to the various zoning, comprehensive plan and code amendments mostly pertaining to the City's Waterfront Development Framework Plan. The Commission determined to recommend approval of all aspects of the proposal to the Council, with subtle changes, except in regards to building height requirements which is the main issue of controversy.

I anticipate a great deal of testimony at the Council's April 5th public hearing. Chances are most testimony will be about building height. Both local newspapers have written articles about it this month.

April 11, 2017 meeting (upcoming): The Commission will review an Annexation proposal for a half acre property along 1st Street behind Les Schwab Tires Center at 58405 Columbia River Highway.

MAIN STREET PROGRAM

Attended the monthly February SHEDCO board meeting at The Wild Currant.

Attended SHEDCO's "strategic doing" workshop on March 9th. The intent of this was to see what SHEDCO can collaboratively do and the process to do this exercise in the future.

URBAN RENEWAL

Assisted AKS Engineering and Forestry, Inc. with urban renewal boundary legal description creation.

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 the Planning Department.

This month Lower Columbia Engineering, on behalf of the St. Helens Marina picked up such materials to vacate some of the N. 1st Street ROW abutting and in the vicinity of St. Helens Marina property.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Thursday, March 16, 2017 4:12 PM
To: Jacob Graichen
Subject: March Planning Department Report

Jacob, here are my additions for the March Planning Department Report.

GRANTS

1. McCormick Picnic Shelter Grant (16k grant, 30k project) – Project reporting/tracking
2. Travel Oregon Grant –Branding & Wayfinding Master Plan: Scheduling and reviewing multiple project materials for the Design Concepts Open House – April 4. Submitted Mid-Project Report to Travel Oregon (Due March 15). Conference call with ODOT regional rep. to confirm signage direction will meet ODOT regulations.
3. Oregon Mainstreet Revitalization Grant Program (Deadline: March 17) – Reviewed grant application with Mainstreet Coordinator. Offered suggestions and edits to narrative.
4. PSU MURP Columbia View Park Project – Planned and attended first public outreach event on March 17 (6 – 8 pm). Reviewed E-Newsletter press, press release, FB post, and community outreach plan. Planned for the “Recommendations Forum” in late April and for the Parks Commission Meeting April 10.
5. Researched the Oregon Cultural Trust’s Cultural Development Grant Guidelines (Deadline: April 21) for the Gateway Phase 2 Sculpture Project. Began compiling narrative and required attachment documents.
6. Researched Oregon Parks & Recreation – Recreational Trails Program (RTP). Attended webinar. Grants due May 1. Brainstormed Grey Cliffs Park restroom/non-motorized boat launch project for “water trails” project. Submitted letter of intent (including cost estimate and project description) due March 31.
7. Submitted 17/18 Certified Local Government (CLG) Historic Preservation Grant. Award \$12,500 for pass-through 4th annual façade improvement grant program.

URBAN RENEWAL

8. Weekly check-ins – Discussed notice mailing requirements. Planned for City Council de-brief (March 15) and Advisory Committee Meeting #3 (April 18). Discussed Waterfront Redevelopment RFQ timing and next steps. Reviewed Draft UR Plan & Report.

MISC

9. CAT Affordable Housing Study – Attended working group meeting (March 9) – Worked with Jacob to provide feedback regarding barriers for various housing types and suggest which barriers need further study
10. Two Spring Gazette Features – Urban Renewal Recap and Branding & Wayfinding Master Plan
11. Gateway Sculpture Project – Helped negotiate contract/budget review for authorization.
12. Met with Tobacco Prevention Coordinator at PHFCC to discuss Work Plan for 17/18.

Jenny Dimsho

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

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
Planning Division
COURTHOUSE
ST. HELENS, ORE GON 97051
Phone: (503) 397-1501 Fax: (503) 366-3902

RECEIVED

MAR - 6 2017

March 6, 2017

CITY OF ST. HELENS

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

NOTICE IS HEREBY GIVEN that Rodney & Sabrina Moore have submitted an application for a Minor Partition to divide an approximate 2.12 acre property, into two parcels, as shown on Preliminary Map, of approximately 1.4 acres and 0.7 acres. The subject property is zoned Light Industrial (M-2), and is identified by Tax Map Number 4109-BB-00900, located at 36061 and 36067 Construction Way. MP 17-10

THIS APPLICATION IS FOR: (X) Administrative Review; () Planning Commission, Hearing Date:

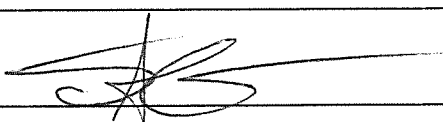
PLEASE RETURN BY: 03/20/17

Planner: Hayden Richardson

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. _____ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. ☒ Please see attached letter or notes below for our comments.
3. _____ We are considering the proposal further, and will have comments to you by _____.
4. _____ Our board must meet to consider this; we will return their comments to you by _____.
5. _____ Please contact our office so we may discuss this.
6. _____ We recommend denial of the application, for the reasons below:

COMMENTS: SEE ATTACHED MEMO DATED MARCH 9, 2017

Signed: 

Printed Name: JACOB GRAICHEN

Title: CITY PLANNER Date: MARCH 9, 2017



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Hayden Richardson, Planner, Columbia County

FROM: Jacob A. Graichen, AICP, City Planner

RE: Columbia County file MP 17-10

DATE: March 9, 2017

The City's Comprehensive Plan designation for this property is Unincorporated Light Industrial, ULI. If ever annexed, chances are good it would be zoned Light Industrial, LI.

City Water may be available. Connection would require consent to annex.

City Sanitary Sewer is not available and there is no indication it will be in the foreseeable future. Please make sure the parcels are adequate size for a reasonable use to occur as allowed per the County's zoning regulations along with adequate area for an onsite system for sanitary sewer.

Despite the narrative in the application, my understanding after speaking with the applicant and staff is that the existing building on the subject property is not a duplex, but a building that was formerly used as a duplex and now has no official use. Proper characterization of an application is important from a legal standpoint.

Access is an interesting issue. 9th Street abuts the subject property's east side and is a possible means of access. However, the portion of 9th Street north of Construction Way Drive is unimproved and encroached upon.

The portion of 9th Street that is not improved along the subject property should be improved to at least a county standard. Ideally, this would be a condition of the land partition (i.e., improvements completed and approved by the County prior to the County approving the final plat).

One complicating aspect of 9th Street access for the subject property is right-of-way encroachment. Based on review of aerial photography, it appears that probably sometime after 2000, a building was erected within the 9th Street right-of-way adjacent to property addressed as 58585 Old Portland Road (4N1W 9BB 1700). That property was annexed in late 2000. However, it appears the 9th Street right-of-way is not within city limits.



This photo taken from the intersection of 9th Street and Construction Way looking northward at the 9th Street right-of-way. The building fully visible on the right side of the photo appears to be entirely within the 9th Street right-of-way.

Though the right-of-way appears to be outside of St. Helens' City boundary, the adjacent property (58585 Old Portland Road) is within the City. Though the location of the building is outside the City's jurisdiction, staff checked the City's building permit records to check for permitting anomalies and to rule out any error by past City staff. Not surprisingly there no record of any permit.

It appears to be an approximate 20' x 30' building and thus not exempt from permitting.

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES

COURTHOUSE
230 STRAND
ST. HELENS, OREGON 97051
(503) 397-1501

PARTITION

General Information

File No. MP 17-10

APPLICANT: Name: DAVE REYNOLDS - REYNOLDS LAND SURVEYING, INC.

Mailing address: 32990 STONE RD, WARREN OR 97053

Phone No.: Office 503-397-5516 Home _____

Are you the _____ property owner? ☒ owner's agent?

PROPERTY OWNER: _____ same as above, OR:

Name: RODNEY / SABRINA MOORE

Mailing Address: PO BOX 838, ST. HELENS, OR 97053

Phone No.: Office 503-397-2737 Home _____

PROPERTY ADDRESS (if assigned): 36050 CONSTRUCTION WAY, ST. HELENS, OR

TAX ACCOUNT NO.: 4109-BB - 00900 Acres: 2.12 Zoning: M-2

PROPOSED PARCEL SIZES (acres): 0.7 AC +/- 1.4 AC +/-

WATER SUPPLY: ☒ Private well. Is the well installed? ☒ Yes _____ No
_____ Community system. Name _____

METHOD OF SEWAGE DISPOSAL: _____ Community Sewer. Name _____
_____ Not applicable.
☒ Septic System.

If Septic, does the subject property already have a system? ☒ Yes _____ No
If no, is the property approved for a Septic System? _____ Yes _____ No

CERTIFICATION:

I hereby certify that all of the above statements and all other documents submitted are accurate and true to the best of my belief and knowledge.

Signature: [Signature] Date: 2-8-2017

RODNEY MOORE * [Signature] SABRINA MOORE [Signature]

Planning Department Use Only

Date Rec'd. 2-10-17 Hearing Date: _____ or Admin. _____

Receipt No. 11289 4131 Staff Member: _____

Previous Land Use Actions: _____ Stormwater & Erosion Control Fees: _____

Columbia County Land Development Services
STATEMENT OF WATER RIGHTS

1. X The subject parcel(s) DO NOT have a water right.

Water is supplied to this property by _____

Name (please print): RODNEY MOORE

Address: PO BOX 858, ST. HELENS, OR 97051

Signed: [Signature] Dated: _____

Sign this form and file it with your Preliminary Plat. Thank you.

2. _____ The subject parcel(s) DO have a water right, as follows:

Permit # _____ Certificate # _____ for _____ use

Permit # _____ Certificate # _____ for _____ use

Tax Lot Number	Acres	Tax Lot Number	Acres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. The water right has been put to beneficial use within the past 5 years: _____ Yes _____ No _____ Don't know

4. The water right has been continuously used without a 5 year interruption since it was established and documented:
_____ Yes _____ No _____ Don't know

5. _____ The water right WILL NOT be modified for this plat.

_____ The water right WILL be modified and the property owner has filed for: _____ a change of use.

_____ a change in the point of diversion.

_____ a change in the place of use.

_____ an additional point of diversion.

_____ cancellation of the water right.

6. The above information is true and complete to the best of my knowledge and belief:

Name (please print): _____

Address: _____

Signed: _____ Dated: _____

Please do not write below this line. Thank you.

COLUMBIA COUNTY



COLUMBIA COUNTY

Land Development Services

COLUMBIA COUNTY COURTHOUSE
ST. HELENS, OREGON 97051

March 3, 2017

Rodney & Sabrina Moore
PO Box 838
St. Helens, OR 97051

Reynolds Land Surveying
32990 Stone Road
Warren, OR. 97053

RE: Application for a Minor Partition to divide an approximate 2.12 acre property, into two parcels, as shown on Preliminary Map, of approximately 1.4 acres and 0.7 acres. The subject property is zoned Light Industrial (M-2), and is identified by Tax Map Number 4109-BB-00900, located at 36061 and 36067 Construction Way.

Dear Mr. Moore:

This department has reviewed your application for a Minor Partition as described above, and has determined the following:

Your application is determined complete as of the date of this letter. It will be processed administratively by staff with notice sent to neighboring property owners and applicable affected agencies. You will be mailed the decision and a copy of the staff report for the application once review is complete.

Your file number is **MP 17-10**, and Hayden Richardson will be your Project Planner. Please direct any questions you have regarding your application to his direct line at (503) 397-7216.

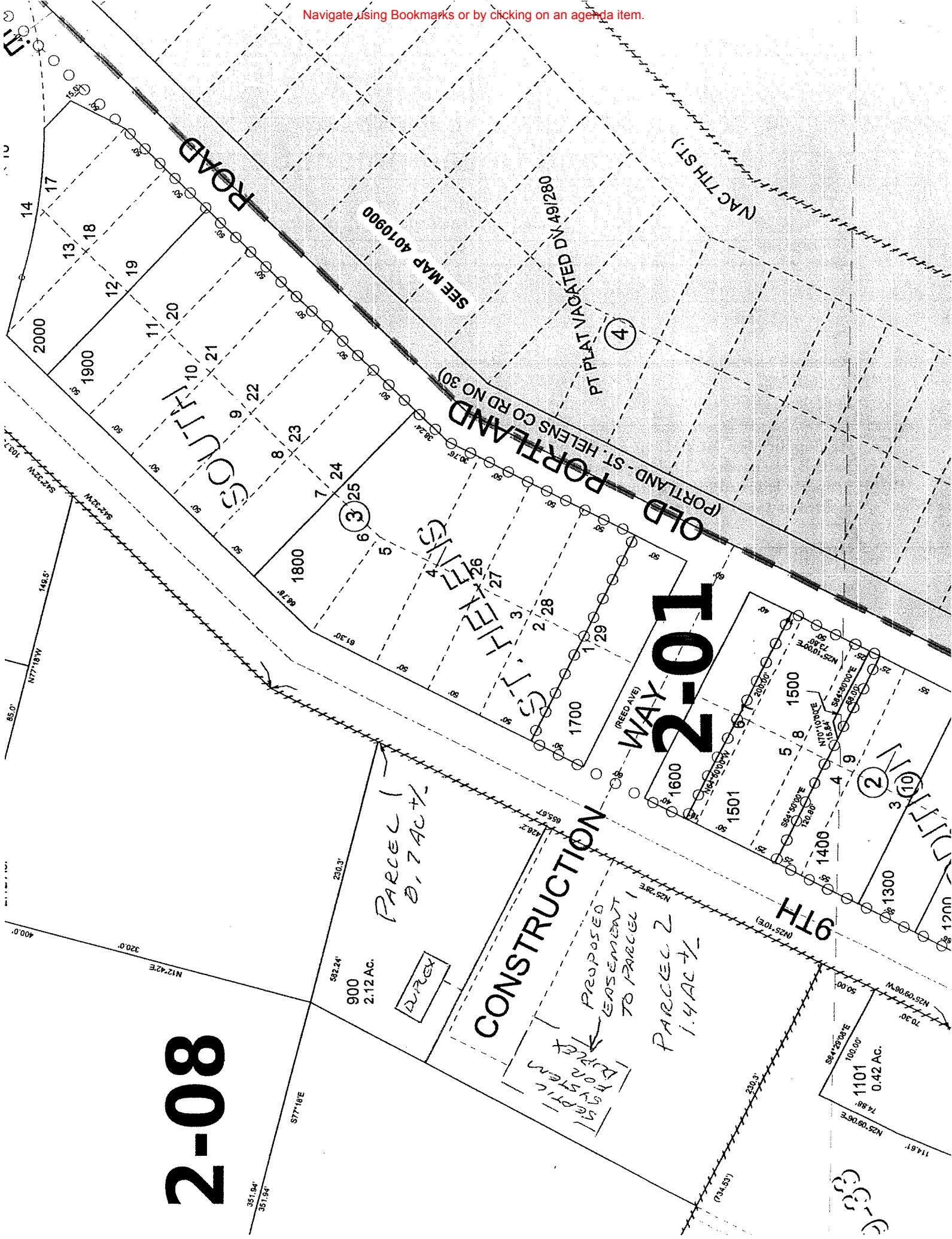
Respectfully,

A handwritten signature in black ink, appearing to read "Glen C. Higgins".

