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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, April 19, 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. | Semi-Annual Report from IT Consultant Centerlogic – <i>Max Stahl</i> | 1:05 p.m. |
| 3. | Proposal from Public Health Foundation to Implement Soda Tax – <i>Ashley Baggett</i> | 1:15 p.m. |
| 4. | Request from Wayne Mayo to Support County Street Vacation Application – <i>Wayne Mayo</i> | 1:35 p.m. |
| 5. | 3 rd Quarter Communications Report – <i>Crystal</i> | 1:45 p.m. |
| 6. | Urban Renewal Update – <i>John & Jenny</i> | 1:55 p.m. |
| 7. | 3 rd Quarter Financial Report – <i>Matt</i> | 2:15 p.m. |
| 8. | Review New Associate Planner Job Description – <i>John</i> | 2:25 p.m. |
| 9. | Department Reports | 2:35 p.m. |
| 10. | Council Reports | 2:55 p.m. |
| 11. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:15 p.m. |
| 12. | Other Business | |
| 13. | Adjourn | |

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- April 18, Library Board, 7:15 p.m., Columbia Center Auditorium
- April 19, Council Work Session, 1:00 p.m., Council Chambers
- April 19, Council Public Hearing, 6:30 p.m., Council Chambers
- April 19, Council Regular Session, 7:00 p.m., Council Chambers
- April 24, Youth Council, 7:00 p.m., Council Chambers
- April 25, Arts & Cultural Commission, 6:30 p.m., Council Chambers
- April 27, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers

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

- April 19, 6:30 p.m., PH: Annexation of Lots 19-20, Block 2 of the Golf Club Addition (Weigandt)

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.

Kathy Payne

From: Wayne Mayo <wayne_mayo54@hotmail.com>
Sent: Tuesday, April 11, 2017 7:33 AM
To: Kathy Payne
Subject: Getting on the agenda

11April2017

Street Vacation Request at inside corner of Old Portland Road west of tracks at RR Avenue

Wayne Mayo
32452 J P West
Scappoose Or 97056

Ron Schlumpburger
St. Helens.

Property:

The property has no address. It is between the railroad tracks and the large flat newly black fence going up development on Old Portland Road-Gable Road on the north inside of the curve just west of the railroad tracks.

If you've ever sought to get crossing concessions from the railroad, you know it's a daunting task. The right of way at that intersection is already 80 feet. Further road widening can be done within the existing right of way.

These ancient platted roads originally intended for a subdivision will never be utilized as you can see from the map.

It was former planner Tim..... who suggested to me that I do this.

This property is not in city but the county wants to know your feelings about it before they vacate it.

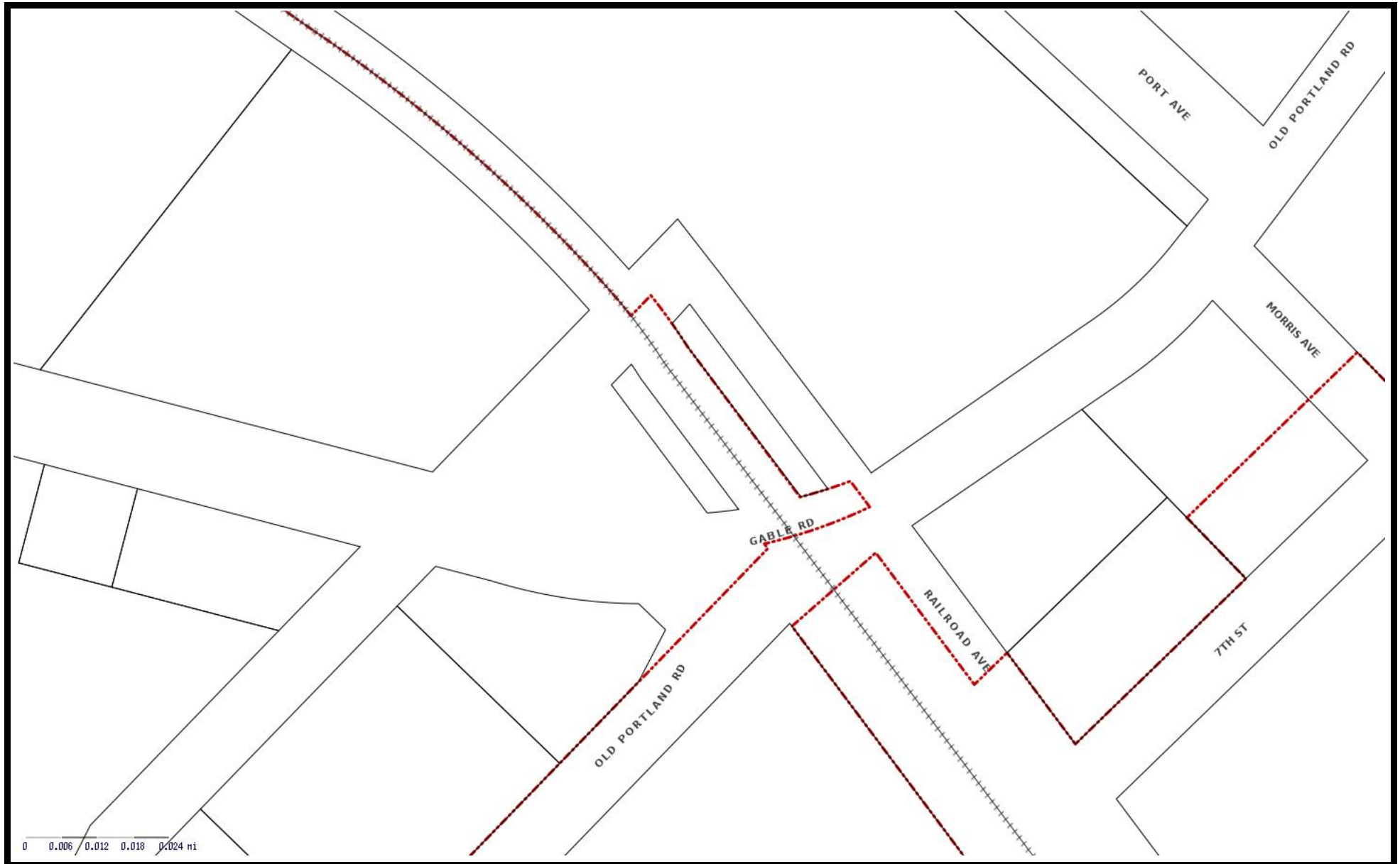
Ron Schlumburger, his partner as one owner, and I as the other request you write a letter to Columbia County giving your approval to our request for street vacations as shown.

Wayne Mayo

See Map.

Gable Road vacation

Navigate using Bookmarks or by clicking on an agenda item.



Columbia County



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.

GeoMoore

Printed 04/11/2017

Communications Report

January to March 2017
Third Quarter – FY 2016-17

Prepared by Crystal Farnsworth
April 12, 2017



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	Gazette	e-Newsletter	Radio Spot	Media Advisory
January 2017	1	38	34			1	1	
February 2017	2	15	12			1	1	
March 2017	5	17	14	1	1	2	1	
Totals	8	70	60	1	1	4	3	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Emerg. Mgmt.	Social Media	Photography	Miscellaneous* Total
Hours	24.25	39.5	10		19.65	9.25	13.75

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Department Allocations

Total Hours Worked by Department / Fund	
Administration	14.75
City Council	4.75
Communications	65.25
Emerg. Mgmt.	10.16
Engineering	1.5
Finance	1.5
Library	6.5
Planning	2
Police	7.66
Public Works	1.33
Tourism	0.75
Boards/Commiss.	0.25
Total Hours	116.4

*Category includes projects worked on for all departments, such as Gazette and e-Newsletter

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

Followers as of March 31, 2015: 2,991*

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

Followers as of March 31, 2016: 5,486

Followers as of June 30, 2016: 5,740

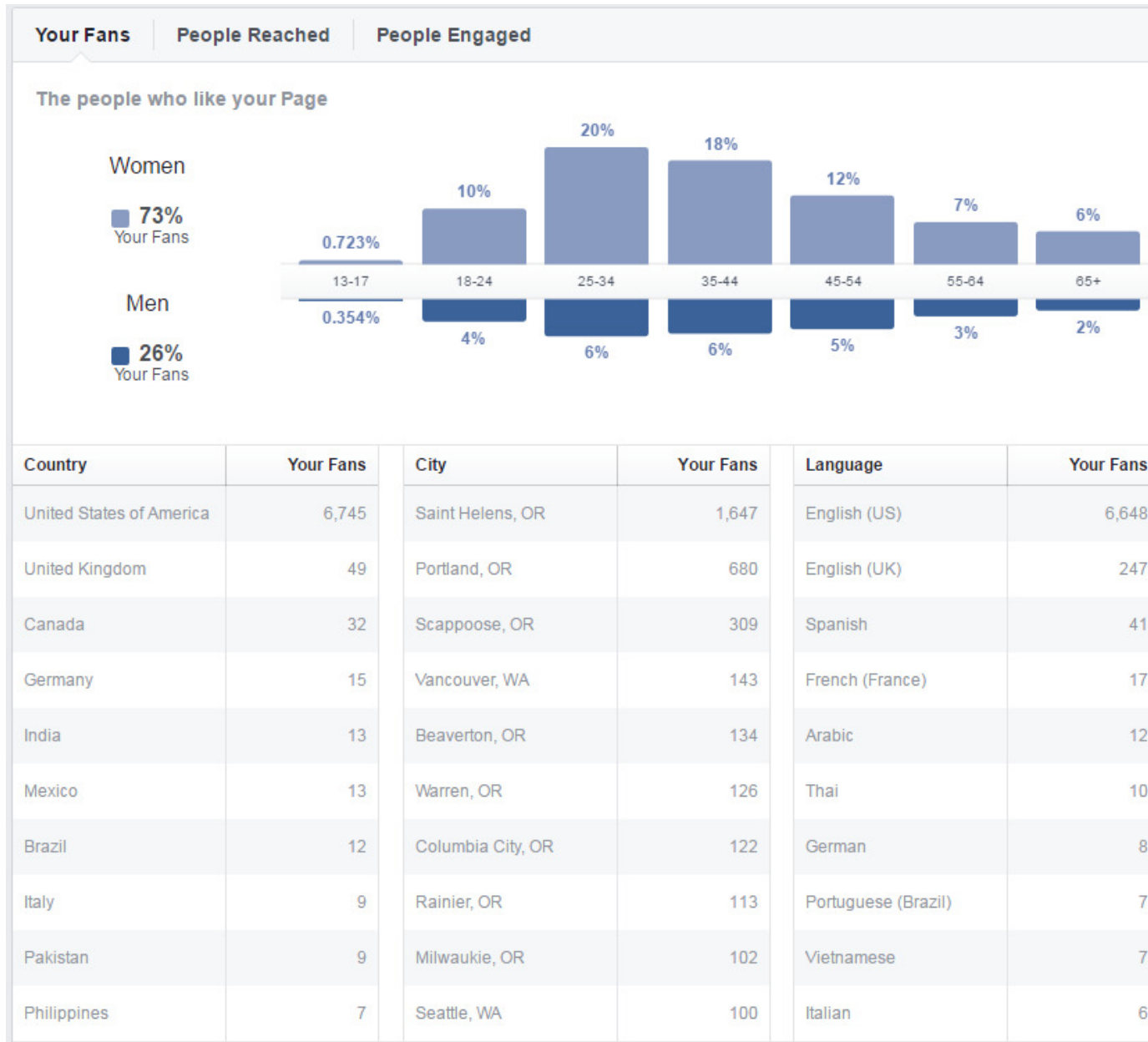
Followers as of September 30, 2016: 6,270