Glen C. Higgins,
Planning Manager

cc: File
Hayden R.

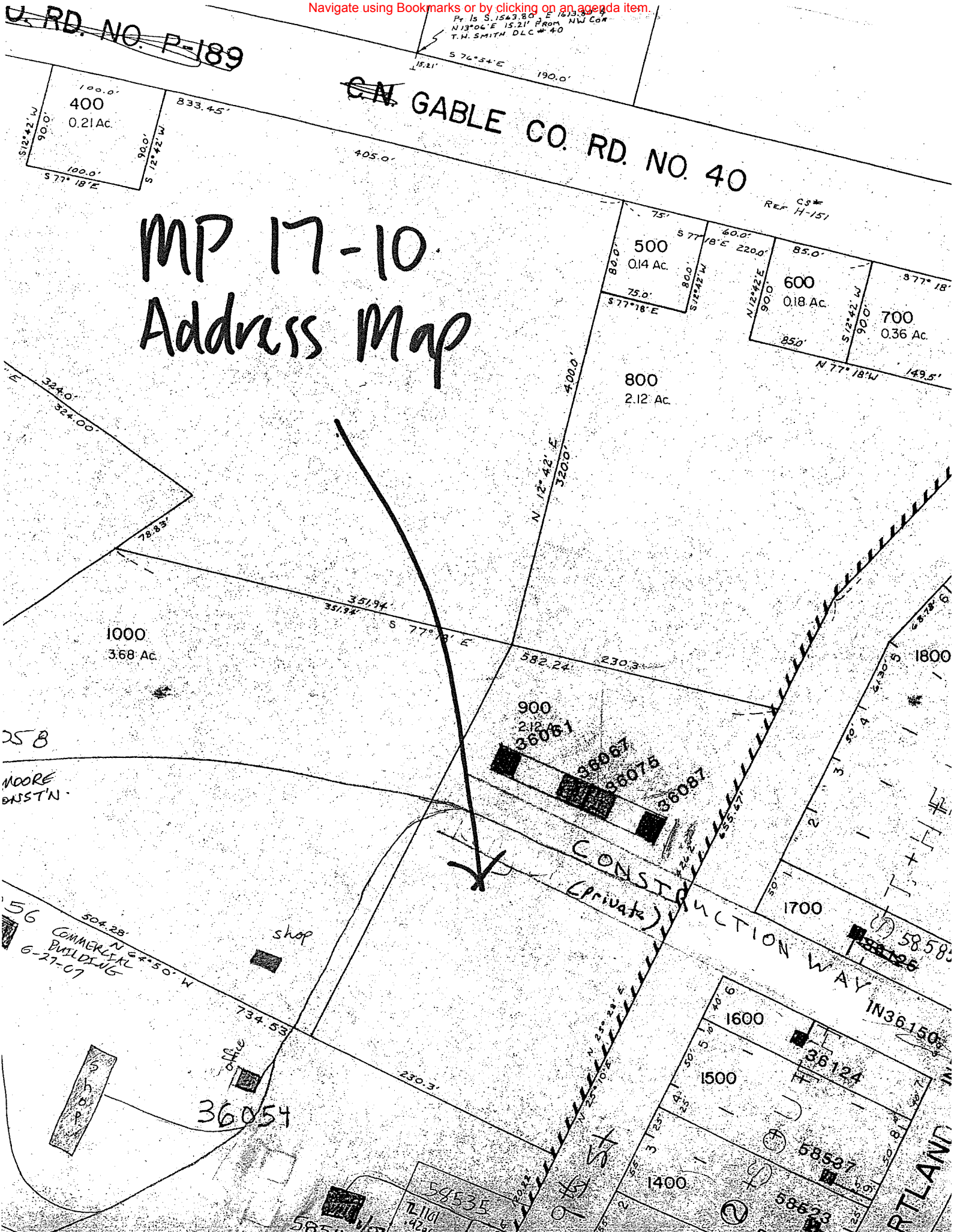
2-08



U. RD. NO. P-189

GABLE CO. RD. NO. 40

MP 17-10 Address Map



MP 17-10 Zoning Map

1000
3.68 AC.

DR 2-90
DR 02-92
TP 28-92
DR 06-02

2-08

CONSTRUCTION

GABLE
C.N. GABLE CO. RD. N

500
0.14 AC.

600
0.18 AC.

700
0.36 AC.

900
2.12 AC.

2-01

DR 04-05
DR 03-14
DR 09-96
DR 07-06

9TH

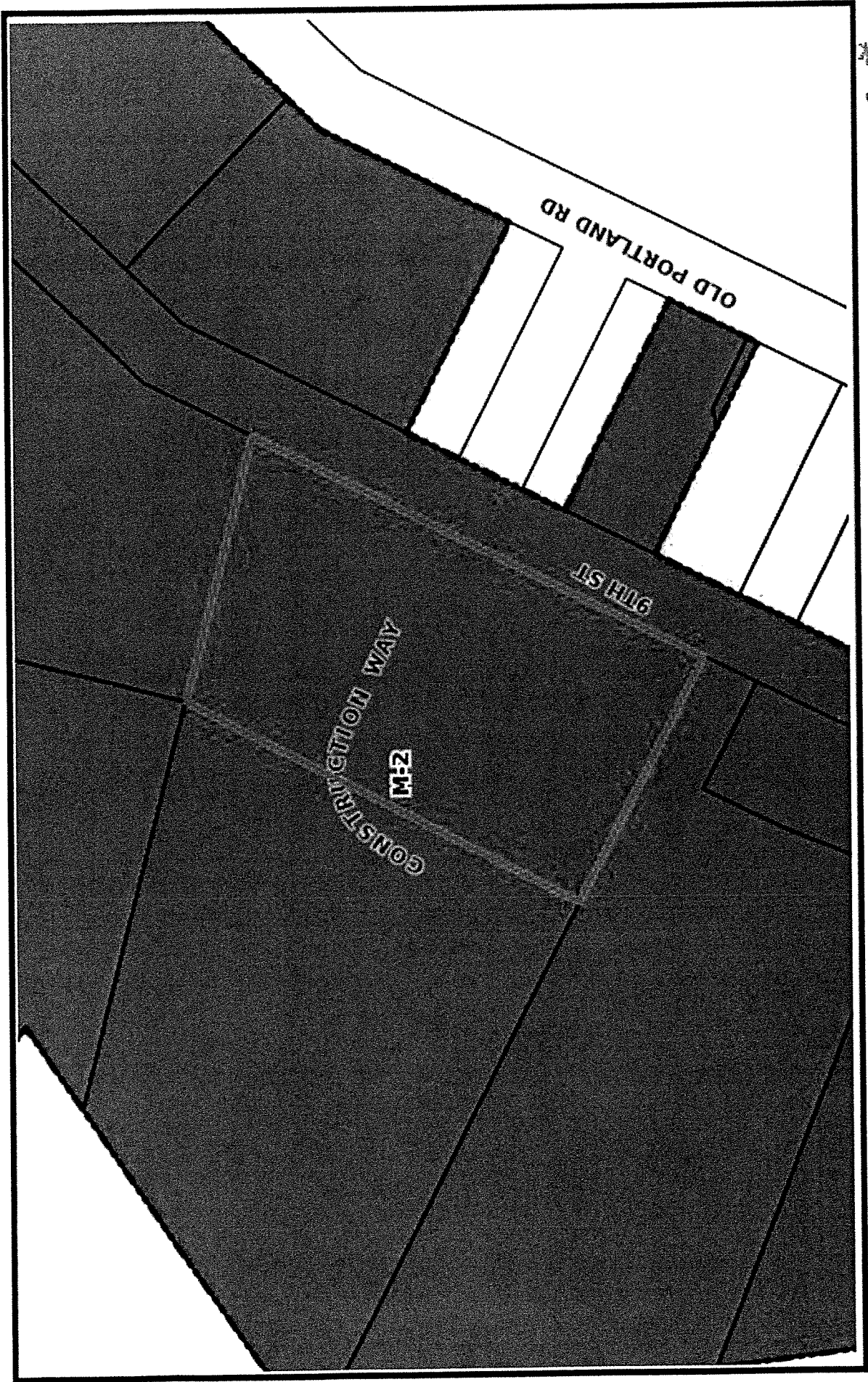
PLA 01-45
annexed 2
6/21/06
DR 09-91

1101
0.42 AC.

MP 00-06

1/4 COR.

MP 17-10 Zoning Map



Geotitles

Columbia County Web Maps

Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map.

Columbia County



MP 17-10 Aerial Map



Geotitles

Columbia County Web Maps

Columbia County



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Printed 02/10/2017



United States
Department of
Agriculture

NRCS

Natural
Resources
Conservation
Service

A product of the National
Cooperative Soil Survey,
a joint effort of the United
States Department of
Agriculture and other
Federal agencies, State
agencies including the
Agricultural Experiment
Stations, and local
participants

Custom Soil Resource Report for **Columbia County, Oregon**

**36050 CONSTRUCTION WAY
PARTITION**



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 Legend.....7

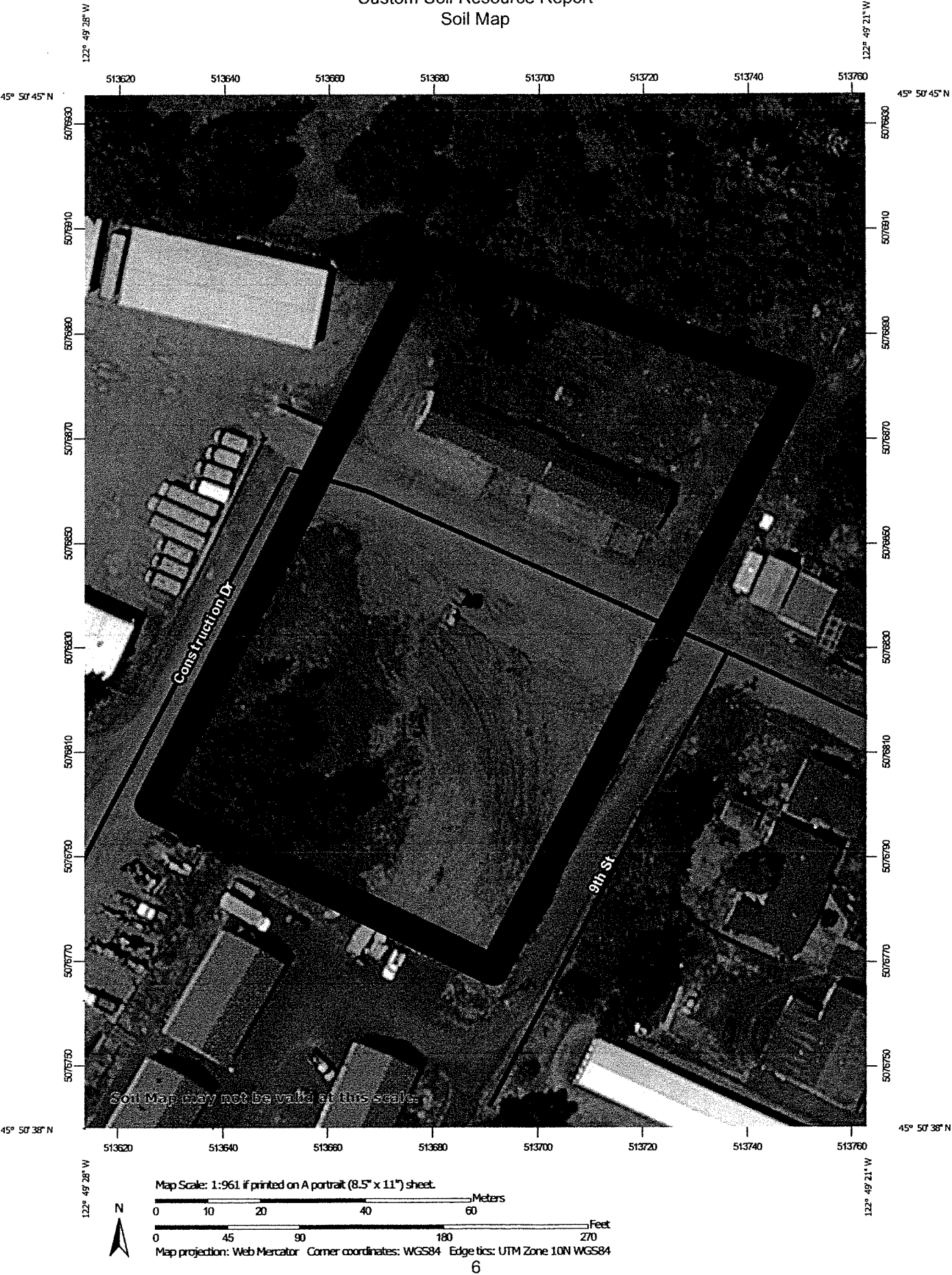
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 Map Unit Descriptions.....8

 Columbia County, Oregon.....10

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Custom Soil Resource Report
Soil Map



Custom Soil Resource Report

Columbia County, Oregon

45—Rock outcrop-Xerumbrepts complex, undulating

Map Unit Setting

National map unit symbol: 21gj
Elevation: 30 to 200 feet
Mean annual precipitation: 40 to 60 inches
Mean annual air temperature: 52 to 54 degrees F
Frost-free period: 165 to 210 days
Farmland classification: Not prime farmland

Map Unit Composition

Rock outcrop: 50 percent
Xerumbrepts and similar soils: 40 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Rock Outcrop

Setting

Parent material: Basalt

Typical profile

R - 0 to 60 inches: unweathered bedrock

Properties and qualities

Slope: 0 to 10 percent
Depth to restrictive feature: 0 inches to lithic bedrock

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 8
Hydric soil rating: No

Description of Xerumbrepts

Setting

Landform: Terraces
Landform position (three-dimensional): Tread
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Alluvium

Typical profile

H1 - 0 to 10 inches: loam
H2 - 10 to 18 inches: loam
H3 - 18 to 22 inches: unweathered bedrock

Properties and qualities

Slope: 0 to 10 percent
Depth to restrictive feature: 10 to 30 inches to lithic bedrock
Natural drainage class: Well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None

Custom Soil Resource Report

Available water storage in profile: Very low (about 2.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6s

Hydrologic Soil Group: D

Hydric soil rating: No

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
Planning Division
COURTHOUSE
ST. HELENS, ORE GON 97051
Phone: (503) 397-1501 Fax: (503) 366-3902

RECEIVED

MAR 13 2017

March 10 2017

CITY OF ST. HELENS

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

NOTICE IS HEREBY GIVEN that Columbia County Mental Health, represented by AKAAN Architecture & Design, has submitted an application for a Site Design Review for the siting of 2505 sq. ft. modular office structure, improved access and parking lot for expanding mental health delivery facilities. The subject property is an adjoining lot to the north of the present Columbia County Mental Health facility at 58646 McNulty Way. The subject property also has frontage on Gable Road, addressed at 2185 and 2195 Gable Road; and, identified as Tax Map No. 4N1W09-BB-00300, 5.37 acres, zoned Light Industrial (M-2). DR 17-03

THIS APPLICATION IS FOR: (X) Administrative Review; () Planning Commission, Hearing Date:

PLEASE RETURN BY: 03/20/17

Planner: Deborah Jacob

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. _____ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. ☒ Please see attached letter or notes below for our comments.
3. _____ We are considering the proposal further, and will have comments to you by _____.
4. _____ Our board must meet to consider this; we will return their comments to you by _____.
5. _____ Please contact our office so we may discuss this.
6. _____ We recommend denial of the application, for the reasons below:

COMMENTS: PLEASE SEE ATTACHED MEMO DATED MARCH 15, 2017.

Signed:  Printed Name: JACOB GRAICHEN

Title: CITY PLANNER Date: MARCH 15, 2017



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: Debbie Jacob, Planner, Columbia County
FROM: Jacob A. Graichen, AICP, City Planner
RE: Columbia County File DR 17-03
DATE: March 15, 2017

Zoning:

The main CCMH complex at 58646 McNulty Way is within city limits and zoned Light Industrial. The adjacent property (4N1W 9BB 300), the subject property of DR 17-03, is outside the city. The City's Comprehensive Plan map designates the subject property as Unincorporated Light Industrial. If annexed, it would likely be zoned Light Industrial.

The CCMH complex can be considered as Major Public Facility, which is a conditional use in the City's Light Industrial zone.

Please note that offices are not a use allowed in the City's Light Industrial zone. To avoid potential zoning issues in the future, **the subject property should be combined for development/ownership purposes with the CCMH complex at 58646 McNulty Way (4N1W 8AD 200) so the entire area can be considered a "major public facility" campus for zoning consistency.**

City Utilities:

The subject property does not appear to be connected to any City utility. There is some potential to connect to City water.

If any use on the subject property will use City Water (or any other City utility), a consent to annexation shall be required prior to connection or use.

In addition, given the property consolidation requirement noted above (and below), the City recommends annexation of the subject property for consistency. Having a whole property partially within and outside of City limits may add complexity in the future.

Access:

Both McNulty Way and Gable Road are City roads. The City's Transportation Systems Plan classifies McNulty Way as a Collector and Gable Road as a Minor Arterial. The main CCMH complex at 58646 McNulty Way is accessed via McNulty Way. The current proposal includes use of existing accesses along Gable Road.

The functional integrity of Gable Road is critical. As such, the city has access standards that need to be considered. There are a couple aspects to consider in this regard: access spacing and site design standards:

Access spacing: along Minor Arterial Streets the distance between streets and driveways, and between driveways is 200' (measured from the center of the driveway or street). In other words, notwithstanding site design standards, if this was a completely undeveloped property, any driveway would need to meet this standard.

Site design access standards: the number of street access points is supposed to be minimized to protect the function, safety and operation of the street and public passageways. Shared drives are one technique to do this.

In addition, for Arterial streets, there should be a frontage road that provides access or as an alternative interior interconnectedness between parking areas and such.

Eventually, street frontage improvements (curb, gutter, landscape strip/street trees, sidewalk) will be required as CCMH develops the site, but that doesn't appear to be warranted by the current proposal. The sidewalk and curb that goes along with that will help control access. CCMH needs to think ahead on this issue because it will elevate in importance as the site develops, especially when street frontage improvements are required.

CCMH has taken some effort already for internal vehicular and pedestrian access. **But given the assemblage of properties that utilizes both shared access and utilities (e.g. septic systems), the properties should be consolidated.** This will help avoid needing easements between separate lots/parcels.

At this time, great care should be taken to ensure the site is designed such that no-backing movements or other maneuvering by vehicles will take place in the Gable Road public right-of-way.

Any increase in driveway width, location or quantity will require City approval prior to any such change.

Paving:

Generally, the city requires that any area used for parking/maneuvering of vehicles or non-motorized passageways be paved. Gravel may be allowed for nonresidential areas for nonpublic uses such as employee parking and business vehicles. As the site develops in the future, CCMH needs to take this into account.

At the very least, any driveway approach that is currently gravel, shall be paved at least 25' back from the paved edge of Gable Road.

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
COURTHOUSE
230 STRAND
ST. HELENS, OREGON 97051
(503) 397-1501

Site Application

File No. DR 17-03

SITE DESIGN REVIEW APPLICATION

TYPE OF SITE: ☐ Zone Change ☐ Temporary Permit
☒ Site Design Review ☐ Resource Management Plan

Other: and Stormwater Review

APPLICANT: Name: Al Peterzen, AKAAN Architecture + Design

Mailing address: 101 St Helens St, St Helens OR 97051

Phone No.: Office 503-366-3050 Home _____

Are you the _____ property owner? ☒ owner's agent?

PROPERTY OWNER: _____ same as above, OR:

Name: Columbia Community Mental Health

Mailing Address: PO Box 1234 St Helens OR 97051

PROPERTY ADDRESS (if assigned): 2185 Gable Rd, St Helens

TAX MAP NO.: 4N1W-09BB-0300 Acres: 5.67 Zoning: MZ-Light Industrial

Acres: _____ Zoning: _____

Acres: _____ Zoning: _____

PRESENT USES: (farm, forest, bush, residential, etc.)

Use:

Approx. Acres

Residential 5.67

Total acres (must agree with above): _____

Site Application

File No. _____

PROPOSED USES:

Professional Offices

WATER SUPPLY: ☒ Private well _____ Community system _____

Name of community water system: _____

SEWAGE DISPOSAL SYSTEM: ☒ Subsurface Septic _____ Community _____

Is the property approved for a subsurface sewage disposal system?

☒ Yes _____ No _____ Not Applicable _____

CONTIGUOUS PROPERTY: List all other properties you own which have boundary lines touching this property:

Tax Account No.

Acres

Co-owners (if any)

4N1W-8AD-200 4.17

CERTIFICATION:

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my knowledge and belief.

Date: 02/20/2017 Signature: [Signature]

NOTE: Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drainfield, farm - forest areas, large natural features (cliffs, streams, etc.).

+++++

Planning Department Use Only

Date Rec'd. 2-24-17 Hearing Date: _____

Receipt No. 19395 aka 1448 Or: Administrative _____

Zoning: _____ Staff Member: u

**Site Development Review Application – Columbia Community Mental Health.
2185 Gable Road, St Helens Oregon, Tax lot # 4N1W-09BB-0300**

Summary:

Columbia Community Mental Health (CCMH) is a non-profit organization whose mission is to provide mental health care, addiction treatment, psychiatric rehabilitation, and developmental disabilities services to individuals and families in need throughout Columbia County. CCMH's existing 20,766 sq. ft. facility is located at 58646 McNulty Way, St. Helens, OR. on a 4.17 acre parcel.

CCMH recently purchased the adjoining parcels along Gable Road: 2195 Gable Road and 2185 Gable Road is in the process of combining the lots into one combined "campus" of a total of 9.54 acres. The existing improvements at 2185 Gable Road consists of a 1200 sq. ft. single family house that CCMH is converting into a Youth and Family Counseling Center. The existing improvements at 2185 Gable Road consist of a single family home and two out buildings. The home is 3100 sq. ft., a storage building is 235 sq. ft. and a shop building is 675 sq. ft..

The gross square footage of all buildings on the CCMH campus is 25,976 sq. ft. triple

Recently CCMH was awarded a federal grant to provide more services to the citizens of Columbia County. With that grant CCMH will need to hire more staff. Its existing facility is occupied to capacity so CCMH needs more office space very quickly. To help facilitate this need the City of St Helens donated to CCMH a modular office structure that CCMH will install at the site to provide the needed office space. The modular office structure is 2505 sq. ft. The office structure is currently stored on the property.

The addition of the new structure will bring the gross square footage of the campus to 28,481 square feet.

The property does not contain nor is near sensitive lands, wetlands, flood overlay zones, or riparian corridors. The closest such land is Mc Nulty Creek, which is located south of the CCMH main facility, well away from the area of the property to be developed. There are no historical or cultural sites or structures on the property.

A new engineered water-quality detention pond and or swale meeting Columbia County Stormwater Ordinance standards will be installed, see final stormwater report and drawings.

Outdoor Lights are shown on the site plan. CCMH will install two light poles for power to the building, those poles will have CRPUD standard cobra head lights affixed to those poles. There will be building mounted light fixtures at the entrances and on the sides of the building towards the parking areas.

Applicable Criteria

1550: Site Design Review:

1551. Types of Site Design Review:

A. Type 1: Projects, developments and building expansions which meet any of the following criteria:

- 1. are less than 5,000 sq.ft., and are less than 10% of the square footage of an existing structure.*
- 2. Increase the number of dwelling units in a multi-family project.*
- 3. Increase the height of an existing building.*

The gross square footage of the existing buildings at the CCMH campus is 25,976 sq. ft. The new modular structure is 2505 sq. ft. 2505 is 9.64 % of 25,976. **The project is subject Type 1 review.**

920: Light Industrial – M-2

922 Permitted Uses:

- .1 Any use permitted in an M-3 Industrial Park District. (912)*

912 M-3 Industrial Park

Permitted Uses:

- .1 Professional, executive, and administrative offices.*

CCMH intends to use the proposed building for additional administrative offices this is a permitted use.

This criterion is met.

920.17 Signs subject to the provisions of Section 1300.

No signs are proposed. Not applicable.

925 Standards:

.1 Setbacks:

A. Front yard setback shall have a minimum of 20 feet, unless a previous building line less than this has been established, in which case the minimum front yard for interior lots or parcels shall be the average of the setbacks of the main structures on abutting lots or parcels on either side if both lots or parcels are occupied. If one lot or parcel is occupied and the other vacant, the setback shall be the setback of the occupied lot or parcel, plus one-half the remaining distance to the required 20 foot setback. If neither of the abutting side lots or parcels or tracts are occupied by a structure, the setback shall be 20 feet.

B. Side yard setback shall be a minimum of 10 feet.

C. Rear yard setback: None.

D. If any use in this district abuts or faces any residential or apartment district, a setback of 50 feet on the side abutting or facing the residential or apartment district shall be required.

E. Setbacks for insufficient rights-of-way. Setbacks shall be established when a lot or parcel abuts a street having insufficient right-of-way width to serve the area. The Commission shall determine the necessary right-of-way widths and the setback requirements in such cases.

.2 Height Limitations: The maximum height for any structure shall be 45 feet or 3 stories, whichever is less. The Planning Commission may determine that a greater height is in keeping with the general character of the district and surrounding area.

.3 Off-Street Parking: Off-street parking shall be provided as required in Section 1400.

.4 All lots or parcels shall access to public streets, water, and a sewage disposal system.

.5 Landscaping:

A. Landscaping will be in accordance with the Site Design Review Section 1550.

B. It shall be the owner's responsibility to maintain the landscaping installed on the site.

C. Screen planting, masonry walls, or fencing shall be provided to screen objectionable views within 5 months of occupancy of a related building. Views to be screened include garbage and trash collection stations, truck loading areas, and other similar uses.

.6 Access: No more than one 45 foot wide curb cut driveway per 150 feet of street frontage, or fraction thereof, shall be permitted per site.

.7 Lot or Parcel Size: There is no minimum lot or parcel size in the M-2 zone. The Planning Commission will review each proposal to determine if the lot or parcel is adequate to contain the proposed new use. The Planning Commission may seek the advice of the Fire Marshall in making this decision. Existing uses shall continue on their existing lot or parcel. Any expansion of an existing use must be approved by the Planning Commission. The Planning Commission may seek the advice of the Fire Marshal prior to making this decision.

For Landscaping see 1562.B below.

The campus is a 9.54 acre site. The proposed development is at the center / rear of the site well within all setbacks (see site plan).

All adjoining properties are zoned the same M-2 zoning or other similar industrial zones, adjoining properties within the City limits are also zoned Industrial or Commercial. There are no residential zones in the area. There are existing residential properties (non-conforming uses) but the proposed development is well away from those residences.

The proposed building is a single (1) story, and lower than 45 feet in height.

For Parking discussion see section 1400 below.

The property will use the existing access entrance on McNulty Way (main entrance to CCMH) and the existing driveway access at 2185 Gable Road.

Section 1400 OFF-STREET PARKING AND LOADING – OP

1415 Parking Areas: All parking areas, excluding one and two-family dwellings, shall meet the following requirements:

.1 All parking areas of less than 20 parking spaces shall have one handicapped parking space. Parking areas with more than 20 spaces shall provide one handicapped parking space for every 50 standard parking spaces.

.2 All parking areas shall be divided into bays of not more than 20 parking spaces. Between, and at the end of each parking bay, there shall be planters which have a minimum width of 5 feet and be at least 17 feet in length. Each planter shall appropriate by the Director. Truck loading areas need not comply with the preceding requirements.

.3 Parking areas shall be separated from the exterior wall of a structure, exclusive of paved pedestrian entranceways, by a 5 foot strip of landscaping.

.4 Industrial or commercial parking areas, which abut a residential or apartment district, shall meet the building setback of the most restrictive adjoining residential or apartment district.

.5 When industrial or commercial parking areas adjoin a residential or apartment district, there shall be a sight obscuring planting, which is at least 80 percent opaque and when viewed horizontally from between 2 and 8 feet above ground level. This planting shall be composed of materials which are an adequate size so as to achieve the required degree of screening within 12 months after installation.

.6 Parking areas shall be set back from a lot or parcel line adjoining a street. The setback area shall be landscaped.

.7 All parking area setbacks shall be landscaped with major trees, shrubs, and ground cover as approved by the Director.

.8 A minimum of 10 percent of the parking area shall be landscaped and maintenance of the landscaping shall be the owner's responsibility.

Two (2) handicap parking spaces are designated on the site plan.

This is a large parcel and as such much of the above is not applicable to a “campus” setting.

There are no residential zones nearby.

The parking area is separated from the building by a 5’ landscaped strip.

The parking area is divided into separate bays of less than 20 parking spaces each.

The parking areas are well setback from the street, in excess of 70 ft where the closest parking space is to the street, most parking spaces are in excess of 150 feet from the street. The existing landscape will be improved and maintained.