Followers as of December 31, 2016: 6,747

Followers as of March 31, 2017: 7,045

*On March 5, 2015, Facebook notified business pages that they were changing a page's like counts which resulted in a dip in total page likes

Facebook Stats: Insights



Twitter

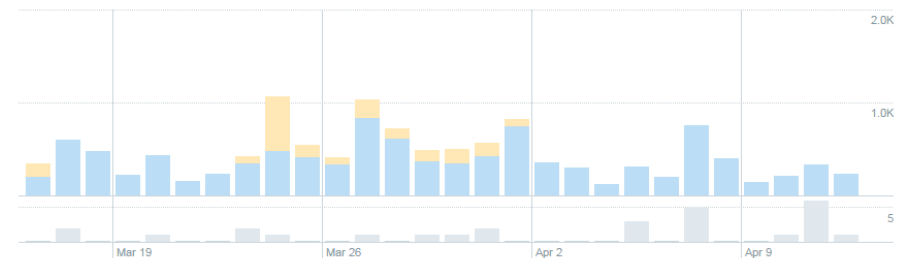
Followers



As of March 31, 2014: 431
 As of June 30, 2014: 463
 As of Sept. 24, 2014: 482
 As of Dec. 30, 2014: 506
 As of March 31, 2015: 537
 As of June 30, 2015: 540
 As of Sept. 30, 2015: 670
 As of Dec. 31, 2015: 756
 As of March 31, 2016: 820
 As of June 30, 2016: 883
 As of September 30, 2016: 974

As of December 31, 2016: 1,055

As of March 31, 2017: 1,113

Your Tweets earned **12.8K impressions** over this **28 day** period



Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
<div>  City Of St. Helens @sthelens · Mar 17 From one of our most famous St. Helens residents to you and yours, Happy St. Patrick's Day! 🍀🍀 #SpiritofHalloweentown #StHelensOR pic.twitter.com/GKpTocw8dJ View Tweet activity </div>				511	11	2.2%
<div>  City Of St. Helens @sthelens · Mar 16 Discussion about perceptions of disability at St. Helens Public Library tonight, 7 p.m. ci.st-helens.or.us/library/page/f... View Tweet activity </div>				447	2	0.4%

Activity Highlights

- **Winter Weather Info:** Freezing pipes, high winds, snow, sandbag stations, flooding, etc.
- **Lt. Hogue's FBI Academy Graduation**
- **Library Conversation Projects**
- **City Talk: Engineering, Waterfront Redevelopment, Finance/Budget**



Activity Highlights

- Cocoa with a Cop
- New officers, promotions: Lt. Hogue, Sgt. Molden, Luedke, Davis



Activity Highlights

- Open houses: Urban renewal, Columbia View Park expansion, Branding & Wayfinding
- Spirit of Halloweentown media inquiries
- If I Were Mayor Student Contest
- Missing Kids Readiness Project



On the Horizon

- **If I Were Mayor Student Contest**
- **Open Houses: Branding & Wayfinding, Columbia View Park Expansion**
- **CERT graduation**
- **City Talk: Youth Librarian**
- **Summer events**
- **Library Summer Reading Programs**
- **Port collaboration – RARE intern PR/Marketing**

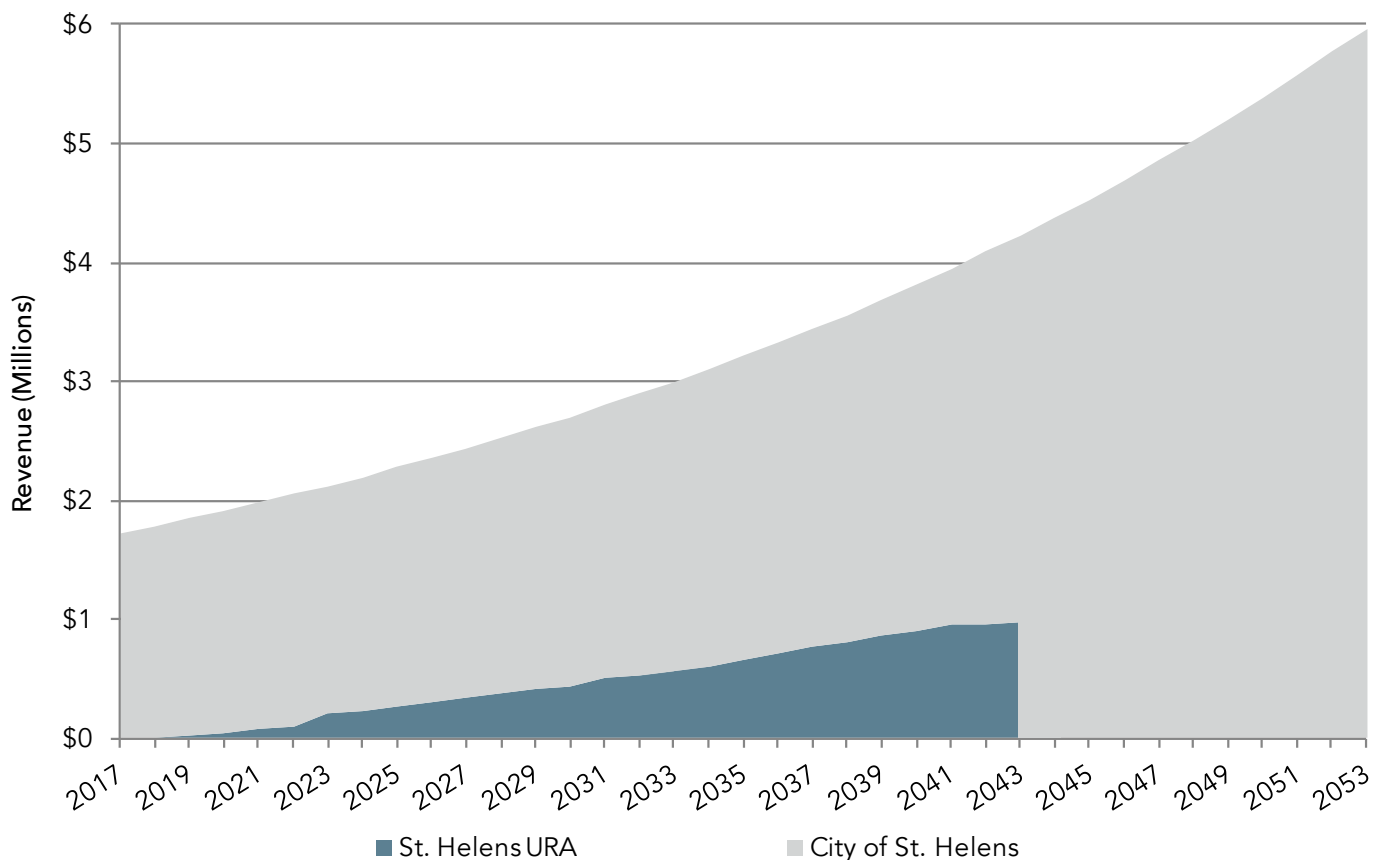
St. Helens URA

Impacts to City of St. Helens:

Trend Growth Scenario

This table shows foregone revenue, or future revenues that would flow to the new St. Helens URA rather than to the City of St. Helens. This analysis assumes that the revenues continue to grow at the same rate in the future, at about **3.5%**. The St. Helens urban renewal agency would use these revenues to make investments in the area that support new development and allow revenues to grow at rates that exceed these projections. This analysis does NOT attempt to estimate the impacts of those investments, and therefore underestimates likely revenues. Over the life of the URA, foregone revenue accumulates to an estimated **18%** of total City of St. Helens property tax revenue in this scenario.

FYE	Gross City Revenue	Revenue to St. Helens URA	Net City Revenue
2019	\$ 1,852,055	\$ 29,026	\$ 1,823,029
2020	\$ 1,916,877	\$ 44,636	\$ 1,872,241
2021	\$ 1,983,968	\$ 83,933	\$ 1,900,035
2022	\$ 2,053,407	\$ 105,360	\$ 1,948,047
2023	\$ 2,125,276	\$ 211,505	\$ 1,913,771
2024	\$ 2,199,660	\$ 237,680	\$ 1,961,980
2025	\$ 2,276,649	\$ 265,133	\$ 2,011,516
2026	\$ 2,356,331	\$ 314,759	\$ 2,041,572
2027	\$ 2,438,803	\$ 345,575	\$ 2,093,228
2028	\$ 2,524,161	\$ 377,878	\$ 2,146,283
2029	\$ 2,612,507	\$ 411,738	\$ 2,200,769
2030	\$ 2,703,944	\$ 447,227	\$ 2,256,717
2031	\$ 2,798,582	\$ 503,506	\$ 2,295,076
2032	\$ 2,896,533	\$ 538,320	\$ 2,358,213
2033	\$ 2,997,911	\$ 574,739	\$ 2,423,172
2034	\$ 3,102,838	\$ 612,839	\$ 2,489,999
2035	\$ 3,211,438	\$ 652,701	\$ 2,558,737
2036	\$ 3,323,838	\$ 721,866	\$ 2,601,972
2037	\$ 3,440,172	\$ 766,329	\$ 2,673,843
2038	\$ 3,560,578	\$ 812,841	\$ 2,747,737
2039	\$ 3,685,199	\$ 861,501	\$ 2,823,698
2040	\$ 3,814,180	\$ 912,409	\$ 2,901,771
2041	\$ 3,947,677	\$ 965,672	\$ 2,982,005
2042	\$ 4,085,845	\$ 962,259	\$ 3,123,586
2043	\$ 4,228,850	\$ 976,838	\$ 3,252,012



Notes: Analysis does not include any future bond revenue. Available historical City of St. Helens revenue growth: FYE 2015-FYE 2016 (2.88%), FYE 2016-FYE 2017 (4.13%)

Source: City of St. Helens Revenue from Columbia County Assessor, SAL Table 4a, FYE 2015, 2016, and 2017