These criteria are met.

1416 Minimum Required Off-Street Parking Spaces:

1416.3 Minimum Off Street Parking Spaces

Bank or office, including medical and dental: One space for each 300 square feet plus 1 space for each 2 employees.

The additional square footage is 2505 sq. ft.

$2505 / 300 = 8.35$ [9 spaces required.]

The building occupant load is 26, $26 / 2 = 13$ spaces

$9 + 13 = 22$ **parking spaces required. The site plan shows 38 parking spaces.**

These criteria are met.

1418 MINIMUM REQUIRED OFF-STREET LOADING SPACES

1418.1 Commercial

Under	-	5,000 sq. ft.	-	0 (reqd.)
5,000	-	24,999 sq. ft.	-	1(reqd.)
25,000	-	59,999 sq. ft.	-	2(reqd.)

The additional square footage is less than 5000 sq. ft. additional loading spaces are not required for the specific structure.

The total square footage of the campus with the additional structure will be 28,481 square feet, which requires 2 loading spaces. The existing structure already has two (2) loading spaces. To the west of the main building there is a loading space for trash pickup, at the rear of the building, at the east there is a loading space for general deliveries.

These criteria are met.

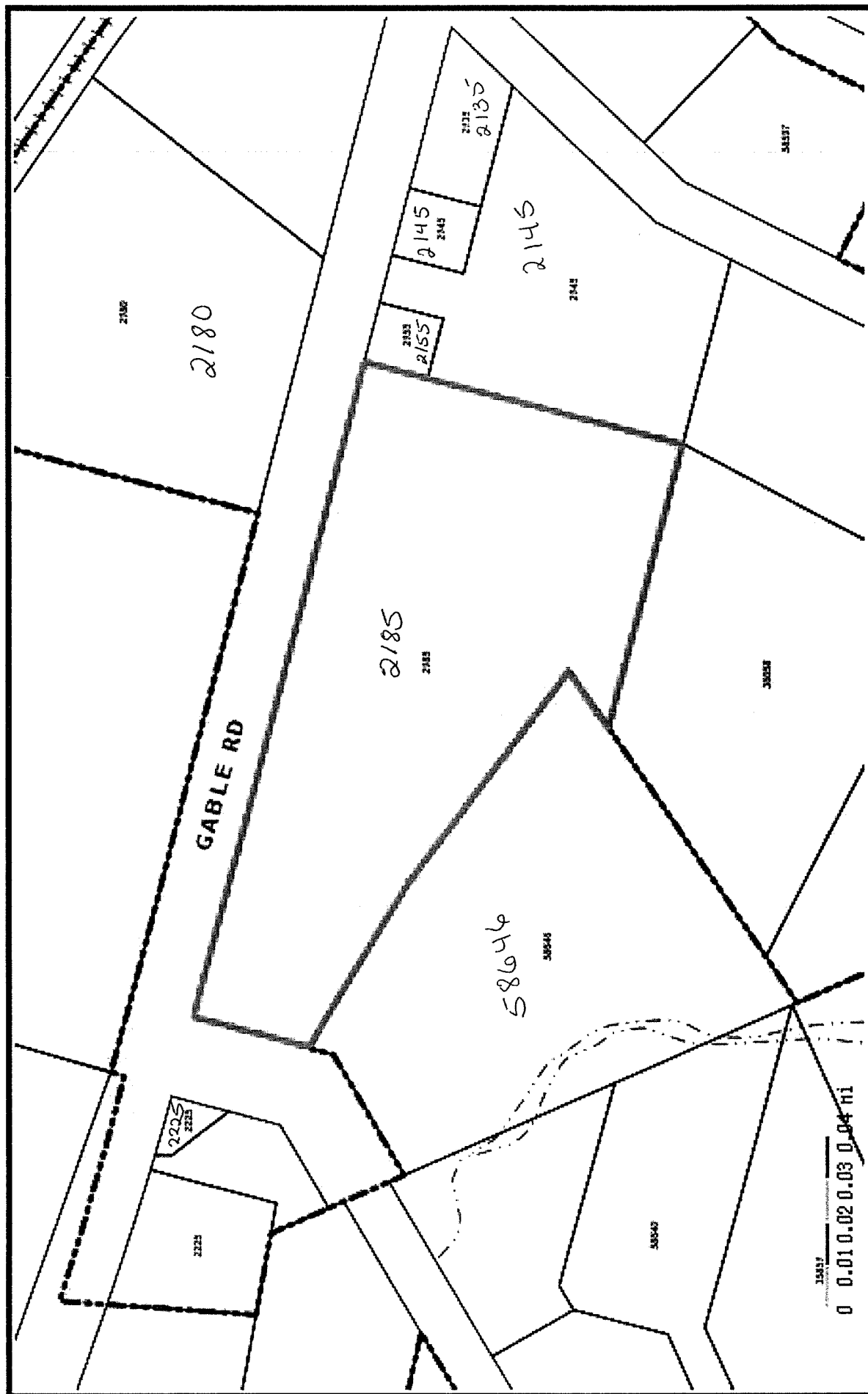
1562 Landscaping: Buffering, Screening and Fencing:

1562 B. Buffering Requirements:

1. Buffering and/or screening are required to reduce the impacts on adjacent uses which are of a different type. When different uses are separated by a right of way, buffering, but not screening, may be required.

Not applicable. All the adjacent properties are of the same industrial zone, or if inside the city limits also classified as industrial zones. However CCMH plans to plant a row of trees along Gable Road to provide a landscaped screen along the street. See site plan.

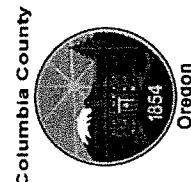
DR 17-03



GeoMoore

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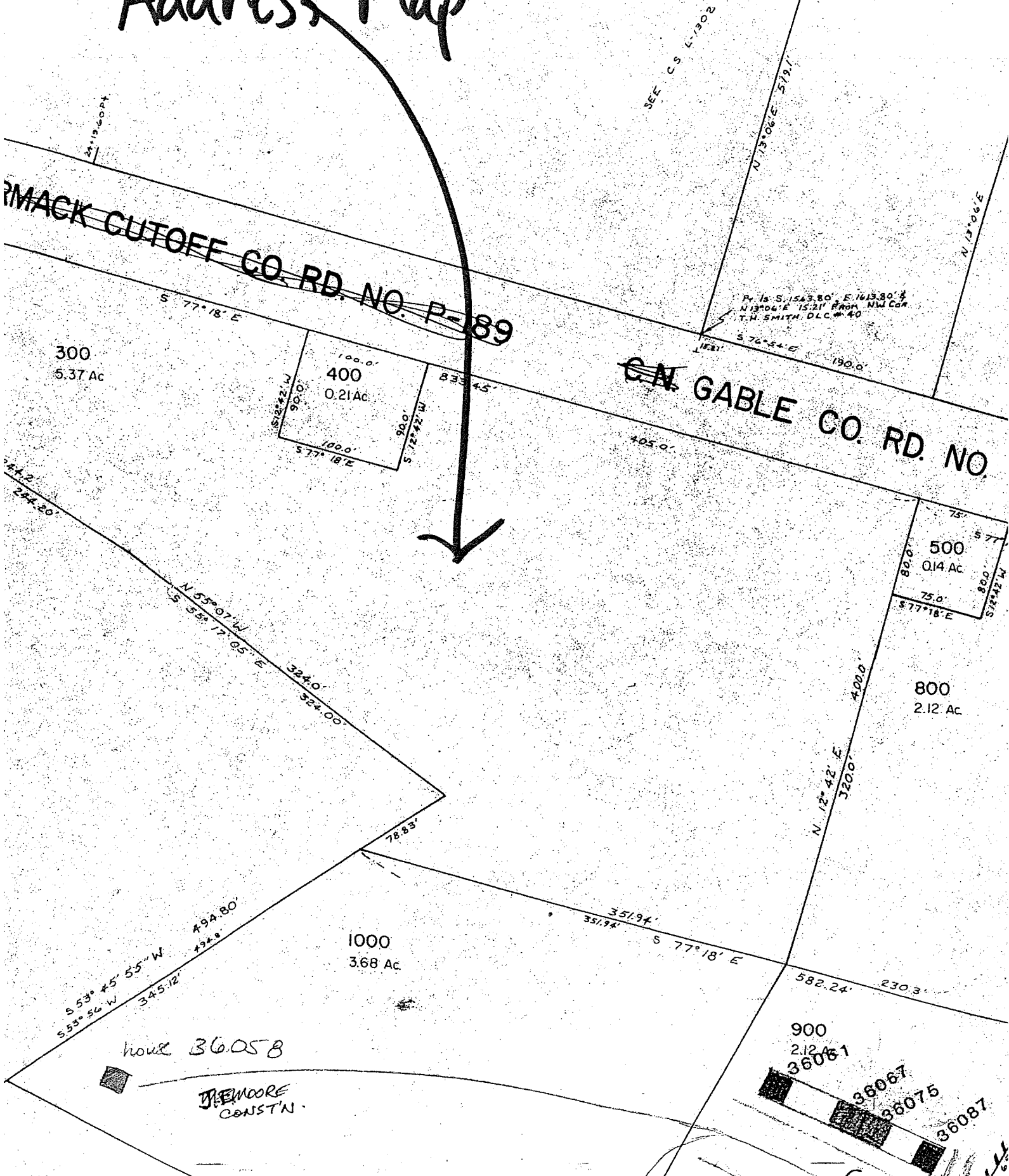
Columbia County Web Maps



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DR 17-03 Address Map

SEE MAP 4 . 1 . 8 . 1 . 1



100
2.14 AC.

DR 17-03

1/16 COR.

Zoning Map

SEE MAP 41 8 A D

M

643

S77°18'E

S76°54'E

(McCORMACK CUTOFF CO. RD. NO. P-18)

400
0.21 AC.

405.0'

244.20'
244.2'

S51°17'05"E

DR 17-03

50
0'

S77°1
75.0

800
2.12

SEE MAP 41 8 A D

1000
3.68 AC.

351.94'

351.94'

S77°18'E

DR 2-90
DR 02-92
TP 28-92
DR 06-02

582.21'
900
2.12 AC.

194.80'
194.8'

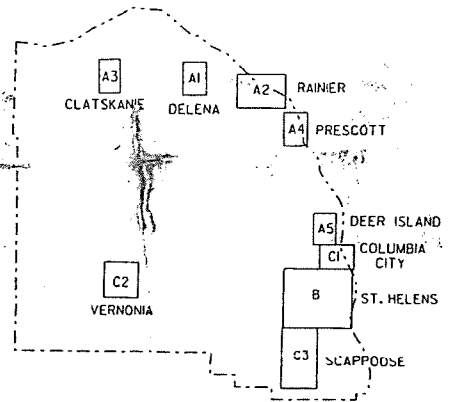
S57°45'55"W
S2°58'W

Navigate using Bookmarks or by clicking on an agenda item.

N

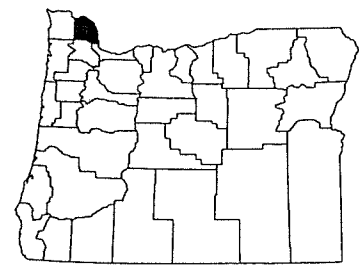
DR 17-03 Vicinity Map

ARRANGEMENT OF SHEETS FOR COLUMBIA COUNTY



Population of Columbia County 1986 Estimate 36,100

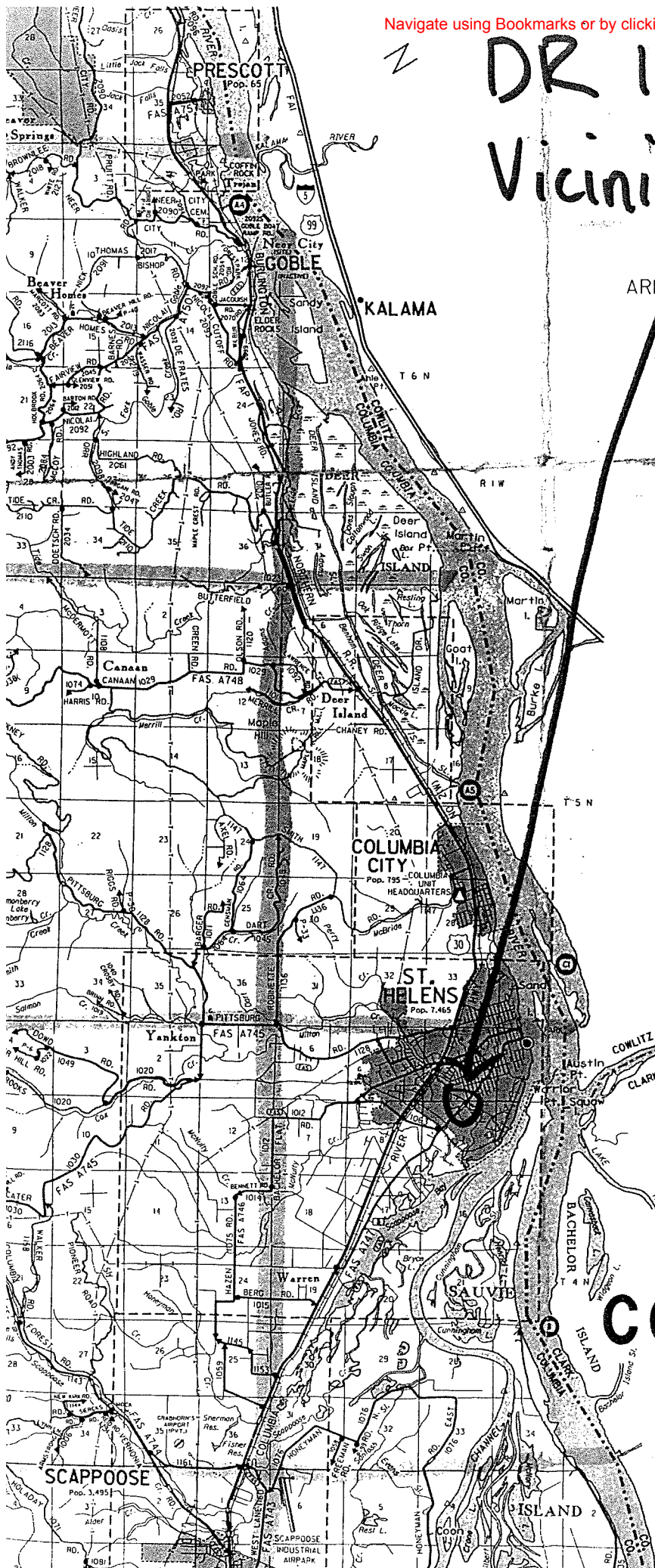
KEY TO COUNTIES

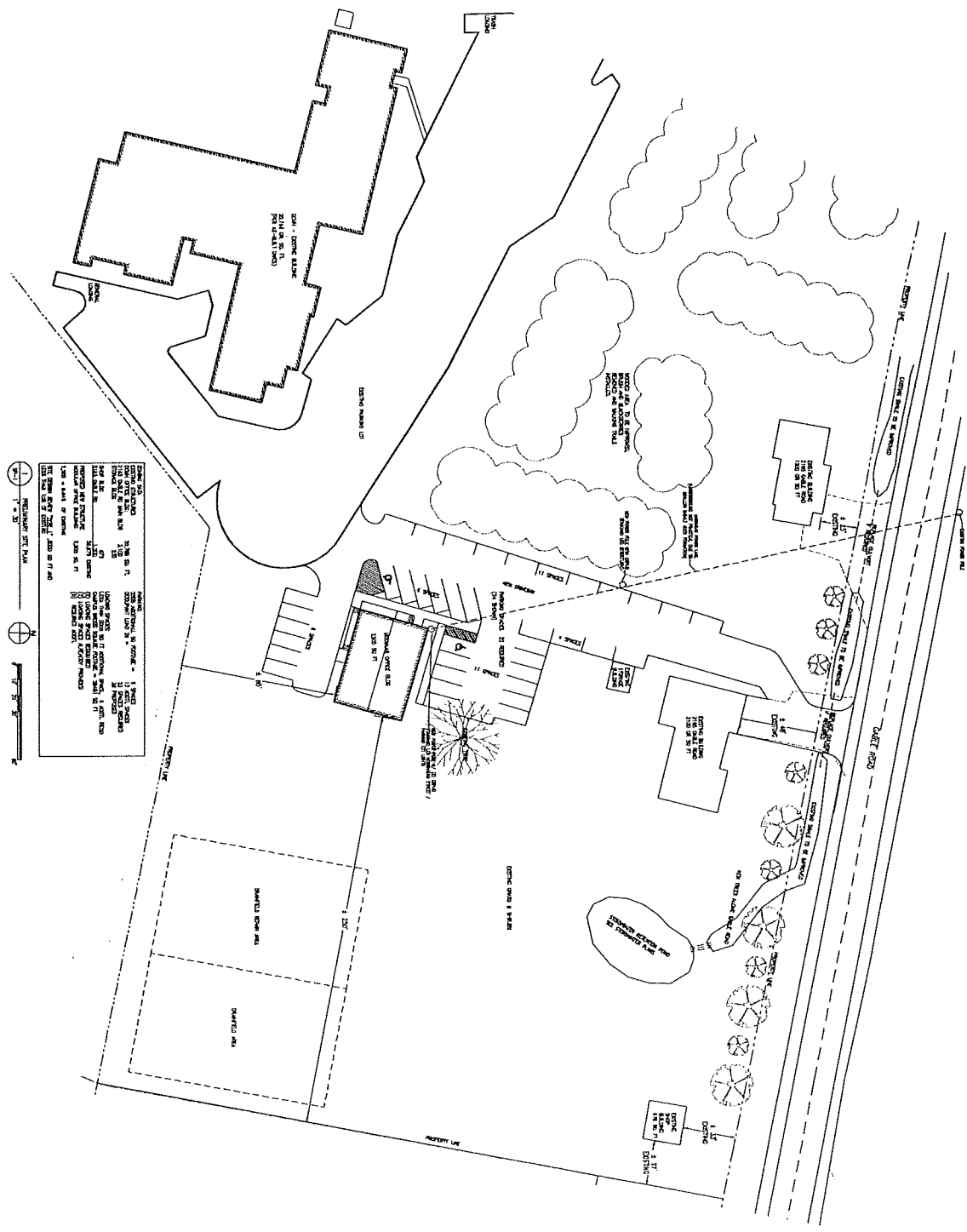


ROAD INDEX MAP COLUMBIA COUNTY OREGON

PREPARED BY THE
OREGON DEPARTMENT OF TRANSPORTATION

IN COOPERATION WITH THE
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION





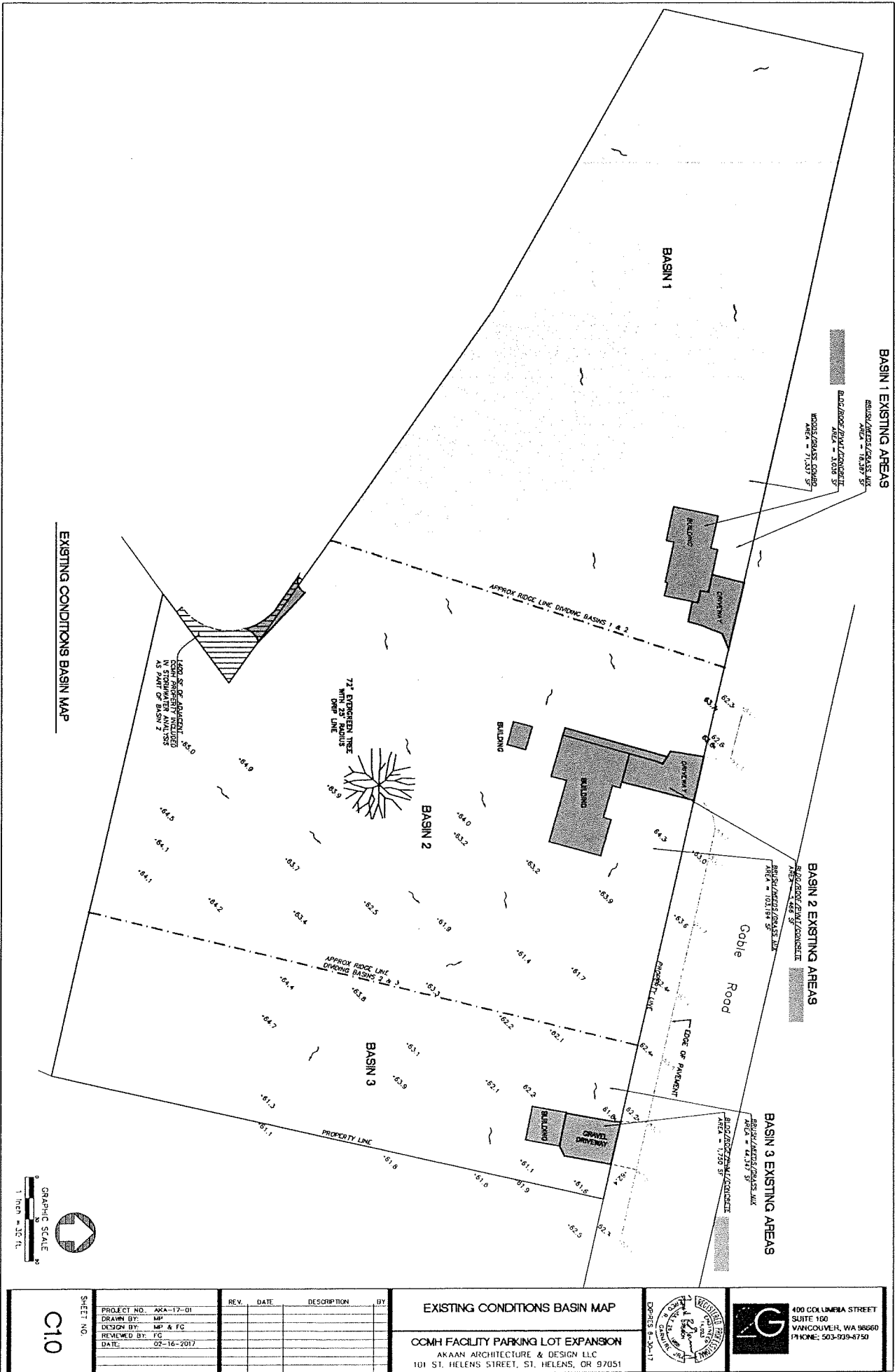
SP-1

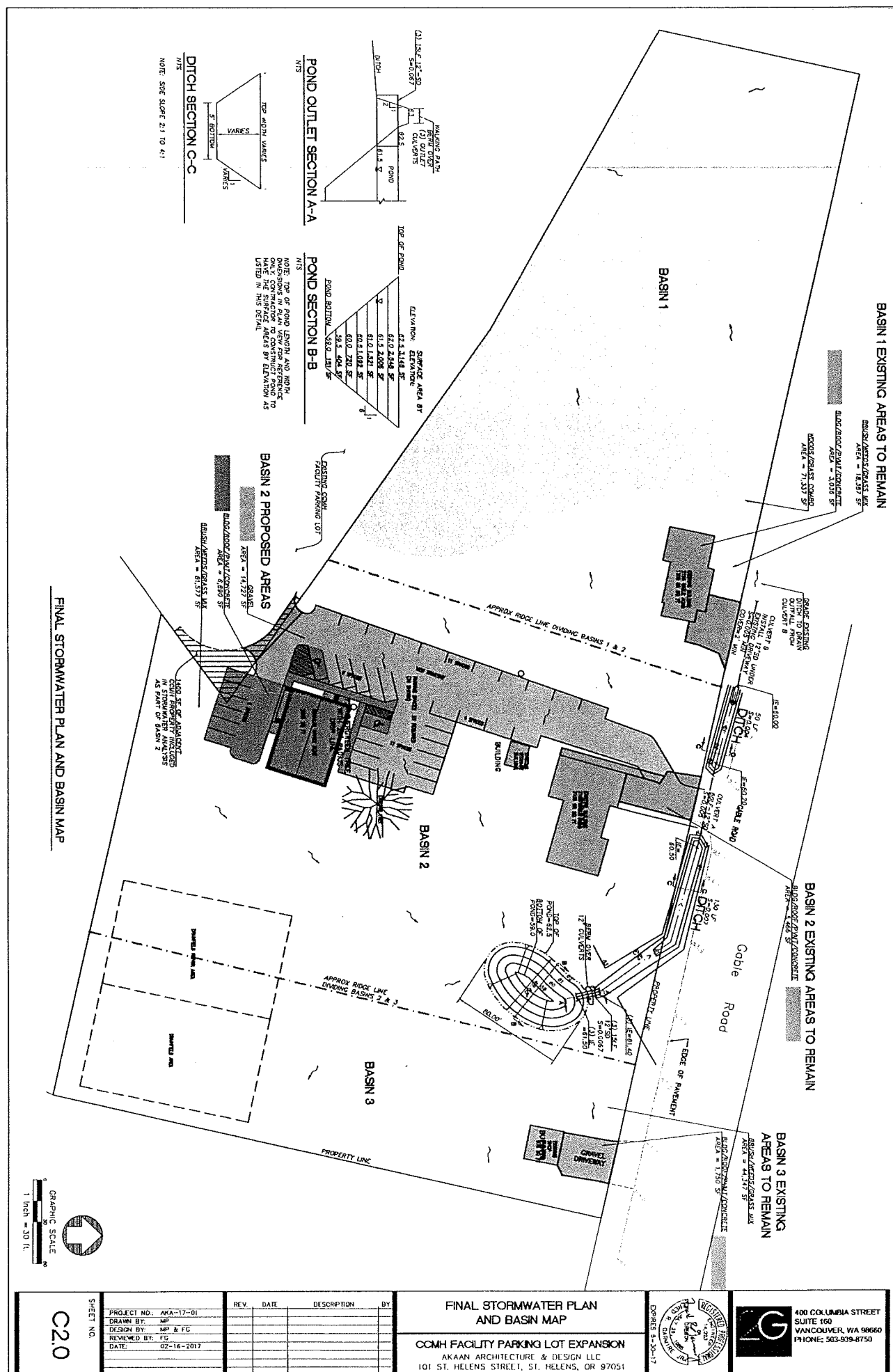
Columbia Community Mental Health
2185 Gable Road - Modular Building
Columbia Community Mental Health 58645 MANULITY WAY, ST. HELENS, OREGON 97051


AKAAN
architecture + design llc

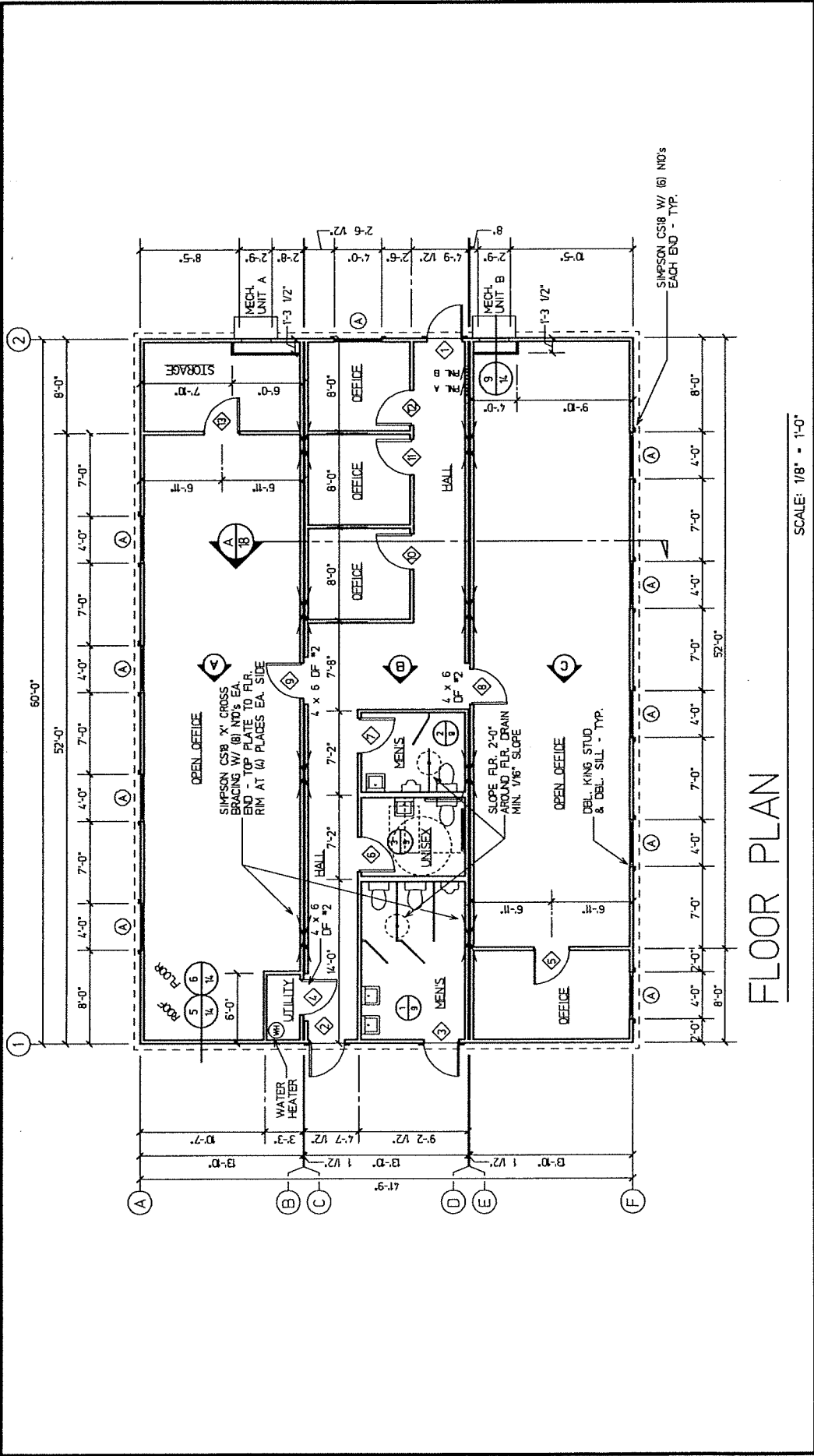
101 ST HELENS ST
ST HELENS, OR 97051
T 503.366.3050 F 503.366.3055