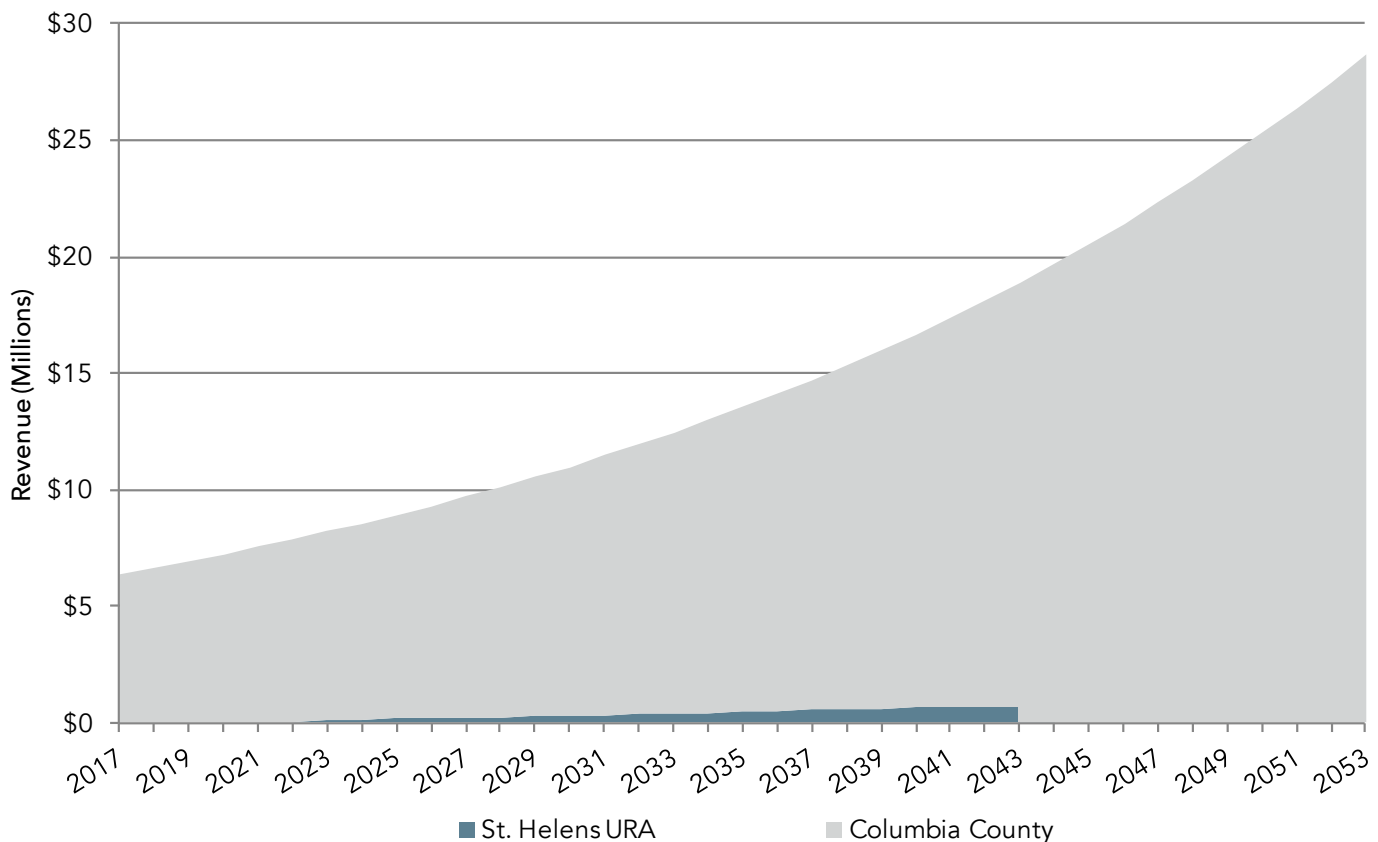
St. Helens URA

Impacts to Columbia County:

Trend Growth Scenario

This table shows foregone revenue, or future revenues that would flow to the new St. Helens URA rather than to the Columbia County. This analysis assumes that the revenues continue to grow at the same rate in the future, at about **4.25%**. The St. Helens urban renewal agency would use these revenues to make investments in the area that support new development and allow revenues to grow at rates that exceed these projections. This analysis does NOT attempt to estimate the impacts of those investments, and therefore underestimates likely revenues. Over the life of the URA, foregone revenue accumulates to an estimated **3%** of total Columbia County property tax revenue in this scenario.

FYE	Gross County Revenue	Revenue to St. Helens URA	Net County Revenue
2019	\$ 6,961,087	\$ 21,233	\$ 6,939,854
2020	\$ 7,256,934	\$ 32,652	\$ 7,224,282
2021	\$ 7,565,353	\$ 61,399	\$ 7,503,954
2022	\$ 7,886,881	\$ 77,073	\$ 7,809,808
2023	\$ 8,222,073	\$ 154,721	\$ 8,067,352
2024	\$ 8,571,511	\$ 173,869	\$ 8,397,642
2025	\$ 8,935,801	\$ 193,951	\$ 8,741,850
2026	\$ 9,315,572	\$ 230,254	\$ 9,085,318
2027	\$ 9,711,484	\$ 252,797	\$ 9,458,687
2028	\$ 10,124,222	\$ 276,427	\$ 9,847,795
2029	\$ 10,554,502	\$ 301,196	\$ 10,253,306
2030	\$ 11,003,068	\$ 327,157	\$ 10,675,911
2031	\$ 11,470,698	\$ 368,326	\$ 11,102,372
2032	\$ 11,958,203	\$ 393,793	\$ 11,564,410
2033	\$ 12,466,427	\$ 420,435	\$ 12,045,992
2034	\$ 12,996,250	\$ 448,306	\$ 12,547,944
2035	\$ 13,548,590	\$ 477,466	\$ 13,071,124
2036	\$ 14,124,405	\$ 528,062	\$ 13,596,343
2037	\$ 14,724,693	\$ 560,587	\$ 14,164,106
2038	\$ 15,350,492	\$ 594,612	\$ 14,755,880
2039	\$ 16,002,888	\$ 630,208	\$ 15,372,680
2040	\$ 16,683,011	\$ 667,448	\$ 16,015,563
2041	\$ 17,392,039	\$ 706,412	\$ 16,685,627
2042	\$ 18,131,200	\$ 703,915	\$ 17,427,285
2043	\$ 18,901,776	\$ 714,580	\$ 18,187,196



Notes: Analysis does not include any future bond revenue and does not show impact from other URAs. Available historical Columbia County revenue growth: FYE 2015-FYE 2016 (4.55%), FYE 2016-FYE 2017 (4.01%).

Source: Columbia County Revenue from Columbia County Assessor, SAL Table 4a, FYE 2015, 2016, and 2017

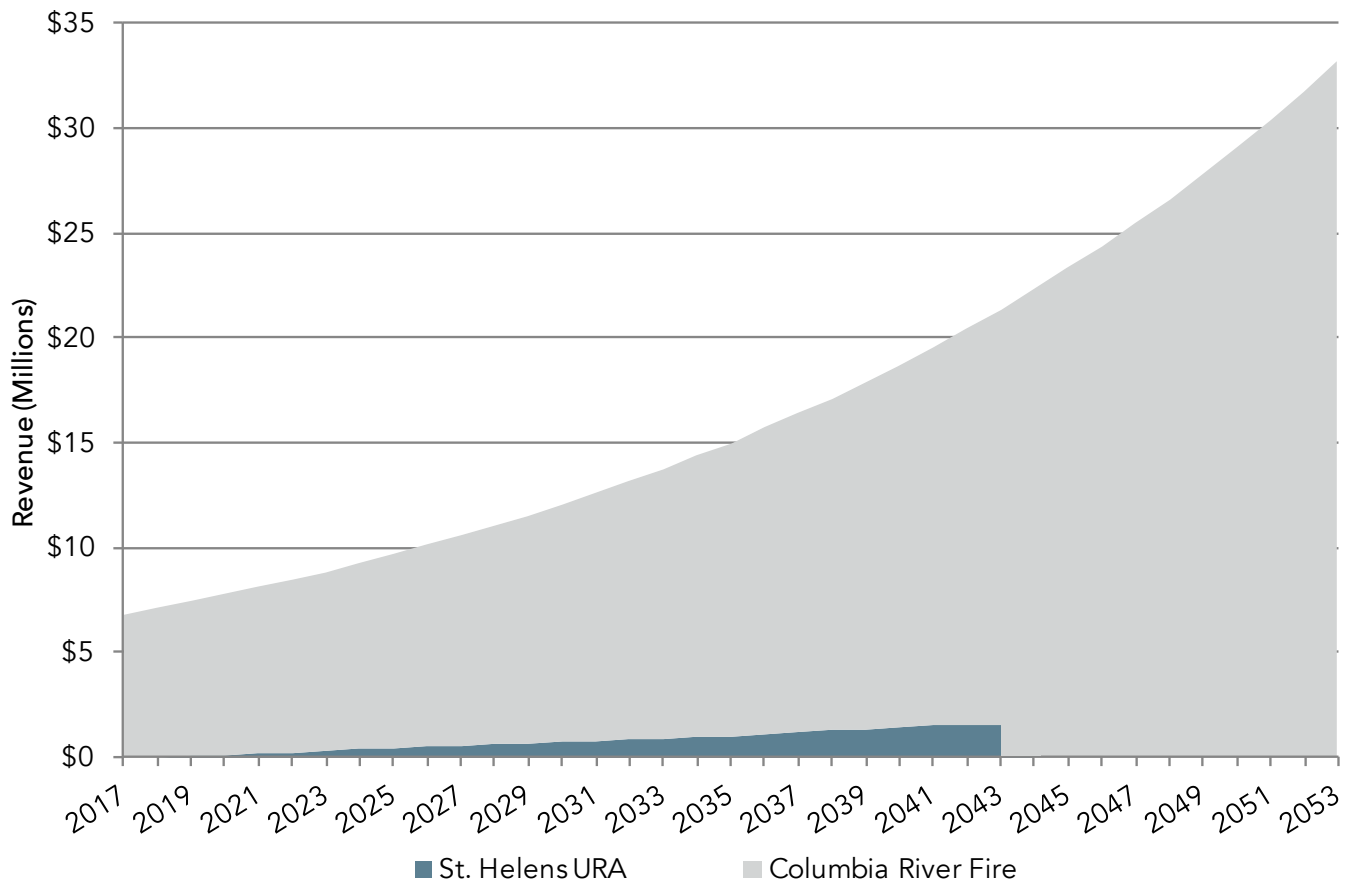
St. Helens URA

Impacts to Columbia River Fire:

Trend Growth Scenario

This table shows foregone revenue, or future revenues that would flow to the new St. Helens URA rather than to the fire district. This analysis assumes that the revenues continue to grow at the same rate in the future, at about **4.5%**. The St. Helens urban renewal agency would use these revenues to make investments in the area that support new development and allow revenues to grow at rates that exceed these projections. This analysis does NOT attempt to estimate the impacts of those investments, and therefore underestimates likely revenues. Over the life of the URA, foregone revenue accumulates to an estimated **6%** of total CRF property tax revenue in this scenario.

FYE	Gross CRF Revenue	Revenue to St. Helens URA	Net CRF Revenue
2019	\$ 7,421,657	\$ 45,234	\$ 7,376,423
2020	\$ 7,755,631	\$ 69,561	\$ 7,686,070
2021	\$ 8,104,635	\$ 130,800	\$ 7,973,835
2022	\$ 8,469,343	\$ 164,192	\$ 8,305,151
2023	\$ 8,850,464	\$ 329,608	\$ 8,520,856
2024	\$ 9,248,734	\$ 370,399	\$ 8,878,335
2025	\$ 9,664,927	\$ 413,180	\$ 9,251,747
2026	\$ 10,099,849	\$ 490,518	\$ 9,609,331
2027	\$ 10,554,342	\$ 538,542	\$ 10,015,800
2028	\$ 11,029,288	\$ 588,882	\$ 10,440,406
2029	\$ 11,525,606	\$ 641,649	\$ 10,883,957
2030	\$ 12,044,258	\$ 696,956	\$ 11,347,302
2031	\$ 12,586,250	\$ 784,659	\$ 11,801,591
2032	\$ 13,152,631	\$ 838,913	\$ 12,313,718
2033	\$ 13,744,499	\$ 895,668	\$ 12,848,831
2034	\$ 14,363,002	\$ 955,044	\$ 13,407,958
2035	\$ 15,009,337	\$ 1,017,164	\$ 13,992,173
2036	\$ 15,684,757	\$ 1,124,950	\$ 14,559,807
2037	\$ 16,390,571	\$ 1,194,241	\$ 15,196,330
2038	\$ 17,128,147	\$ 1,266,726	\$ 15,861,421
2039	\$ 17,898,913	\$ 1,342,556	\$ 16,556,357
2040	\$ 18,704,364	\$ 1,421,890	\$ 17,282,474
2041	\$ 19,546,061	\$ 1,504,895	\$ 18,041,166
2042	\$ 20,425,633	\$ 1,499,576	\$ 18,926,057
2043	\$ 21,344,787	\$ 1,522,296	\$ 19,822,491



Notes: Analysis does not include any future bond revenue and does not show impact from Rainier Waterfront URA. Available historical CRF revenue growth: FYE 2015-FYE 2016 (4.38%), FYE 2016-FYE 2017 (4.56%)

Source: CRF Revenue from Columbia County Assessor, SAL Table 4a, FYE 2015, 2016, and 2017

CITY OF ST. HELENS

Financial Report For The Quarter Ending March 31 2017

This is the quarterly financial report for the quarter ending March 31, 2016. This is the 3rd quarter of the City's fiscal year ending June 30, 2017. If revenues and expenditures were received and spent evenly throughout the year, they would be at 50% received or spent at June 30, 2017.