 <p>MODERN BUILDING SYSTEMS, INC. P.O. BOX 10 • 9493 PORTER ROAD • AUMSVILLE, OR 97226 TEL: (503) 749-4943 FAX: (503) 749-4950</p>	REV# BY: DATE: PER: SHEETS: - KAH 1-28-04 SUBMITTAL - Δ KAH 2-16-04 OTL 1,8,9,13,15,18,22	42' x 60' MODULAR OFFICE BOISE - ST. HELENS (BUILDING #3) ST. HELENS, OREGON	2004-TB-02-3 SHEET 6
	REGISTERED PROFESSIONAL ENGINEER KENNETH A. RASMUSSEN OREGON EXPIRES 12/31/04		





MODERN BUILDING SYSTEMS, INC.
P.O. BOX 10 • 9493 PORTER ROAD • ALMSVILLE OR 97225
TELEPHONE: (503) 749-4343 • FAX: (503) 749-4950

REV.# BY: DATE: PER: SHEETS:

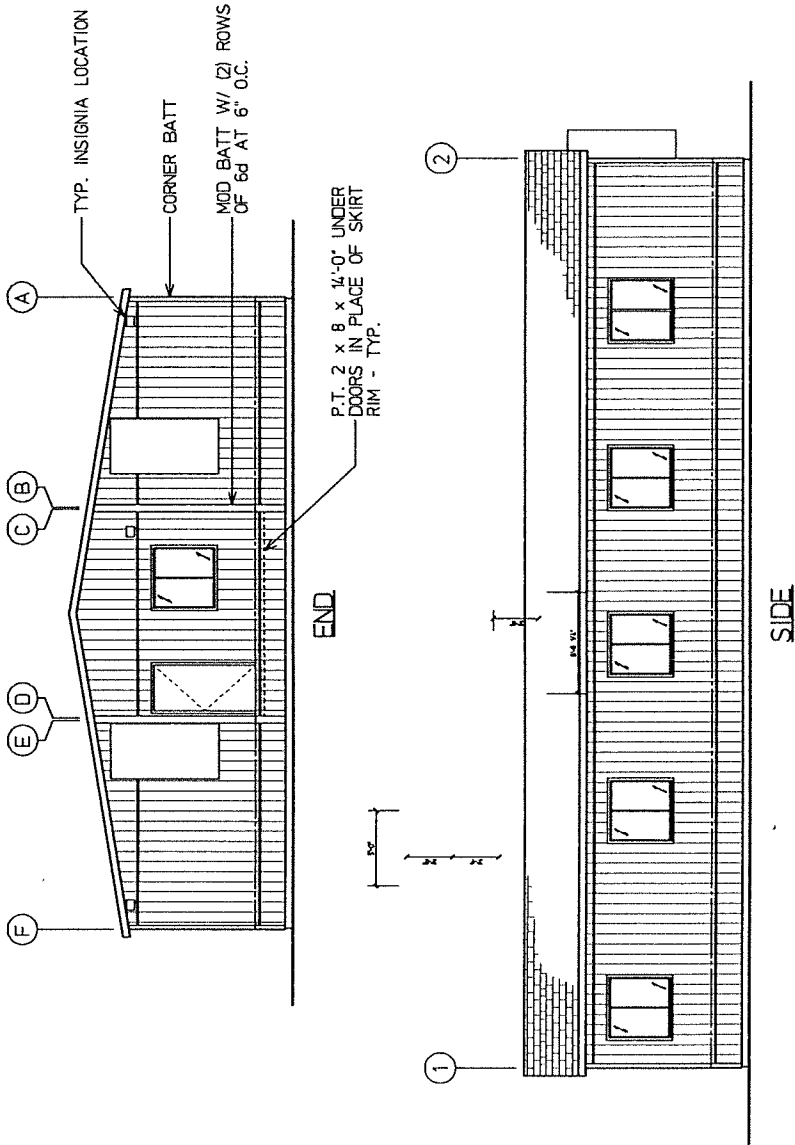
1	KAH	1-28-04	SUBMITTAL	-
2	KAH	2-16-04	OTL	1,8,9,13,15,18,22

42' x 60' MODULAR OFFICE
BOISE - ST. HELENS
(BUILDING #3)
ST. HELENS, OREGON

REGISTERED PROFESSIONAL
ARCHITECT
KENNETH A. RASKIN
EXPIRES: 12/31/04

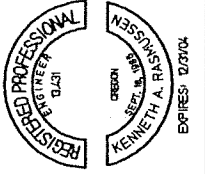
2004-TB-02-3
10
SHEET

EXTERIOR ELEVATIONS



EXTERIOR ELEVATIONS


SCALE: 1/8" = 1'-0"

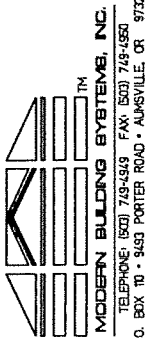


42' x 60' MODULAR OFFICE
BOISE - ST. HELENS
(BUILDING #3)

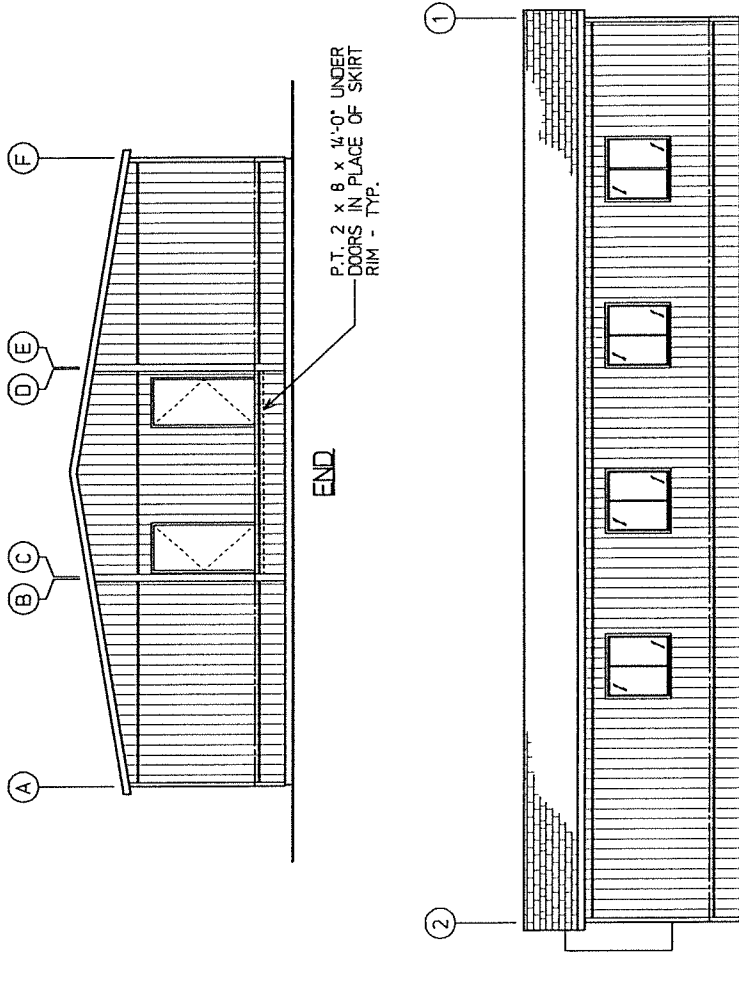
ST. HELENS , OREGON

EXTERIOR ELEVATIONS

REV.#	BY:	DATE:	PER:	SHEETS:
-	KAH	1-28-04	SUBMITTAL	-
	KAH	2-16-04	OTL	1,8,9,13,15,18,22



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EXTERIOR ELEVATIONS

SCALE: 1/8" = 1'-0"

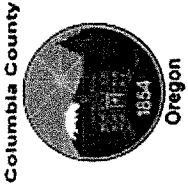
DR 17-03 Zoning



Geolifore

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COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
Planning Division
COURTHOUSE
ST. HELENS, ORE GON 97051
Phone: (503) 397-1501 Fax: (503) 366-3902

RECEIVED

MAR 17 2017

March 16 2017

CITY OF ST. HELENS

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

NOTICE IS HEREBY GIVEN that Jesse Angeloff has submitted an application for a Conditional Use Permit for a Type I Home Occupation. The applicant is seeking sell used vehicles online, small inventory, some minor repair and detailing in the shop and paved parking area. Customers will not come to the home as orders are over the internet, "no foot traffic". The subject property is zoned Single Family Residential (R-10) and is identified by Tax Map No. 4107-BA-00504, is 1.00 acre, and is located at the address 58841 Ward Drive. CU 17-06

THIS APPLICATION IS FOR: (X) Administrative Review; () Planning Commission, Hearing Date:

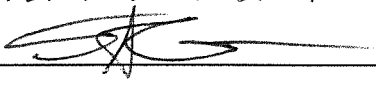
PLEASE RETURN BY: 03/27/17

Planner: Hayden Richardson

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. _____ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. ☒ Please see attached letter or notes below for our comments.
3. _____ We are considering the proposal further, and will have comments to you by _____.
4. _____ Our board must meet to consider this; we will return their comments to you by _____.
5. _____ Please contact our office so we may discuss this.
6. _____ We recommend denial of the application, for the reasons below:

COMMENTS: PLEASE CONSIDER DEFINING "SMALL INVENTORY" (# OF VEHICLES) IN THE LAND USE
DECISION. THIS WILL HELP WITH THE ARGUMENT OF WHAT "SMALL INVENTORY" MEANS
SHOULD COMPLAINTS OR DISPUTES ARISE IN THE FUTURE.

Signed:  Printed Name: JACOB GRAICHEN
Title: CITY PLANNER Date: MAR. 21, 2017

File No. CU 17-06

CONDITIONAL USE PERMIT APPLICATION
Home Occupation

TYPE: ☒ Type I ☐ Type II

APPLICANT: Name: Jesse Angeloff

Mailing address: 58841 ward dr

St helens oregon 97051
City State Zip Code

Phone No.: Office 503-932-0548 Home 503-689-0445

Are you the ☐ property owner? ☐ owner's agent?

PROPERTY OWNER: ☐ same as above, OR: ☒

Name: Steve EVANS Jesse Son-in-law

Mailing Address: 58841 ward dr

St helens OR 97051
City State Zip Code

Phone No.: Office _____ Home 503-396-2065

PROPERTY ADDRESS: 58841 ward dr

St helens OR 97051
City State Zip Code

TAX ACCOUNT NO.: 16819 Acres: 1.0 Zoning: R10/residential

4107-021-00504 Acres: _____ Zoning: _____

_____ Acres: _____ Zoning: _____

PRESENT USES: (farm pasture, forest, residential, etc.)

Use: _____ Approx. Acres

residential 1.0

Total acres (must agree with above): _____

File No. CU _____

WATER SUPPLY: _____ Private well.

Is the well installed? ____ Yes ____ No

X Community system.

Name McNulty

METHOD OF SEWAGE DISPOSAL:

_____ Community Sewer. Name _____

_____ Not applicable.

X Septic System.

If Septic, does the subject property already have a system? X Yes ____ No

If no, is the property approved for a Septic System? ____ Yes ____ No

EMPLOYEES: For any business, how many expected full or part-time employees will you have, including yourself and family members: 1

CONTIGUOUS PROPERTY: List all other properties you own which have boundary lines touching this property:

Tax Account No.

Acres

Co-owners (if any)

N/A

ACCESS CONSULTATION: The applicant has consulted with the local Rural Fire Protection District regarding emergency apparatus access.

Fire Official's Signature: Shelly Booth Date: 2/23/17

CERTIFICATION:

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my belief and knowledge.

Date: 2-23-17 Signature: [Signature]

+++++

Planning Department Use Only

Date Rec'd 2/24/17 Hearing Date: _____

Or: Administrative _____

Receipt No. 19394 CASH

Zoning: R-10 Staff Member: HR

Previous Land Use Actions: _____

+++++

CONDITIONAL USE PERMIT FACT SHEET

Please attach extra pages if necessary.

1. New Uses: What new uses will occur on the property if this Conditional Use Permit is approved? Describe your project.

Sell used vehicles
I will be selling cars online
with a small inventory NO foot traffic

2. Suitability: Why is the property suitable for this use (considering lot size, shape and location, access and roads, natural features and topography, existing improvements, etc.)?

I have a large paved area and a large
shop plenty of space to display cars

3. Compatibility: How will the use be compatible with surrounding uses?

I have a shop on my property
that is made for cars & trucks

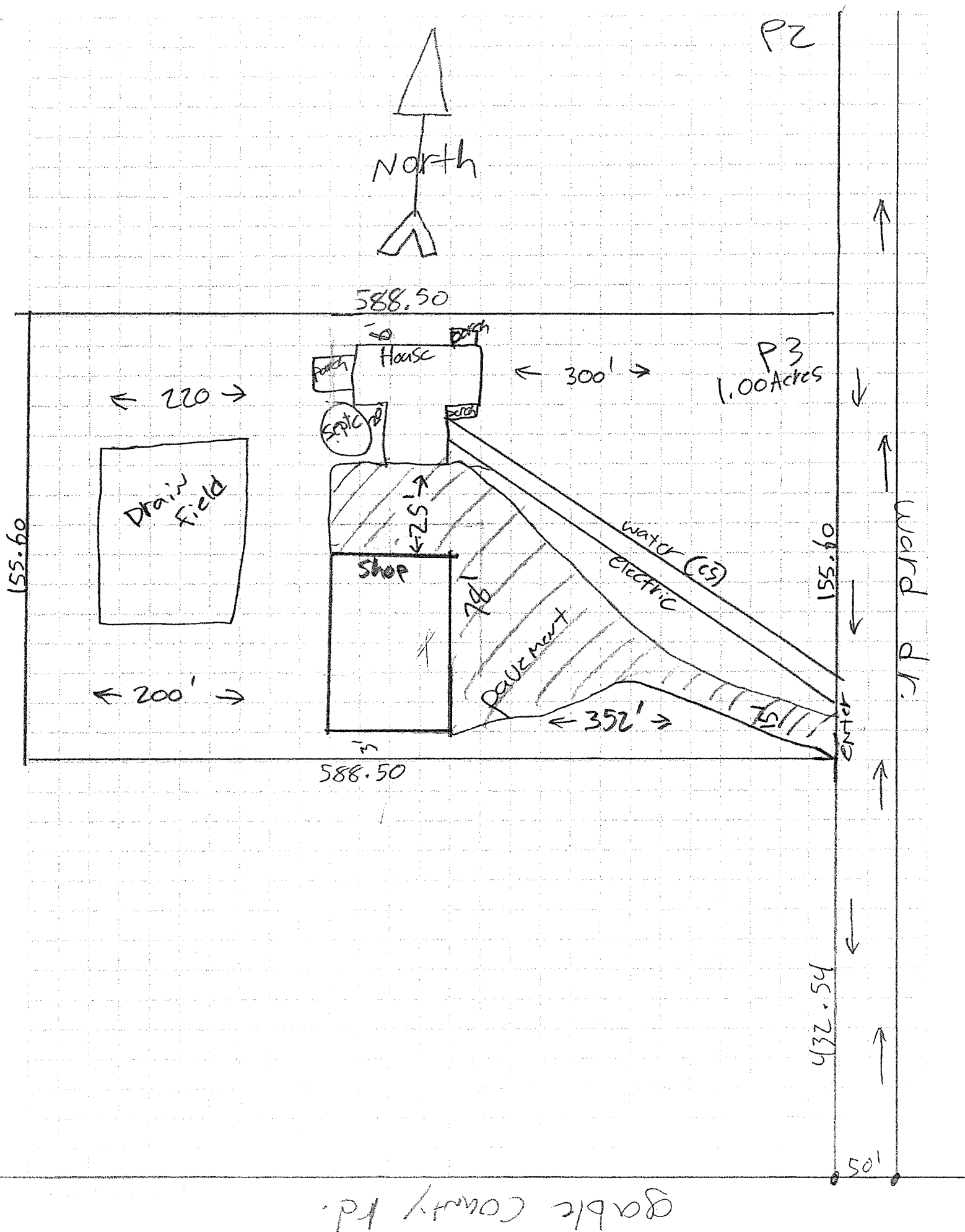
4. Impact: What impact will the proposed use have on existing public facilities, or on your neighbors' use of their land? Why?

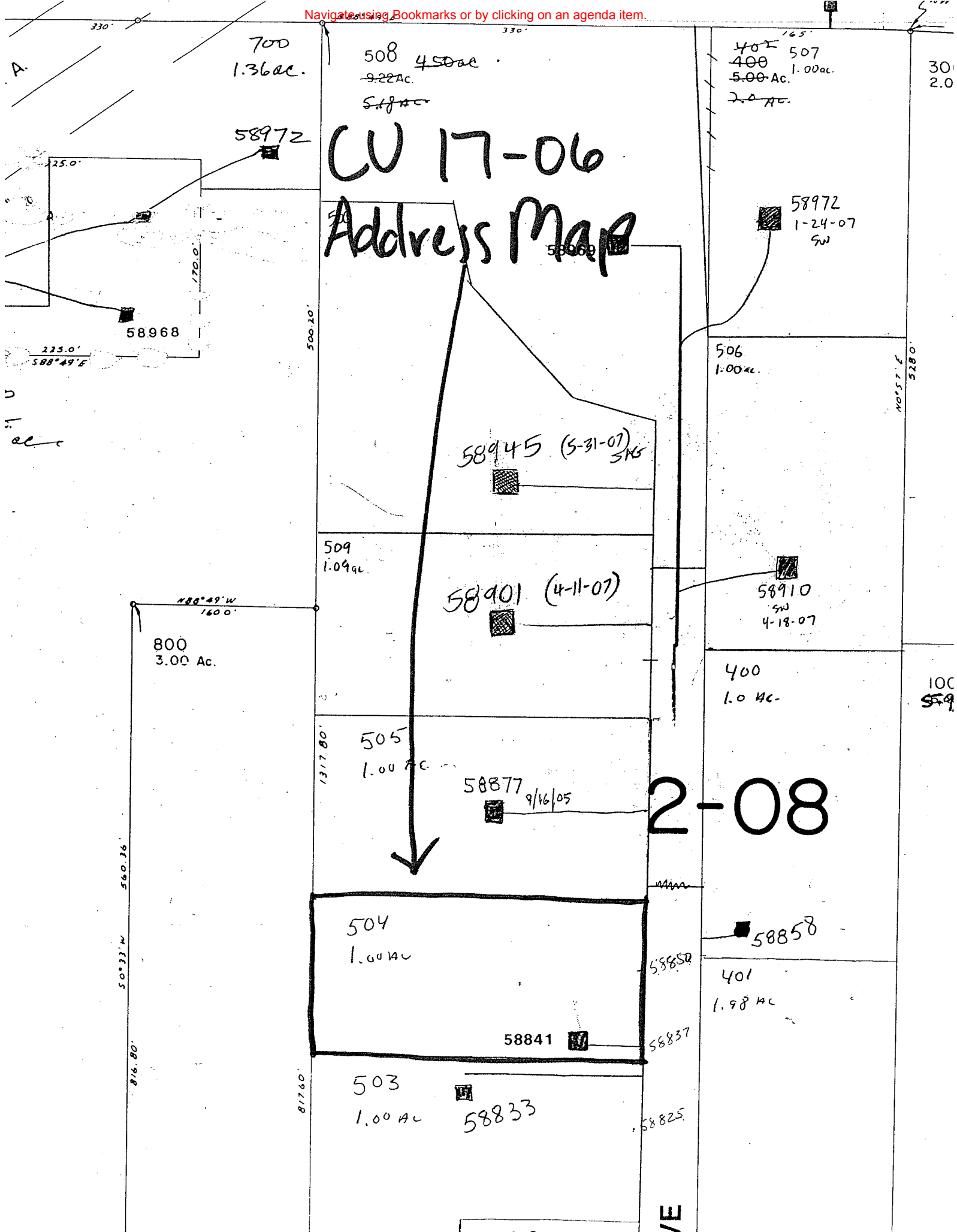
None

5. Hazards: Does the proposed use create any hazardous conditions or use any poisonous materials? Please describe them.

NO

+++++

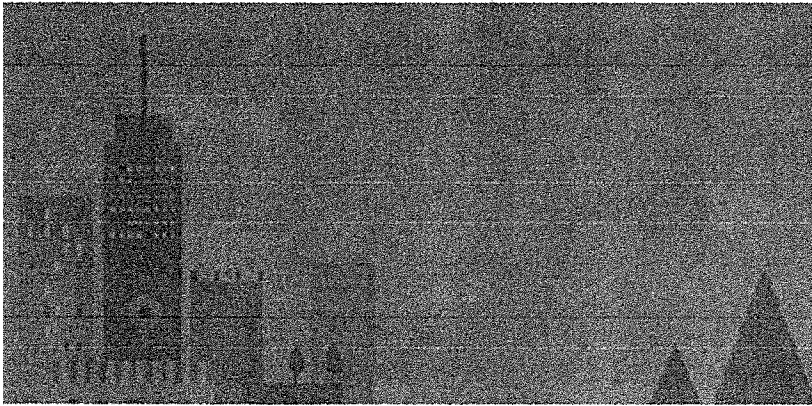
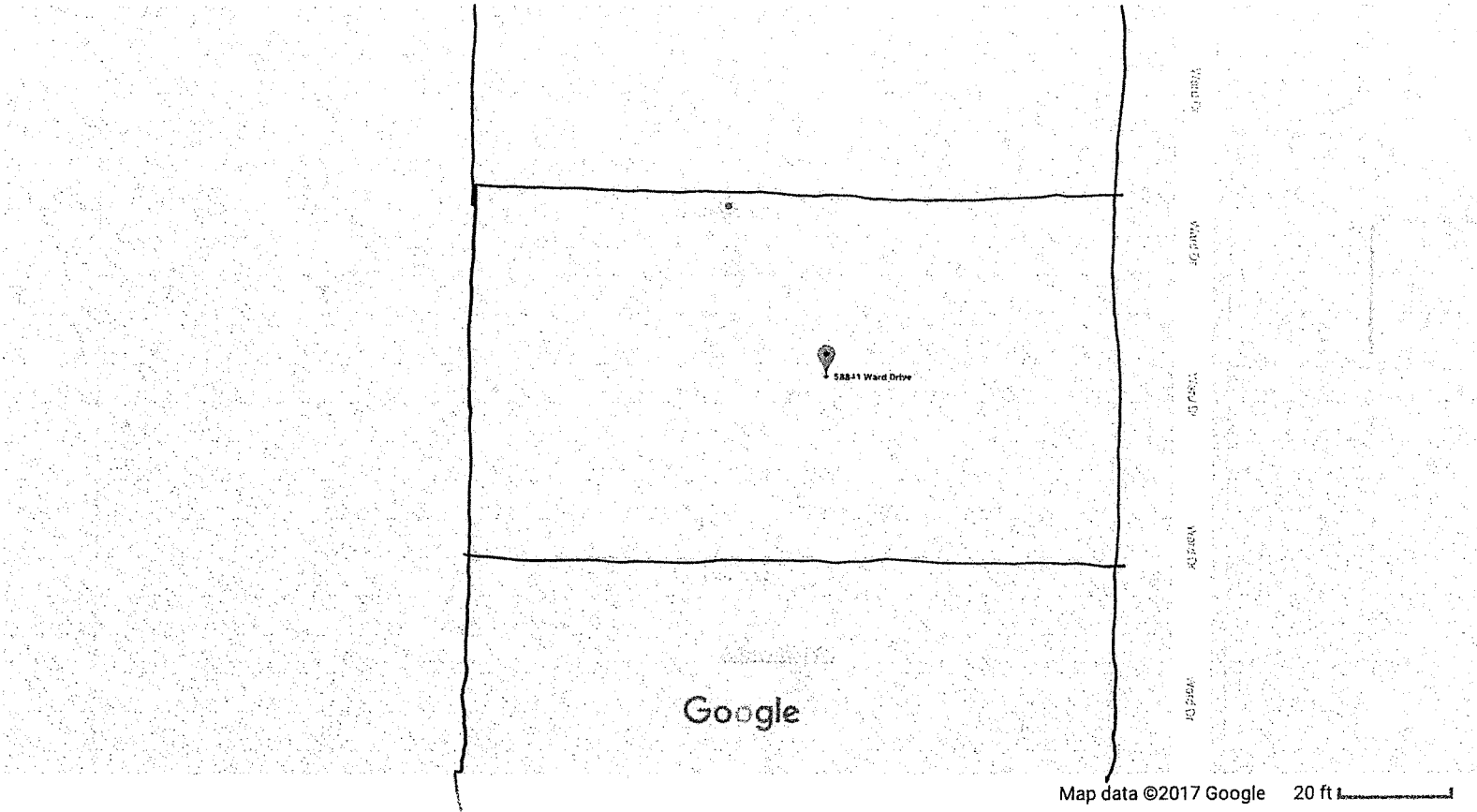