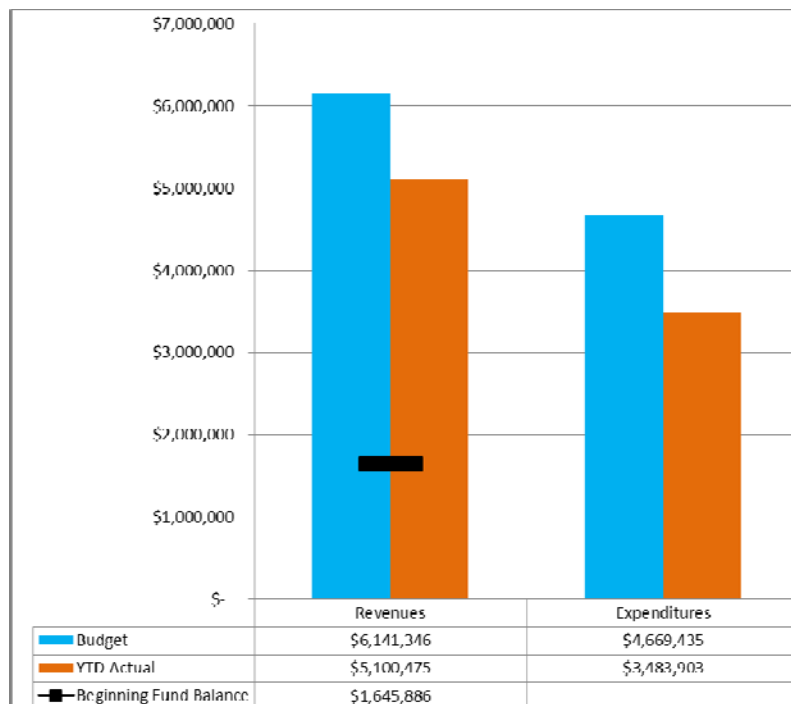
The quarterly report compares the budget to the year-to-date revenues and expenditures.

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance. The difference is the Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; BLUE = Budget and ORANGE = Actuals

For all funds/departments, other than the General Fund, the Revenue Graphs will show a large black line. This line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the black line represents where the fund would be as far as a balance of available funds.

General Fund - Overview



The General Fund receives the most focus throughout the year and during the budget cycle. The General Fund houses property taxes and the major service areas the public associates with local government – police, library, parks, council courts, planning and building. Above is a summary of the General Fund revenue & expenses.

General Fund revenues and expenditures are next broken down into categories and departments. Line item detail for each revenue source and expense item can be shown if requested.

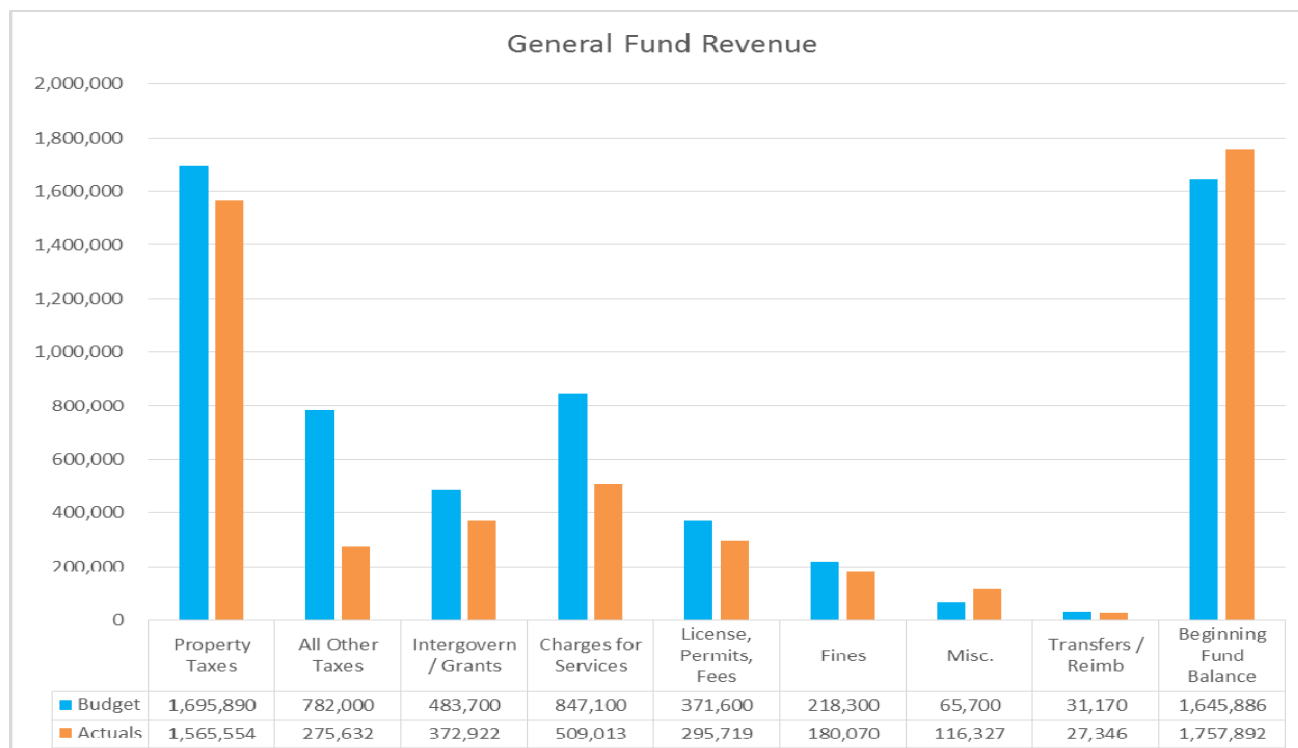
The General Fund's financial position is good through the third quarter of FY 2016-17. The City has received 83% of the budgeted revenues for 2016/17. The Audited Beginning Fund Balance for FY 2016-17 is \$1.75 Million.

General Fund - Revenue

The following graph displays the General Fund Revenue broken out into separate revenue categories. Budgeted Amounts are shown in BLUE and the Year to Date Actuals are shown in Orange.

General Notes about the General Fund:

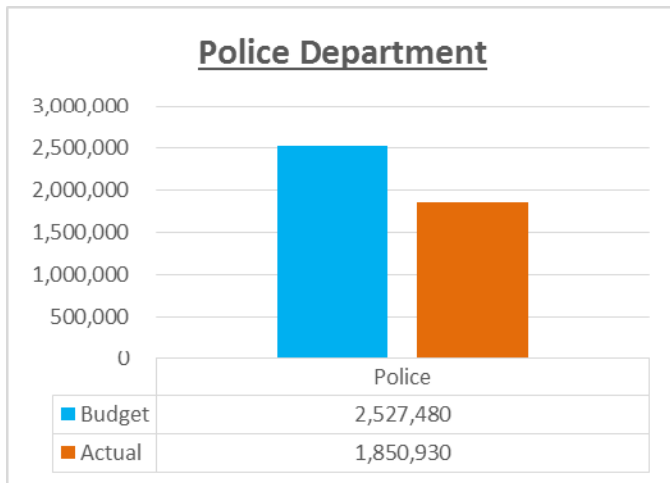
- Property taxes revenues are received mostly in the second quarter of the fiscal year.
- In the Charges for Services category, the largest revenue item is overhead charges (In Lieu of Franchise Fees) which is received from the enterprise funds (water/sewer/storm).