Google Maps 58841 Ward Dr

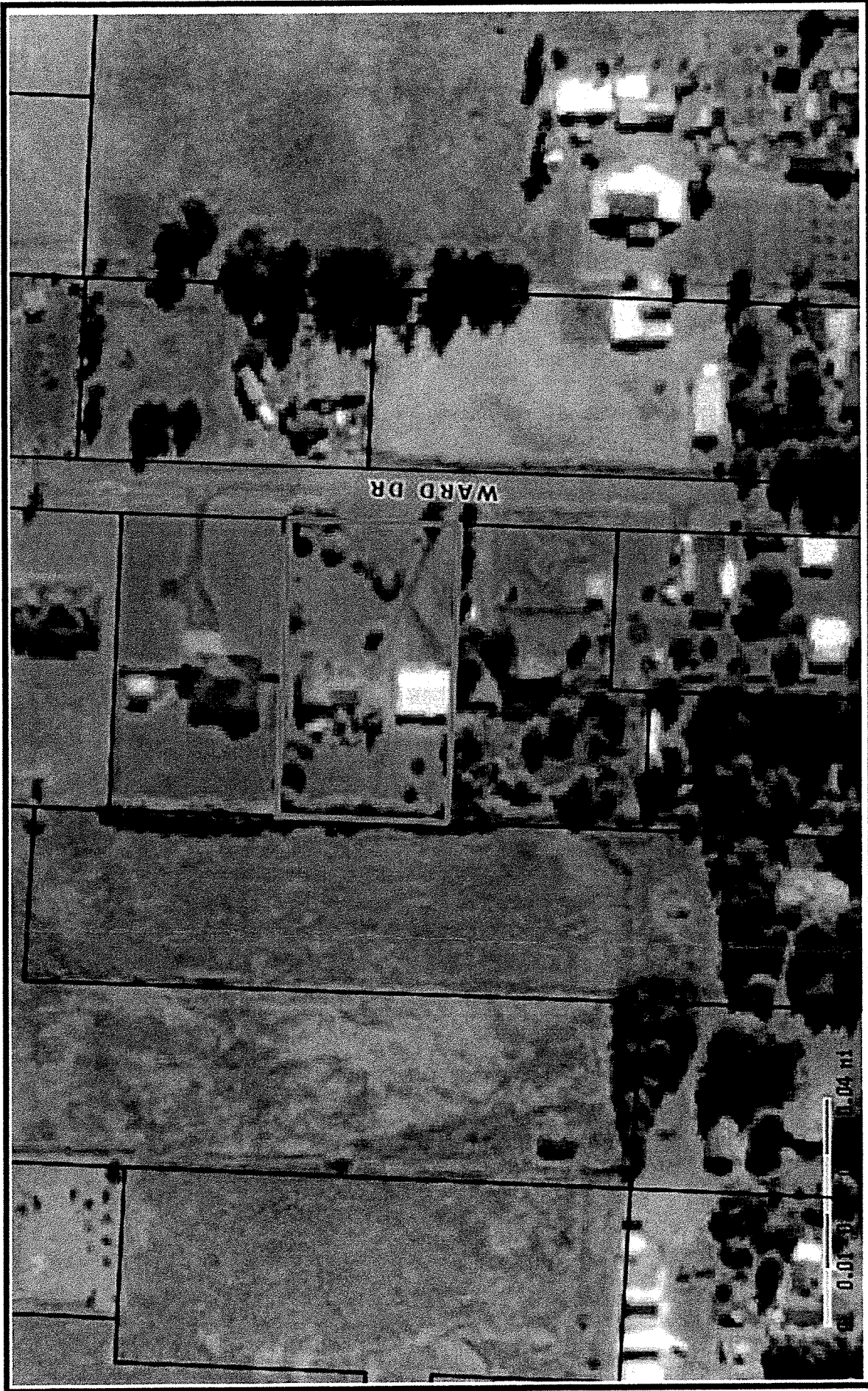


Imagery ©2017 Google, Map data ©2017 Google 50 ft



58841 Ward Dr
St Helens, OR 97051

CU 17-06 Aerial



by
GeoInfo

Columbia County Web Maps

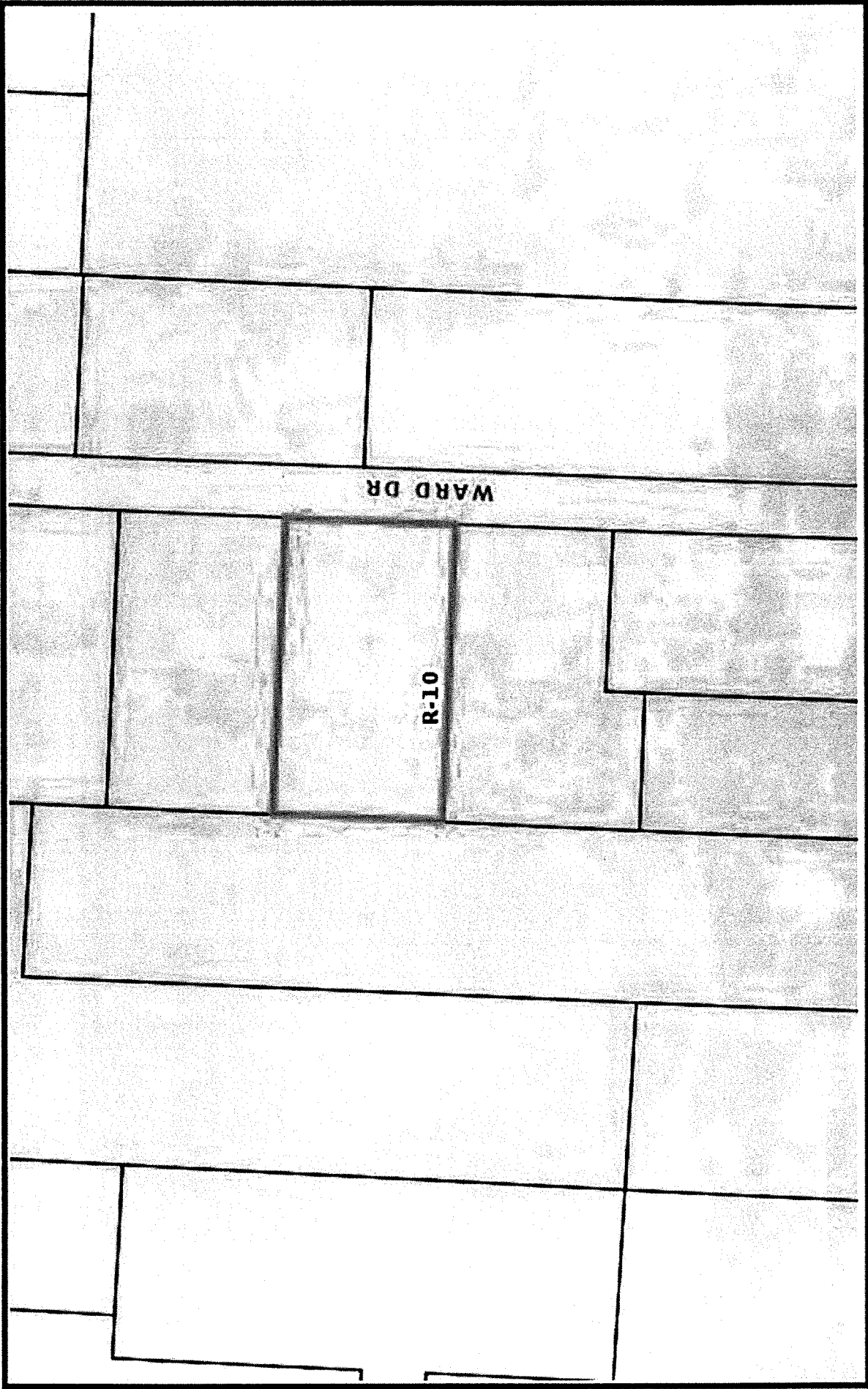
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Columbia County



Printed 02/24/2017

CU 17-06 Zoning



Geotitles

Columbia County Web Maps

Columbia County



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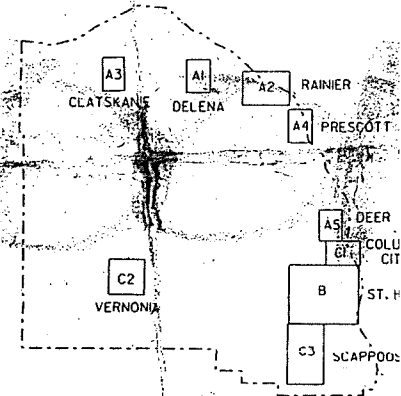
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LAKE, POND, OR RESERVOIR WITH DAM
INTERMITTENT LAKE, OR POND
IRRIGATION OR DRAINAGE DITCH

TRIANGULATION STATION
LOOKOUT-TRIANGULATION
US FOREST SERVICE

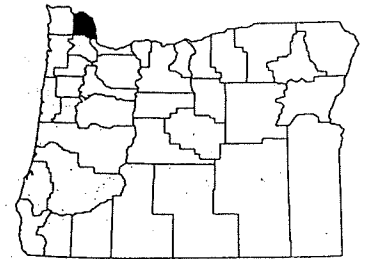
CU 17-06
Vicinity Map

ARRANGEMENT OF SHEETS FOR COLUMBIA



Population of Columbia County 1986 Estimate

KEY TO COUNTIES

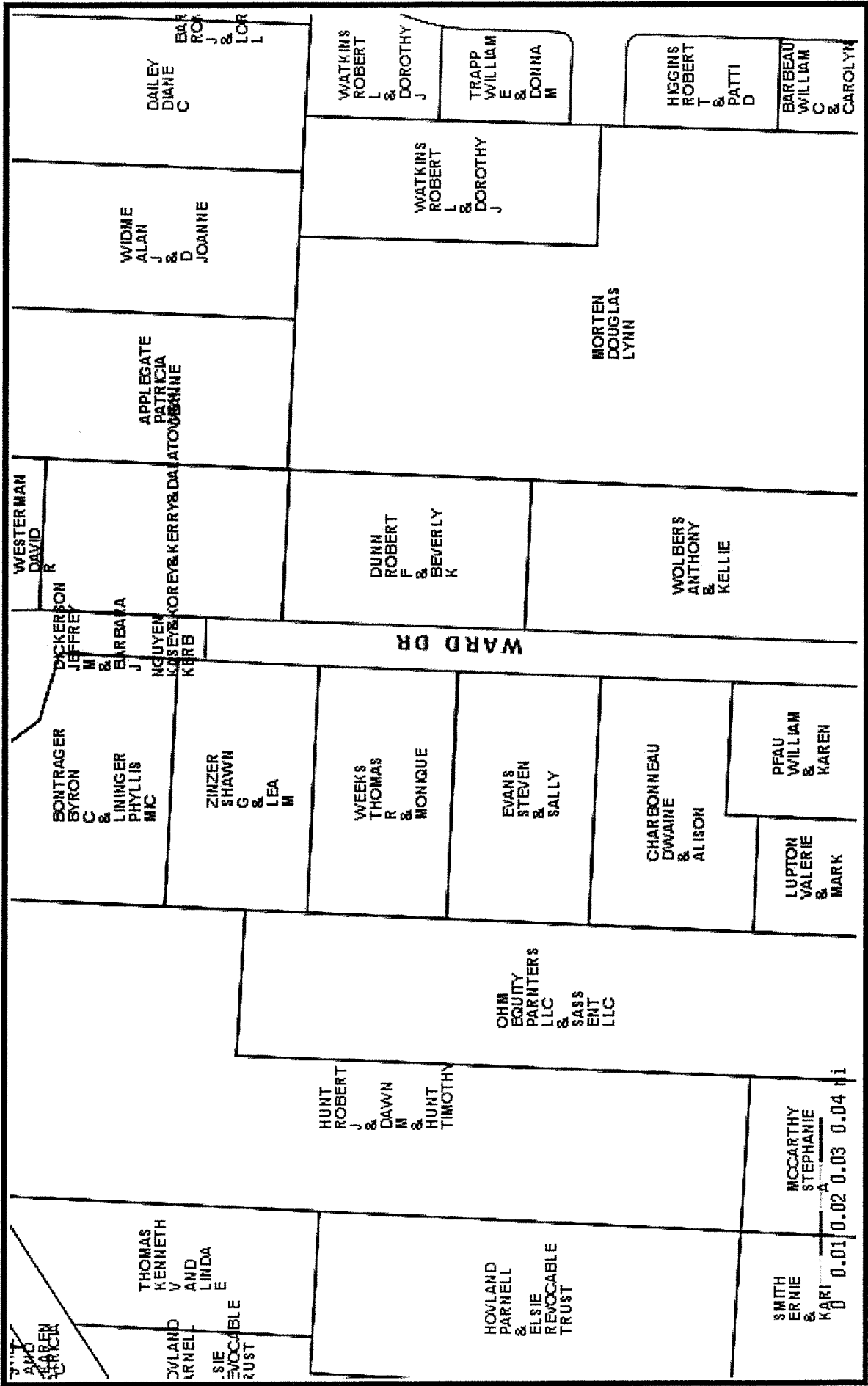


ROAD INDEX MAP COLUMBIA CO OREGON

PREPARED BY THE
OREGON DEPARTMENT OF TRANSPORTATION

IN COOPERATION WITH THE

Ownership Map



Columbia County

Columbia County



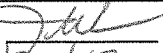
Columbia County Web Maps

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BUSINESS LICENSE REPORT

City Department Approval: March 20, 2017

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

Signature:	
Date:	3/21/17

RESIDENT BUSINESS – RENEWAL 2017

<input type="checkbox"/>	Klondike Restaurant Group LLC	Restaurant
<input type="checkbox"/>	*NW Pugs	Kennel
<input type="checkbox"/>	RJR Land & Sea Transport	Transport
<input type="checkbox"/>	Saint Helens Internal Medicine	Internal Medicine
<input type="checkbox"/>	Strange Birds Coffee House	Coffee Shop
<input type="checkbox"/>	Yellow Bird Vintage	Secondhand

RESIDENT BUSINESS – NEW 2017

<input type="checkbox"/>	*Progressive Movement Productions 35120 Burt RD	Videography
--------------------------	--	-------------

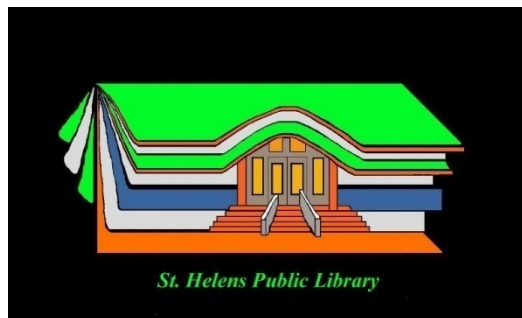
NON-RESIDENT BUSINESS - 2017

<input type="checkbox"/>	American Sprinklers, Inc.	Fire Protection
<input type="checkbox"/>	All Star Distributing	Kirby Vacuum Sales/SVS
<input type="checkbox"/>	Builders Insulation of OR LLC	Supply and Install Thermal Insulation
<input type="checkbox"/>	Claud Davis Builder	Construction
<input type="checkbox"/>	Comfort Construction	General Construction
<input type="checkbox"/>	Cozy Lawn Maintenance	Landscape Maintenance
<input type="checkbox"/>	DTS System, Inc.	Fire Life Safety
<input type="checkbox"/>	General Tree Service	Landscape Care
<input type="checkbox"/>	Gordon Family Plumbing, LLC	Plumbing, LLC
<input type="checkbox"/>	Guardian Fire Protection	Fire Protection System
<input type="checkbox"/>	Ison Transportation INC.	Marine Towing
<input type="checkbox"/>	Pay Less 4 Painting, LLC	Painting (Residential & Commercial)
<input type="checkbox"/>	Pipe It Plumbing LLC	Plumbing
<input type="checkbox"/>	Tri County Temp Control DBA First Call	HVAC
<input type="checkbox"/>	Second Chance Tile Restoration	Tile/Carpet Cleaning All Hard Floor
<input type="checkbox"/>	Sefnco Communications, INC.	Install Coax Cable
<input type="checkbox"/>	Willamette Restoration Services Inc.	Construction/Restoration

*Denotes In-Home Business

MISCELLANEOUS - 2017

- | | | |
|--------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> | Umqua Dairy Products CO. | Delivery-DSTR Dairy Products/Delivery |
| <input type="checkbox"/> | Barnes Family Construction LLC | 7-Day: Assembly pre Fab Sheds |
| <input type="checkbox"/> | Crisman Plumbing LLC | 7-Day: Plumbing Work |



March 29, 2017

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Online NW: On Friday, March 31st, Reference Librarian, Brenda Herren-Kenaga will be attending a one-day regional conference at Portland State University that focuses on instructional technology and libraries.

Columbia County Libraries: The St. Helens Public Library will host a meeting of all the local library directors on Friday, April 7th. It has been a few years since we have all gotten together so this is a great opportunity to reconnect and share information about programs and services. Directors from Vernonia, Scappoose, Columbia City, Rainier and Clatskanie will be attending.

Library Volunteer Recognition: The Library will close at 5pm on Monday, April 10th to hold a recognition event for the volunteers, friends and board members that give so generously of their time to help the Library serve the St. Helens community.

Make-It Events for April:

- LEGO – Visit the library for unstructured LEGO play time with our growing collection of donated LEGO sets. Duplo sets are also available for younger children. Come create with us! Monday, April 3, 4:00 p.m. in the Auditorium
- SEWING & T-SHIRT HACKS – Make a pillow, embroider a keychain, or modify a t-shirt to make it suit your style! We'll go over basic stitches and the fundamentals of hand sewing plus how to sew a button in this fun and practical workshop. (If you want to hack a t-shirt, bring the shirt with you! All other materials will be provided.) Monday, April 17, 4:00 p.m. in the Auditorium Call the Library to register – (503) 397-4544 (ages 6-12)