General Fund Expenditures

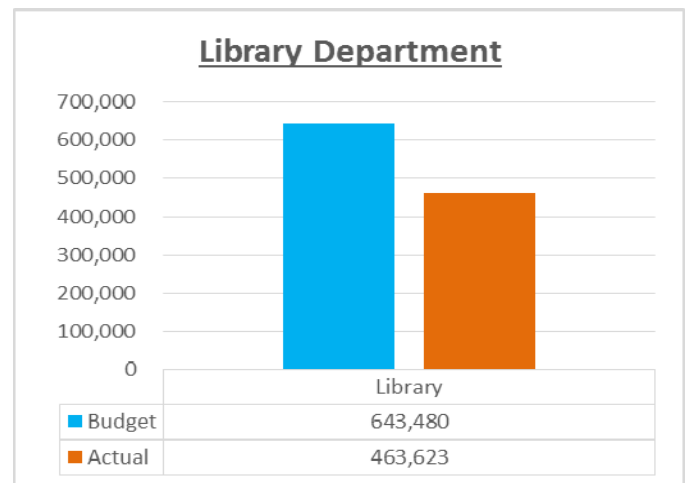
Police Department

Percentage of Budgeted Expenses Spent: 73%



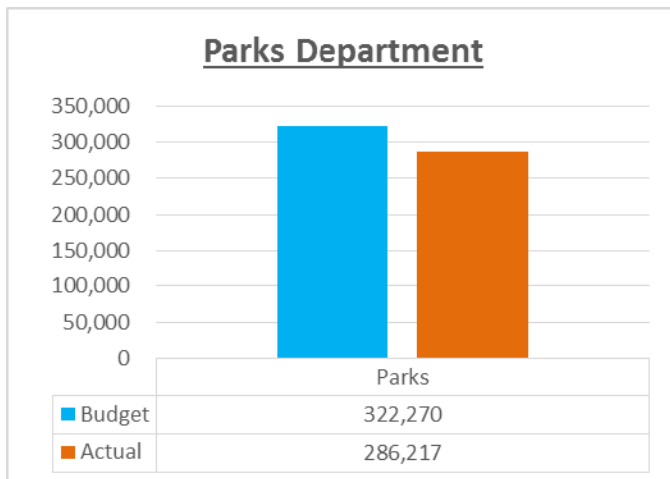
Library Department

Percentage of Budgeted Expenses Spent: 72%



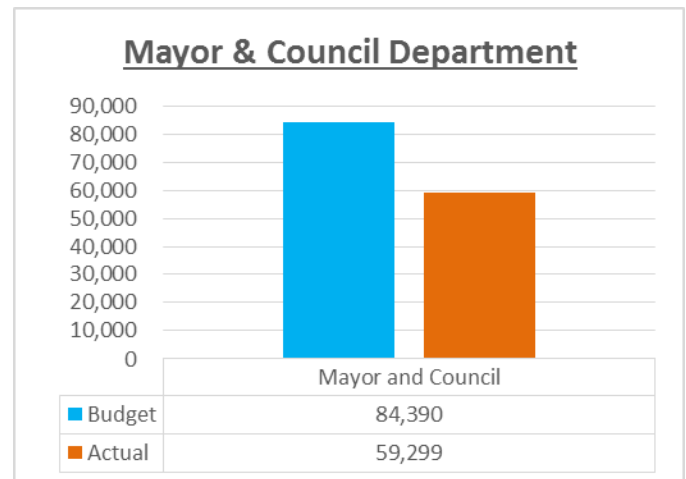
Parks Department

Percentage of Budgeted Expenses Spent: 89%



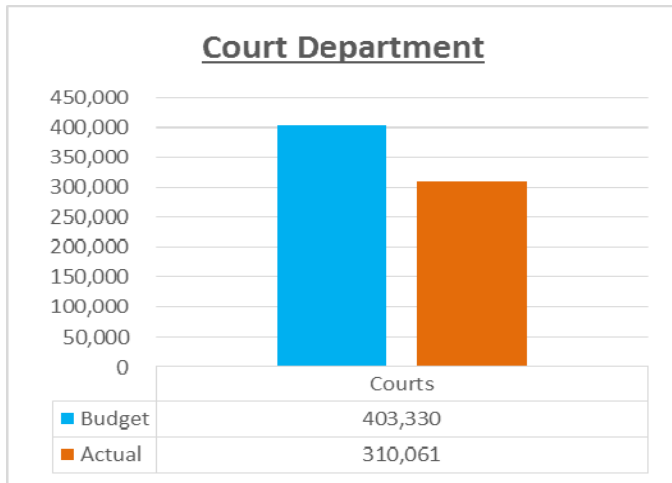
Council Department

Percentage of Budgeted Expenses Spent: 70%



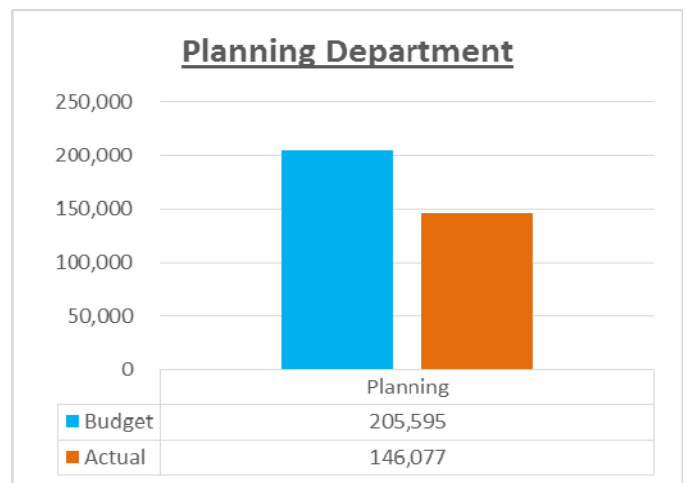
Court Department

Percentage of Budgeted Expenses Spent: 77%



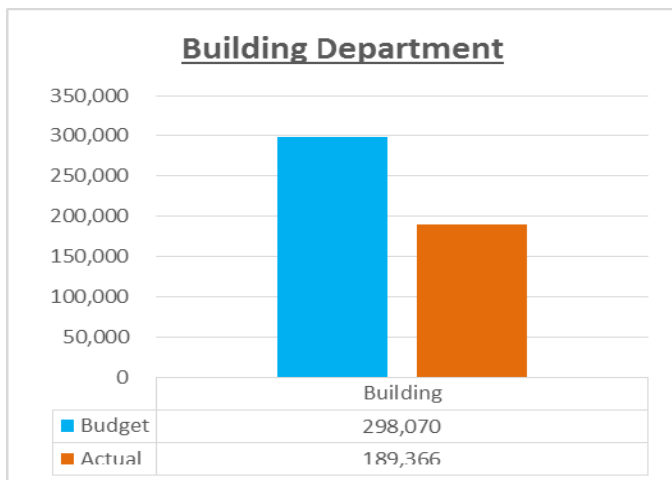
Planning Department

Percentage of Budgeted Expenses Spent: 71%



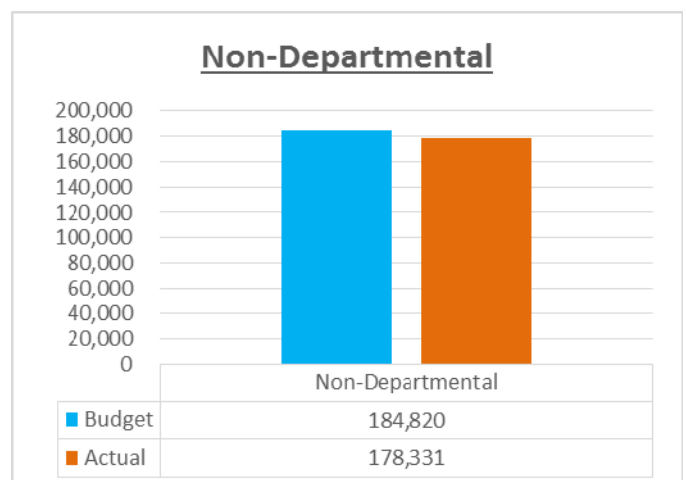
Building Department

Percentage of Budgeted Expenses Spent: 64%

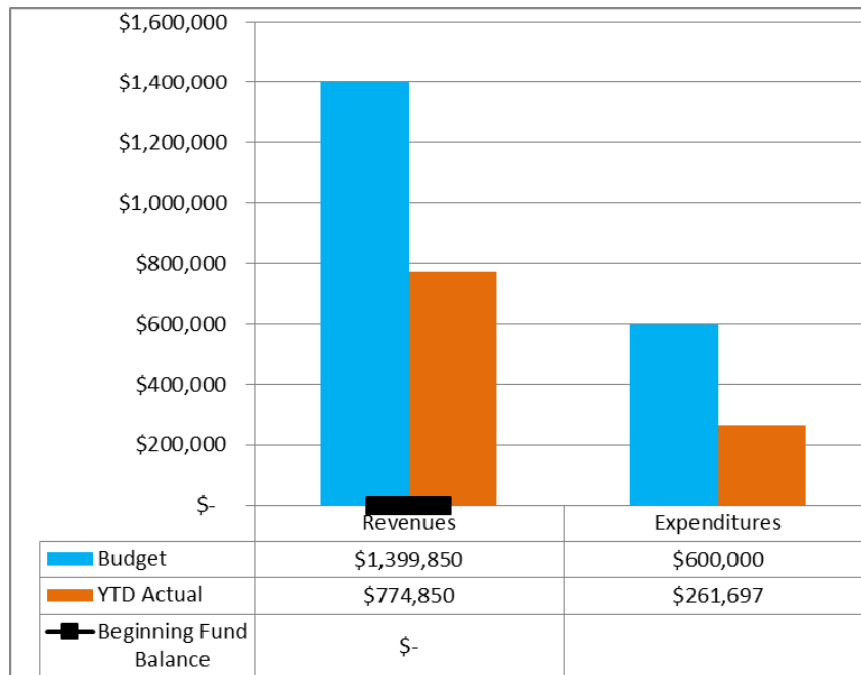


Non-Departmental Department

Percentage of Budgeted Expenses Spent: 96%



Other Funds:



Economic Development Fund

Revenues: 55%

Expenses: 53%

This is a new fund for 2016-17. It receives revenue from Lease Payments, Grants, and Transfers. A transfer Journal Entry was completed in October, which accounts for about 1/3 of the revenue.

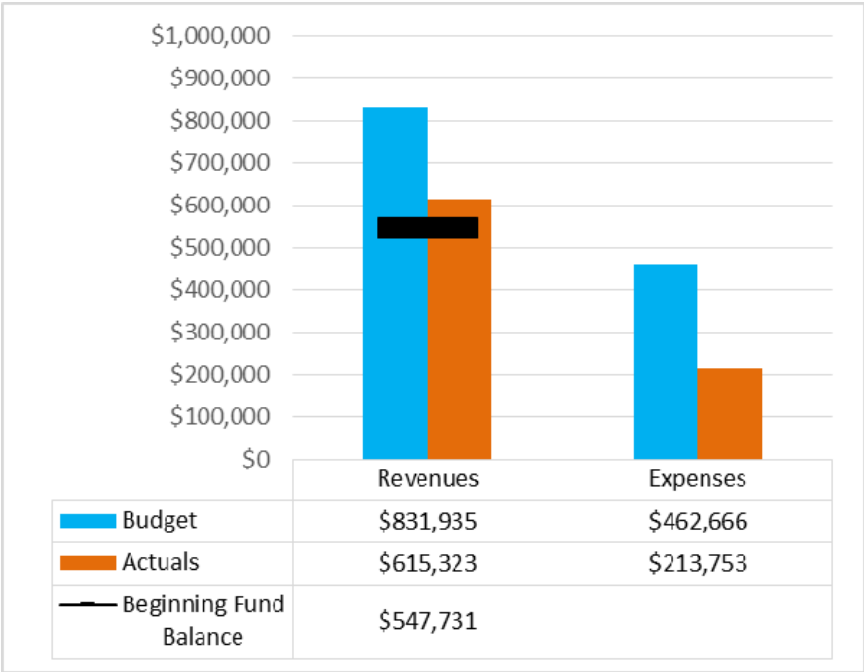


Visitor & Tourism Fund

Revenues: 109%

Expenses: 62%

Main revenue from this fund is from Motel/Hotel Tax, currently at 85%. Event revenues were budgeted at \$0 but the City has received \$78k as of 3/31.

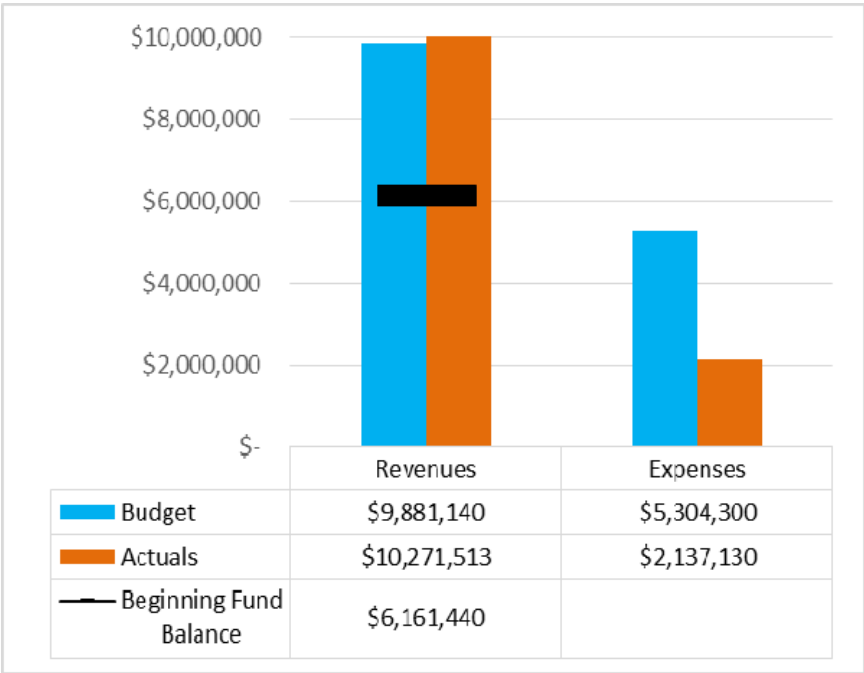


Community Enhance Fund

Revenues: 90%

Expenses: 40%

Main revenue comes from beginning fund balance rollover of previous years.

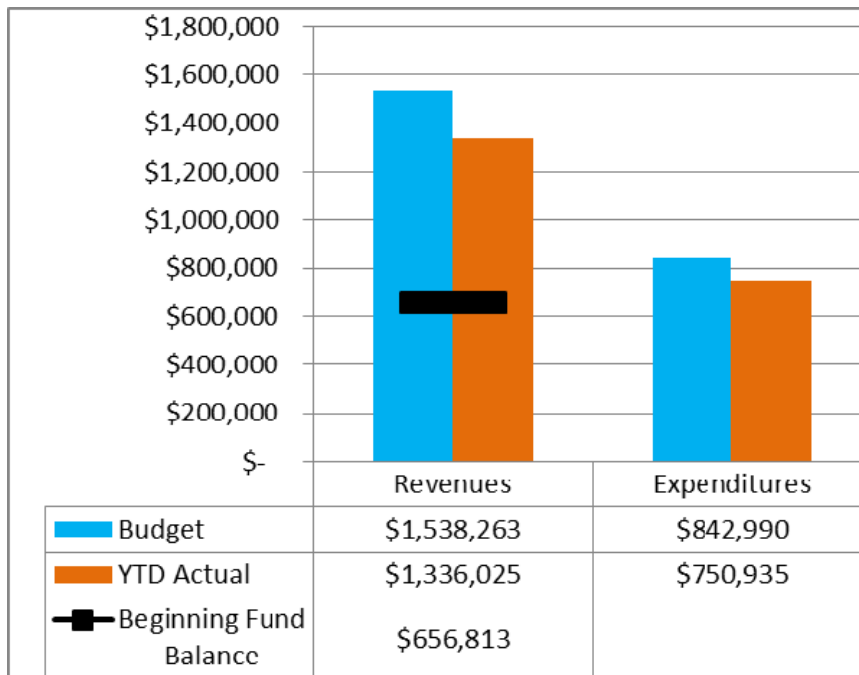


Capital Projects Fund

Revenues: 104%

Expenses: 40%

A large portion of revenue received was a Loan Distribution from DEQ of \$1,333,805 in the Storm Water Projects.

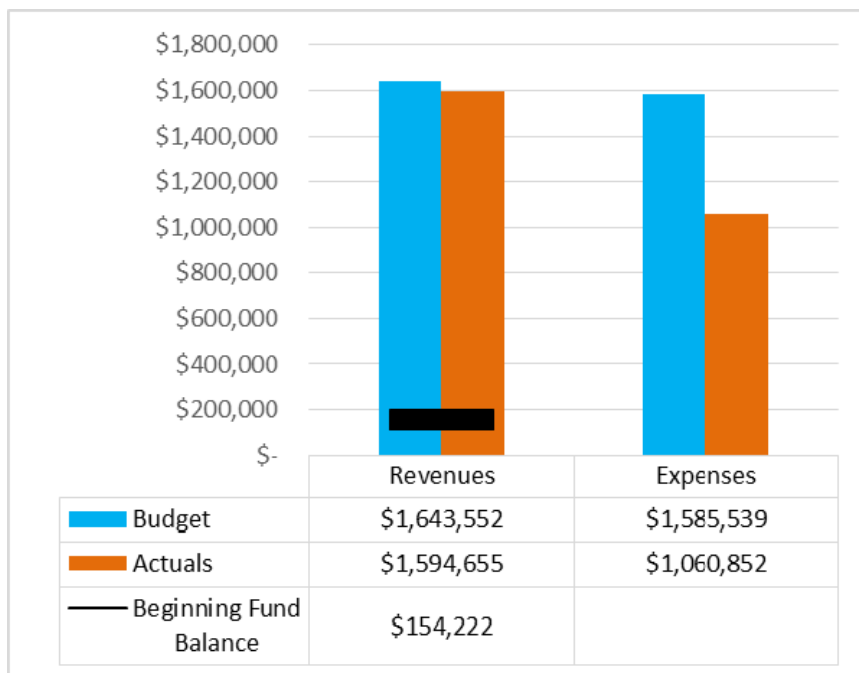


Streets Fund

Revenues: 87%

Expenses: 89%

Main revenue comes from Motor Vehicle Tax, currently at 78%.



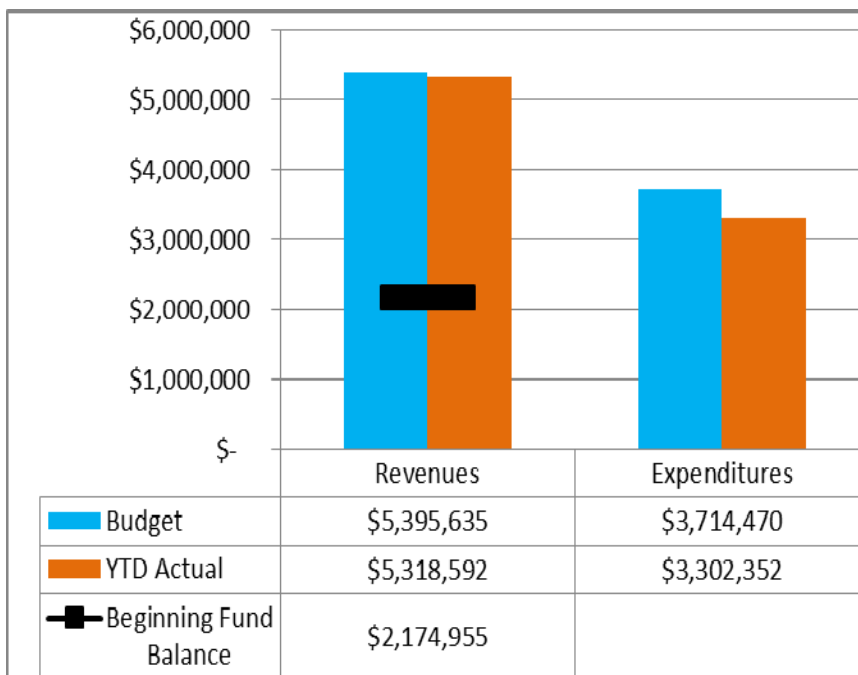
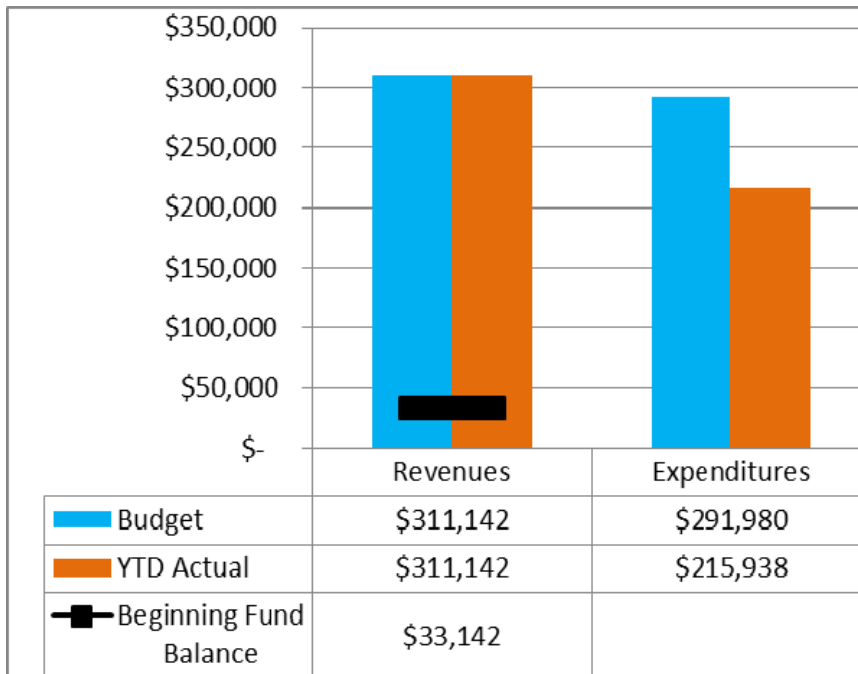
Administrative Services Fund

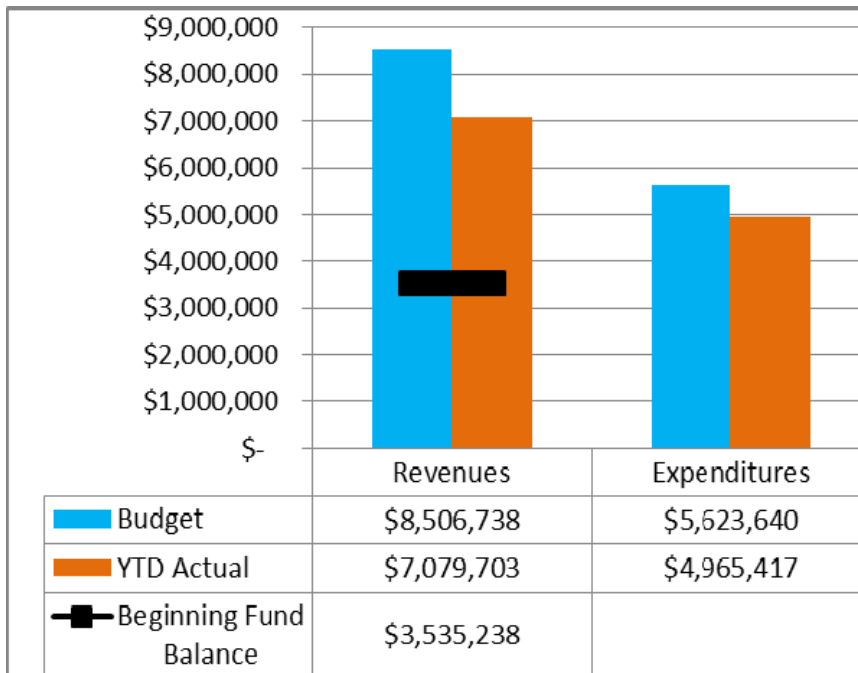
Revenues: 97%

Expenses: 67%

Revenue is received mainly from Indirect Cost Allocation which was completed in October and a beginning fund balance of \$154k from last year.

City Admin – 40% expensed
 City Recorder – 70% expensed
 Finance – 82% expensed
 City Hall – 72% expensed
 Other – 40% expensed



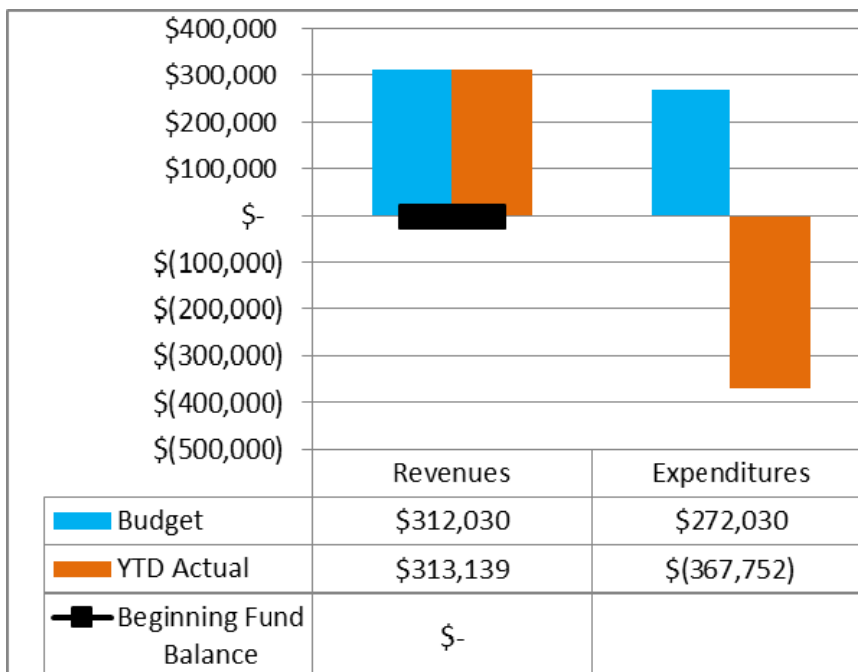


Sewer Storm Fund

Revenues: 83%

Expenses: 88%

Sewer Service revenue is currently at 72%
Storm Drain revenue is currently at 69%



PW Operations Fund

Revenues: 100%

Expenses: -135%

Revenue for this fund includes Indirect Cost Allocation which was completed in October and Transfer funds there were completed in October.

Expenses are (negative) because of the Direct Labor Charge that was completed for the entire year in the month of August. The PW fund "receives" money through Direct Labor charges to Enterprise Funds (creating a negative entry in this line item). If the Direct Labor entries were removed, this account would be 74% spent with Expenses.

City of St. Helens

Job Title: Associate Planner
Department: Community Development
FLSA Status: Non-Exempt
Union: Yes
Date Created: April 19, 2017

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies. Assists with economic development programs and activities.

SUPERVISION RECIEVED

Works under the direct supervision and oversight of the City Planner, including day-to-day work assignments/tasks. Also works under the general guidance and direction of the Community Development Director.

SUPERVISION EXERCISED

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any intergovernmental agreements or requirements.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates land use proposals to ensure compliance with applicable City, State and Federal laws; evaluates proposals' development impact as they relate to the adopted plans of the City; and make recommendations.
- Approves shoreline development permits, sign permits, subdivision plats, boundary line adjustments, and land development proposals within scope of authority and responsibility.

- Maintains accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
- Provides support to the Planning Commission and Historic Landmarks Commission as needed and assigned.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Serves when needed as a member of a planning task force composed of City, County or State groups.
- Prepares and writes grant application components relating to geographies, maps, plats, site plans, etc.
- Assists with or directly manages projects and grants related to land use planning and/or community development.
- Develops and maintains a database of information for planning purposes.
- Responds to local citizens inquiring about City planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Performs other related duties as assigned.

PERIPHERAL DUTIES

- Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, landscape architecture or a closely related field; and
- b. Four years of progressively responsible professional experience in City, County or Regional planning work, including grant application and management; or
- c. Any equivalent combination of education and experience, with additional education substituting on a year-for-year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of applicable zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of personal computers and GIS applications.
- b. Skill in the area of drafting and designing; skill in the operation of the listed tools and equipment.
- c. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand or walk. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use development and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

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

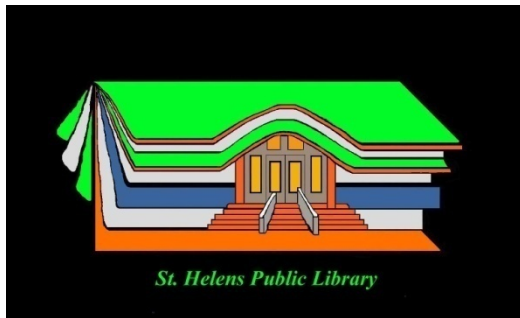
Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____



April 12, 2017

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

It's National Library Week!!

St. Helens Garden Club Plant Sale: The Garden Club will be holding their semi-annual plant sale this **Saturday, April 15th from 9:00am-2:00pm on the porch of the Columbia Center.**

Make-It! Events for April and Early May:

●**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. (Ages 6-12)
Call the Library to register – (503) 397-4544

Monday, April 17, 4:00pm in the Auditorium

●**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, May 1, 4:00pm in the Auditorium

●**DIY MUSICAL INSTRUMENTS** – Make your own finger piano, harmonica, or shaker sticks and jam with us! We'll have a bunch of different kinds of materials on hand, too, so you can even invent your own instrument. (Ages 6-12) Call the Library to register – (503) 397-4544

Monday, May 15, 4:00pm in the Auditorium


Oregon Library Association Annual Conference: Two library staff members – Reference Librarian, Brenda Herren-Kenaga and Library Technician, Nicole Woodruff - will be attending the entire conference in Salem this year and Youth Librarian, Gretchen Kolderup will be joining them for the final day. We appreciate this fiscal year's increase in funds for professional development that were a casualty of budget reductions during recent years.

Rollin' on the River Author Event: Warrenton author John Rekart, Jr. ("Rollin' on the Wild River" and "Rollin' on the River") will share his stories about current and historical Columbia River pilots, sailors, and tug and barge operations and how the skills of these professionals impacts commerce around the world.

Thursday, April 27, 7:00pm in the Auditorium

Columbia Arts Guild's "Spring Into Art": Come to the Columbia Center on **Saturday, April 29th from 10:00am - 4:00pm** for the second annual celebration of arts. There will be visual art on display, authors reading from their works, musicians performing and art activities for kids.

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	19 April 2017	
Subject:	March Status Summary	

Engineering

1. Finalized plans and specifications for a sanitary sewer repair project, bids due on April 25.
2. Received bids for a street crack sealing project, awarded contract.
3. Received bids for an I&I inspection project, awarded contract.
4. Reviewed plans for a storm drain outfall extension in the Elk Ridge subdivision.
5. See complete report.

Parks

1. Started prepping ball fields and performed dugout repairs at Campbell Park.
2. Used ToolCat to sweep dike road at the WWTP and the Rutherford Pathway.
3. Worked on ball fields at Little League Park.
4. Trimmed trees and pruned bushes at the Library.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 204 standard water meters with new radio read meters.
2. Assisted contractor at 2MG reservoir project to remove and reinstall ladder.
3. Made four new sewer tap connections.
4. Replaced three faulty shut off valves.
5. Serviced and/or made repairs on over 51 vehicles and/or equipment.
6. Responded to 5 after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 40.6 million gallons of filtered drinking water, an average of 1.3 million gal/day.
2. Started process to replace the circuit board for the fire alarm system.
3. Responding to challenging issues related to the rapidly changing raw water quality variables.
4. See complete report.

Waste Water Treatment Plant

1. Performed surprise inspection of grease traps at Bings; traps were in good order.
2. Needing to replace overflow structure pump wiring and discharge hose from rodent damage.
3. Dealt with issues with the secondary pump at Lift Station #9.
4. Had fuel line replaced on secondary lagoon barge motor.
5. See complete report.



Engineering Department Status Report

4 April 2017



WATER PROJECTS

2MG Reservoir Rehab Project

The final spray coating of the interior of the reservoir has been completed. The City's independent inspector, Bear Inspection, will be on site to perform the final coating inspection on April 5. Once the inspection has passed, the reservoir can be cleaned, disinfected, and put back in service.

DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

The Developer's engineer has proposed a water booster pump station configuration for the current subdivision phase that can be upgraded to provide water pressure for their future development phases. Public Works and Engineering staff met with the Developer's group on site and agreed on a site for the booster station. Plans are expected to be forthcoming. Another related project on the site will be the relocation of the existing storm outfall pipe. DEQ is requiring the Developer to move the 24-inch diameter pipe to a location approximately 150 feet west of its current location.

St. Helens Marina Wyeth Street RV Park

Construction started in early March on five new RV spots located on the north side of the existing RV park. This project will include improvements and paving in a portion of the Wyeth Street right-of-way.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

Vegetation restoration is still pending and is scheduled to be completed in the spring.

2017 I&I Video Inspection Project

Staff has prepared plans and specification for a project to inspect the private mains and laterals inside of a private manufactured home park that has been identified as a major contributor of Inflow and Infiltration of storm water to the sanitary sewer system. Bids were received on April 4 and the contract was scheduled to be awarded by the Council at their April 5, 2017 Regular Session meeting.

2017 I&I Sanitary Sewer Rehabilitation Project

Staff has prepared plans and specification for a project to repair, replace, and/or rehabilitate approximately 900 feet of sanitary sewer pipe, mainly located on the South Trunk sewer main. Bids will be due on April 25, 2017.

N. 11th Street, Lot 7

No change in status since last month: NW Natural has halted construction on this project until they can re-route a major natural gas main that they feel will be in conflict with the storm drain. Work was started by a private contractor to install a new storm pipe through a section of open ditch on the east side of N. 11th Street. NW Natural anticipated having their project complete by the end of February, but weather issues have delayed construction. No update has been provided on a new completion date.

STREET AND TRANSPORTATION PROJECTS

LED Street Light Upgrade Project

Installation of the new LED light fixtures on the stand-alone light poles is complete. The Columbia River PUD crews have started work on the fixtures attached to utility poles with power distribution lines. The new LED fixtures provide a much truer light and better broadcast coverage, while consuming far less energy. The project will be paid for with the electrical savings and the City will realize the full cost savings once the capital costs have been paid.

Riverfront Connector Plan

Staff is looking forward to participating in the Riverfront Connector Plan project, a Transportation Growth Management grant project through ODOT. This project will explore routes, improvements, options, etc. for new and or upgraded means of accessing the Riverfront District.

Spring 2017 Crack Sealing Project

On March 15, the contract was awarded for a small crack sealing project that includes four streets that are starting to see some minor cracking but have not deteriorated to the point that they require more extensive repairs. The streets scheduled for sealing are River Street; Columbia Boulevard between the RR tracks and 16th Street; S. 15th Street; and S. 18th Street. Once the contract documents are in place, the City will work with the Contractor, CR Contracting of Bend, OR, on a schedule. The contract stipulates that the work will be complete by June 30, 2017.

Gable Road Improvement Project

The County has signed and accepted the IGA with the City to participate in the Gable Road Improvement project. The interjurisdictional partnership will oversee all aspects of this large-scale improvement project. Construction of improvements on Gable Road between Highway 30 and Columbia Blvd. will include widening of the travel lanes, the addition of bike lanes, new sidewalks, and additional safety features. An RFP for consultant services will be issued in May, 2017.

Wayfinding and Branding Project

Staff has reviewed the preliminary design concepts for wayfinding signage. This exciting grant-funded project will help to provide unique, uniform directional signage throughout the town and set the style and color scheme for future wayfinding signage. The end result will bring uniformity to the directional signage and help local citizens and visitors alike find their way to local destinations.

MISCELLANEOUS PROJECTS

Right-of-Way and Construction Permits

There were three Right-of-Way/Construction permits issued in March 2017 – one to Comcast for a service on Glacier Avenue; one to NW Natural to disconnect a service on N. 17th Street; and one Construction Permit issued to St. Helens Marina for the RV park expansion on River Street and Wyeth Street.



Parks Department for March 2017



Daily duties were performed which include: cleaning restrooms, garbage pickup, Sand Island maintenance, and general parks maintenance.

Cut up downed trees at McCormick
Held the Chili cook off
Organized the Parks Shop
Checked on trees on River Street
Painted the parks shop
Trimmed trees and pruned bushes at the Library
Disposed of 2 skunks
Power raked 6th Street infields
Contacted tree removal service on River Street
Removed the wood from River Street trees
Filled in ruts on the ball field at Campbell
Power raked Campbell infield #1
Weed-eated Columbia View
Put rock in the shoulder at the entrance to McCormick
Helped remove the roof on the dugouts at Campbell
Getting final bids on a top dresser for the Parks
Swept the dike for waste water
Restocked the maintenance rooms at all parks
Swept the bike path to Columbia City
Took a planter to waste water
Fertilized the Plaza
Weed-eated around the Campbell Park sign
Picked up garbage in the City's parking lot
Sprayed weeds around City Hall
Put bark dust in Walnut Tree Park

Public Works Work Report

March 2017

Water Dept:

Installed 204 radio read meters
Read heavy users
Read meters
Cold patched street crossing on N. 11th St.
Put check valve on meter on Tualatin St.
Replaced shut-off on N. 14th St.
Installed new service for 2024 Columbia Blvd.
Helped Roger at Police Station
Helped Parks take down two trees at McCormick Park
Replaced 6" meter at McCormick Park
Cut concrete, replaced shut-off and poured new concrete at 115 N. 6th St.
Cut Concrete and replaced shut-off on Park St.
Helped put ladder back in reservoir
Filled potholes

Sewer Dept:

Pushed dirt left by storm project contractors at SH Marina RV Park
Helped WWTP pull pump at pump station by Yacht's Landing
Tapped sewer at 505 N. 11th St.
Built gate to block road to Elk Ridge reservoir
Tapped sewer for SH Marina RV Park
Cleared downed trees and removed brush from sides of road at tree farm
Graveled roads
Tapped sewers at 570 Cowlitz St. and 314 S. 6th St.
Wire located sewer and storm for possible new subdivision on Helens Way

Call-Outs:

Pick up dead cat at S. 16th St. & Old Portland Rd.
Stop sign down at Gable Rd. & Old Portland Rd.
Telemetry alarm – communication failure at #3
PD request to board up shed on S. 3rd St.
Telemetry alarm - power failure at reservoir

Miscellaneous:

Swept streets
Marked 61 locates
Checked wells & reservoirs daily
Tim pressure washed Columbia View docks

**Joint Maintenance Facility
Monthly Report March 1st to 31st**

March 1st

Office Computer Work Filled paper work
PW #76 Picked up the truck from Freightliner in Portland and brought it home
PW #4 Installed 7 glow plugs and a Relay
Police S-10 Installed two new front tires
S-5 Installed 4 new tires
PW #1 Looked for a fuel leak

March 2nd

PW #4 worked on the snow plow blade adjusting it
PW #1 Installed a new fuel filter and filled all fluid levels

March 3rd

Office Computer work
Shop Cleaned restroom and shop sink
PW #4 Installed glow plug
PW Cut metal for the restrooms at Sand Island

March 6th

Parks Fabricated a Katy bar for the restrooms at Sand Island
WWTP Fabricated two manhole hooks and three sets of hooks for the pump stations
Parks Sharpened a chain saw

March 7th

Office Computer work filled paper work
Parks Sharpened chain saw

March 8th

Brett sick
PW #5 Installed a new quick coupler

March 9th

Shop Clean up
Brett Sick
WWTP Checked Coolant in the generator at the pump station

March 10th

Brett Sick

March 13th

Office Computer work filled paper work
PW #4 Installed new hinge point pins and a jack for the front of the plow delivered the truck back to public work

Shop Cleaned up stairs

March 14th

Shop Cleaned out the sandblaster and installed a new bag

PW Tuned up a chop saw

PW Added oil to a pressure washer

PW #16 Filled the DEF fluid on the truck

March 15th

Shop Filled sand blasting cabinet with sand

PW #30 Full service

PW Took the small walk behind asphalt cutter back to public works

March 16th

WWTP #39 Full service

PW #5 Installed new O rings on the hammer hydraulic block

March 17

Office Computer work

Shop Cleaned restroom and shop floor

Keith sick

March 20th

Parks #10 Cleaned battery terminals filled coolant and filled oil

Parks Sharpen chain saw

Brett sick

March 21st

PW #5 Installed a new O ring on the hydraulic hammer

Parks #10 Test ran the truck and rechecked the fluids

Parks #12 Pressure washed mower

Shop Cleaned out the tire dunk tank and let it dry out

March 22nd

Parks #8 Repaired a stuck hydraulic quick coupler

PW #23 Jump started the tractor

Parks #12 full service

Parks #4 Full service

March 23rd

Parks #17 Full service

Parks Went with Shan to look at the toilet paper holders at Columbia view park to see if we could fabricate another device to keep people from damaging them.

Shop Sealed up the tire dunk tank

PW #29 Meet with Pat from General Equipment so he could take pictures of it for a trade in value

Keith Vac. Day

March 24th

Shop Cleaned restroom and shop sink

PW #18 Full service

Keith Vac. day

March 27th

Shop Filled the tire dunk tank and checked for leaks

PW #57 Full service

Police S-9 Full service

PW Fabricated a brace for a desk at city hall

PW Removed a suspension cylinder from a chair at city hall

March 28th

Office Computer work filled paper work

PW #5 Installed a new grease fitting in the hammer

March 29th

Parks Fabricated pockets for the dugouts at Campbell Park helped them at the park install them

Brett Vac. Day

March 30th

Parks Installed a new cable on a mower

Parks Helped with the dugouts at Campbell park

Brett Vac. Day



City of St. Helens, Oregon
Public Works
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal March 2017

Water Production: 40.6 million gallons which averages 1.3 million gallons per day

This has again been a relatively calm month as regards the monitoring and operation of the WFF. Using the term “relatively” with regards to the higher NTU and temperature fluctuations during the month plays havoc on the chemical residuals and makes controlling the process more intense. The operator is called upon to adjust the chemical feed dose range to try and keep the residual within the boundaries because the instrumentation of the WFF paces the chemical feed rates based on the flow rate through the WFF, not what the residual boundaries are. For example: say the chemical feed pumps are set for an 1800 gpm flow rate through the WFF, however, the properties of the raw water coming into the facility are changing. The NTU (murkiness of the water) and the temperature of the incoming water rise up, the incoming water requires more chemical to combat these changes. The WFF chemical dosing pumps remain pumping chemical based on an 1800 gpm flow and are not adjusting according to the dirtier and colder raw water entering the WFF. This results in the chemical residuals falling below established setpoints, because the same chemical dosage rate is being applied to the dirty water that was being applied to cleaner and warmer raw water. When the operator receives a chemical residual alarm, the residuals have already been lowering for 30 or 40 minutes prior to him getting an alarm. It is only after a high or low **residual** setpoint sets off an alarm that the operator is notified and that he begins interacting with the WFF process. After answering the alarm, then make the necessary adjustments to the chemical feed pump, that we then monitor the minute by minute trending screens to help us make intelligent adjustments to the chemical dosing rates. After setting a new dosage rate, we do not get an instantaneous result, rather it will take up to 40 to 50 minutes before we even begin to see a change in the chemical residuals. While monitoring the system for those precious 40 to 50 minutes waiting for the new dosage rate to begin taking effect, we might see that we did not make a large enough change to the dose which requires us to make another dosage pump adjustment. We then we have to wait another 30 minutes to see if our most recent actions will result in giving us the control and residuals we are looking for. Right now during this latest spring storm and snow melting event, we are experiencing some quickly changing variables over the course of several hours, so there are times when your water treatment plant operators are monitoring and watching over the WFF process for many hours during the night, and over the weekend, to maintain the quality of the water being delivered to your homes making sure it is a dependable and reliable source of safe, fresh and clean drinking water.

Week 1 Produced and sent March OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Received an order of Caustic Soda for our pH control.

Week 2 Gathered and sent out the March LT2 (Cryptosporidium) sample. Ordered chlorine for next week.

Week 3. We had our site visit from our Gamewell alarm technician. He found that our 12 year old circuit board that monitors and controls our fire alarm system has reached the end of its computer board life. He ordered a new circuit board and will be replacing the obsolete PC boards with a retrofit new up to date board. We are in contact with a service technician from Branom instruments to verify our system pressure sensors on the filtration racks are reading correctly with accurate pressures. The pressures are an integral part of our daily

process that the Integrity Tests are calculated from. We are also in the process of filling out a membrane filtration questionnaire for OHA so they can collect information and details of membrane filtration systems around the state in an effort to improve public health protection by assuring membrane operations are within appropriate limits. I contacted PALL Corporation to assist us in filling out the form so we have accurate and appropriate terms and operational parameters of our system for not only their records, but ours too. Ordered chlorine for next week.

Week 4 Making arrangements for the calibration of our air sensor gauges by Branom instruments, also waiting to hear back from PALL to help me fill out the State membrane plant survey form, (some of the questions they have need some technical assistance to answer.) The State said in the cover letter that “not all answers to these technical question may be readily available” and we are to put don’t know as an answer. Personally, I am not comfortable with that kind of an answer, so I am doing my homework and researching the answer to these questions. I am also waiting to hear back from DTS to remove and replace the mother board in our fire alarm panel. The lighting contractor installed a usage meter to determine our daily electric usage at the WFF. Seems that the WFF might receive LED lights to replace all our fluorescent fixtures. Calibrated NTU turbidimeters. Grinder pump station hose clamp failure crew came by (confined space entry) clamp replaced and torque restraints reestablished great work plumber Tim.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

March 2017

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 3/20-Pulled overflow structure pump and found that rats/nutria had chewed through both the electrical wire and the discharge hose.
- 3/22-Secondary barge motor quit. Ran for a while then only in idle. Called Bob Sanders. He found the fuel line needed replaced and changed it on 3/28.

Primary System Report

- All normal monthly routines complete.

Pump Stations

- 3/7-PS#9-Pulled pump #2. Cleaned rags off but pump will still not pump.
- 3/8-PS#2-Changed oil in pumps and cleaned checkvalves.
- 3/9-PS#7-Joint Maintenance added coolant to the generator to clear alarm.

Sodium Hypochlorite System

- 5055 gallons used this month.
- 3853 gallons used last month.
- 3/20-Flushed hypo lines to check for obstructions. Found none.
- 3/21-Replaced both discharge checkvalves from pumps.
- 3/27-5100 gallons delivered.

Call-outs

- No after hour call outs for March

Plant

- 3/1-Cleaned South contact tank.
- 3/22-Cleaned gravel out in front of headworks screen #2.
- 3/23-Hoist inspections.
- 3/23-Cleaned North contact tank.
- 3/31-Ken Buell here to perform required calibrations. He also checked the septage flow meter and found it to be very accurate.

Pretreatment

- 3/2-Septic tank load from Columbia City reportedly had large quantity of needles. Contacted Col. City police department and wrote letter to haulers outlining what to do in similar situations.
- 3/9-Johnny at ACWA meeting.
- 3/14-Unannounced inspection at Bing's to check if they are cleaning the grease trap. They have been.

Other

- 3/7-10-Aaron at training.
- 3/27-Local limits sampling.
- 3/29-30-Johnny at training.

Next Month

- Quarterly sampling
- Remove DataGator and install Mission overflow monitoring at M-1.